



Emergency Management Institute

# Fiscal Year 2015 Training Catalog

Train, Exercise, Educate



**FEMA**



EOC Role  
↓  
FACILITATOR  
Environmental  
Comm. Camp Life

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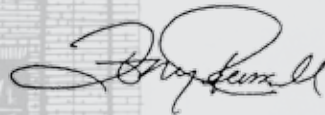
## WELCOME TO THE EMERGENCY MANAGEMENT INSTITUTE

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The mission of the Emergency Management Institute (EMI) is to “Support the Department of Homeland Security and the Federal Emergency Management Agency’s (FEMA’s) goals by improving the competencies of U.S. officials at all levels of Government to prevent, prepare for, respond to, recover from, and mitigate the potential effects of all types of disasters and emergencies on the American people.”

Located on the campus of the National Emergency Training Center in Emmitsburg, Maryland, the Emergency Management Institute (EMI) is the emergency management community’s flagship training institution. EMI provides training to Federal, state, local, tribal, volunteer, public, and private sector officials to strengthen emergency management core competencies for professional, career-long training. EMI trains more than two million students annually. Training delivery systems include: residential onsite training; offsite delivery in partnership with emergency management training systems, colleges, and universities; and technology-based mediums to conduct individual training courses for emergency management personnel across the Nation.

The instruction is based upon the principles of Emergency Management and instructional systems design, which create a framework within whole communities to reduce vulnerability to hazards and to cope with disasters. EMI develops courses and implements training delivery systems to include residential onsite training; offsite delivery in partnership with Emergency Management training systems, colleges, and universities; and technology-based mediums to conduct individual training courses for Emergency Management and Response personnel across the Nation.



Tony Russell, CEM  
Superintendent  
Emergency Management Institute





The information in this catalog is also available on the Internet at:  
[training.fema.gov/EMICourses/EMICatalog.asp](http://training.fema.gov/EMICourses/EMICatalog.asp)

Course dates are available on the Internet at:  
[training.fema.gov/EMICourses/](http://training.fema.gov/EMICourses/)

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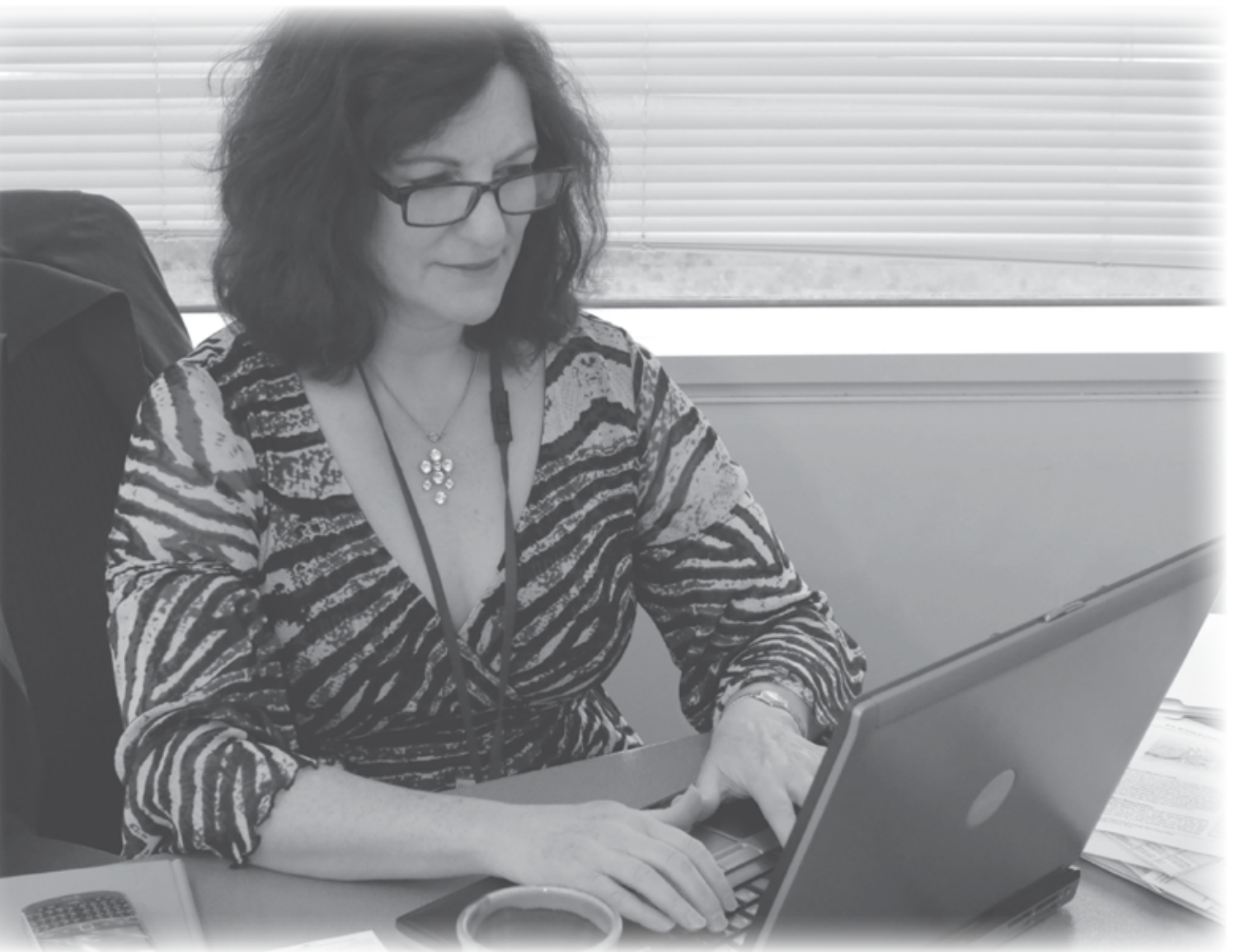
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CURRICULUM DIRECTORY BY  
KEY TRAINING PROGRAMS

## Continuity of Operations

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E0554	Determined Accord Workshop . . . . .	105
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E0910	IEMC/Earthquake: Preparedness and Response . . . . .	138
E0922	IEMC/Planned Events . . . . .	139
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### State/Local/Tribal Field-Delivered Courses

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**Independent Study Courses**

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IS-0251	Integrated Public Alert and Warning System for Alerting Authorities . . . . .	202
IS-0520	Introduction to Continuity of Operations Planning for Pandemic Influenzas . . . . .	216
IS-0522	Exercising Continuity Plans for Pandemics . . . . .	216
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**Resident Courses**

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E0284	Advanced Floodplain Management Concepts III . . . . .	77
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CURRICULUM DIRECTORY BY  
KEY TRAINING PROGRAMS

**State/Local/Tribal Field-Delivered Courses**

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G0194.2	National Flood Insurance Program Rules and Regulations in Depth . . . . .	159
G0194.3	Letters of Map Change . . . . .	159
G0194.4	Preparing for Post-Disaster Responsibilities . . . . .	159
G0277	Residential Coastal Construction . . . . .	162
G0279	Retrofitting Flood-Prone Residential Buildings . . . . .	162
G0282	Advanced Floodplain Management Concepts II . . . . .	163
G0282.1	Higher Standards in Floodplain Management . . . . .	164
G0282.2	Manufactured Homes and the National Flood Insurance Program . . . . .	164
G0282.3	National Flood Insurance Program Flood Insurance Principles . . . . .	164
G0282.4	Hydrology and Hydraulics Concepts . . . . .	165
G0284	Advanced Floodplain Management Concepts III . . . . .	165
G0284.1	Floodway Standards . . . . .	166
G0284.2	Disconnects Between the National Flood Insurance Program Regulations and Insurance . . . . .	166
G0284.3	Common Noncompliance Issues . . . . .	167
G0284.4	Digital Flood Insurance Rate Maps . . . . .	167
G0284.5	Substantial Improvement/Substantial Damage . . . . .	167
G0361	Flood Fight Operations . . . . .	171

**Independent Study Courses**

IS-0276	Benefit-Cost Analysis Fundamentals . . . . .	203
IS-0279	Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures . . . . .	204
IS-0280	Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures, FEMA Publication 259, 3rd Edition. . . . .	204
IS-0284	Using the Substantial Damage Estimator 2.0 Tool . . . . .	204
IS-0386.a	Introduction to Residential Coastal Construction . . . . .	212

**Generalized Emergency Preparedness****Independent Study Courses**

IS-0800.b	National Response Framework, An Introduction . . . . .	225
IS-0908	Emergency Management for Senior Officials . . . . .	234
IS-0910.a	Emergency Management Preparedness Fundamentals . . . . .	235

**Hazus Multi-Hazard and GIS****Resident Courses**

E0170	Hazus Multi-Hazard for Hurricane . . . . .	55
E0172	Hazus Multi-Hazard for Flood . . . . .	56
E0174	Hazus Multi-Hazard for Earthquake . . . . .	56
E0176	Hazus Multi-Hazard for Floodplain Managers . . . . .	57
E0179	Application of Hazus Multi-Hazard for Disaster Operations . . . . .	57
E0190	ArcGIS for Emergency Managers . . . . .	60
E0241	Cooperating Technical Partners: Special Topics . . . . .	67
E0296	Application of Hazus Multi-Hazard for Risk Assessment . . . . .	81
E0313	Basic Hazus Multi-Hazard . . . . .	83



E0317	Comprehensive Data Management for Hazus Multi-Hazard . . . . .	83
L/B0299	Risk MAP Process and Tools. . . . .	240

### Independent Study Course

IS-0922	Applications of Geospatial Information Systems for Emergency Management. . . . .	236
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## Hurricane Preparedness

### Resident Courses

E0131	Exercise Evaluation and Improvement Planning . . . . .	49
E0208	State Coordinating Officer . . . . .	63
E0278	National Flood Insurance Program/Community Rating System . . . . .	75
E0312	Fundamentals of Building Science . . . . .	82
E0386	Residential Coastal Construction . . . . .	90
E0695	FEMA Resources Unit Leader . . . . .	118
E0697	FEMA Planning Section Chief. . . . .	119
E0698	FEMA Planning Support Unit Leader . . . . .	119
E0773	FEMA Information Specialist . . . . .	131
E0905	IEMC/Hurricane: Preparedness and Response . . . . .	138
E0968	NIMS ICS All-Hazards Logistics Section Chief Train-the-Trainer. . . . .	149
L/B0299	Risk MAP Process and Tools. . . . .	240
L0310	Hurricane Readiness for Inland Communities . . . . .	240
L0311	Hurricane Readiness for Coastal Communities. . . . .	241
L0320	Hurricane Preparedness for Decision-Makers—State Specific . . . . .	241
L0324	Hurricane Preparedness for Decision-Makers. . . . .	242
L0463	FEMA Incident Workforce Academy—Surge Capacity Force Surge Specialist Training . . . . .	243

### State/Local/Tribal Field-Delivered Courses

G0131	Exercise Evaluation and Improvement Planning . . . . .	156
G0277	Residential Coastal Construction . . . . .	162

### Independent Study Courses

IS-0280	Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures, FEMA Publication 259, 3rd Edition. . . . .	204
IS-0324.a	Community Hurricane Preparedness . . . . .	208
IS-0386.a	Introduction to Residential Coastal Construction . . . . .	212

## Incident Command System

### Resident Courses

E0131	Exercise Evaluation and Improvement Planning . . . . .	49
E0208	State Coordinating Officer . . . . .	63
E0229	FEMA Documentation Unit . . . . .	66
E0300	ICS-300: Intermediate Incident Command System for Expanding Incidents . . . . .	82
E0361	Multi-Hazard Emergency Planning for Schools. . . . .	87
E0400	Advanced Incident Command System for Command and General Staff—Complex Incidents . . . . .	92
E0431	Understanding the Emergency Management Assistance Compact. . . . .	96
E0449	Incident Command System Curricula Train-the-Trainer . . . . .	96

E0695	FEMA Resources Unit Leader . . . . .	118
E0697	FEMA Planning Section Chief. . . . .	119
E0698	FEMA Planning Support Unit Leader . . . . .	119
E0773	FEMA Information Specialist . . . . .	131
E0825	FEMA Incident Action Planning . . . . .	134
E0827	Geospatial Information System Managers and Unit Leaders . . . . .	134
E0905	IEMC/Hurricane: Preparedness and Response . . . . .	138
E0910	IEMC/Earthquake: Preparedness and Response . . . . .	138
E0922	IEMC/Planned Events. . . . .	139
E0949	NIMS ICS All-Hazards Position-Specific: Communications Unit Leader Train-the-Trainer . . . . .	142
E0950	NIMS ICS All-Hazards Incident Commander Course . . . . .	142
E0951	NIMS ICS All-Hazards Incident Commander Train-the-Trainer . . . . .	143
E0952	NIMS ICS All-Hazards Public Information Officer Course . . . . .	143
E0953	NIMS ICS All-Hazards Public Information Officer Train-the-Trainer . . . . .	144
E0954	NIMS ICS All-Hazards Safety Officer Course . . . . .	144
E0955	NIMS ICS All-Hazards Safety Officer Train-the-Trainer . . . . .	145
E0956	NIMS ICS All-Hazards Liaison Officer Course . . . . .	145
E0957	NIMS ICS All-Hazards Liaison Officer Train-the-Trainer . . . . .	145
E0958	NIMS ICS All-Hazards Operations Section Chief Course . . . . .	146
E0959	NIMS ICS All-Hazards Operations Section Chief Train-the-Trainer. . . . .	146
E0960	NIMS ICS All-Hazards Division/Group Supervisor Course. . . . .	147
E0962	NIMS ICS All-Hazards Planning Section Chief Course . . . . .	147
E0963	NIMS ICS All-Hazards Planning Section Chief Train-the-Trainer . . . . .	147
E0964	NIMS ICS All-Hazards Situation Unit Leader Course . . . . .	148
E0965	NIMS ICS All-Hazards Resource Unit Leader Course . . . . .	148
E0967	NIMS ICS All-Hazards Logistics Section Chief Course . . . . .	149
E0968	NIMS ICS All-Hazards Logistics Section Chief Train-the-Trainer . . . . .	149
E0969	NIMS ICS All-Hazards Communications Unit Leader. . . . .	150
E0970	NIMS ICS All-Hazards Supply Unit Leader Course . . . . .	150
E0971	NIMS ICS All-Hazards Facilities Unit Leader Course. . . . .	151
E0973	NIMS ICS All-Hazards Finance/Administration Course . . . . .	151
E0974	NIMS ICS All-Hazards Finance/Administration Train-the-Trainer . . . . .	152
E0975	NIMS ICS All-Hazards Finance/Administration Unit Leader Course. . . . .	152
E0978	NIMS ICS All-Hazards Position-Specific: Situation Unit Leader Train-the-Trainer. . . . .	153
E0984	NIMS ICS All-Hazards Task Force/Strike Team Leader . . . . .	154
E0986	Air Support Group Supervisor . . . . .	155
E0987	NIMS ICS All-Hazards Introduction to Air Operations . . . . .	155

### State/Local/Tribal Field-Delivered Courses

G0131	Exercise Evaluation and Improvement Planning . . . . .	156
G0191	Emergency Operations Center/Incident Command System Interface . . . . .	157
G0300	ICS-300: Intermediate Incident Command System for Expanding Incidents . . . . .	170
G0400	ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents . . . . .	174
G0402	Incident Command System Overview for Executives and Senior Officials, ICS-402 . . . . .	175

**Independent Study Courses**

IS-0015.b	Special Events Contingency Planning for Public Safety Agencies . . . . .	181
IS-0100.b	Introduction to the Incident Command System, ICS-100 . . . . .	189
IS-0100.FDA	Introduction to the Incident Command System (ICS-100) for Food and Drug Administration . . . . .	189
IS-0100.FWa	Introduction to the Incident Command System (ICS-100) for Federal Workers . . . . .	189
IS-0100.HCb	Introduction to the Incident Command System (ICS-100) for Healthcare/Hospitals . . . . .	190
IS-0100.HE	Introduction to the Incident Command System (ICS-100) for Higher Education . . . . .	190
IS-0100.LEb	Introduction to the Incident Command System (ICS-100) for Law Enforcement . . . . .	190
IS-0100.PWb	Introduction to the Incident Command System (ICS-100) for Public Works . . . . .	191
IS-0100.SCa	Introduction to the Incident Command System (ICS-100) for Schools . . . . .	191
IS-0200.b	Incident Command System for Single Resources and Initial Action Incidents . . . . .	196
IS-0200.HCa	Applying the Incident Command System to Healthcare Organizations . . . . .	196
IS-0201	Forms Used for the Development of the Incident Action Plan . . . . .	197
IS-0701.a	National Incident Management System Multi-Agency Coordination System Course . . . . .	222
IS-0703.a	National Incident Management System Resource Management . . . . .	223
IS-0706	National Incident Management System Intrastate Mutual Aid—An Introduction . . . . .	223

**Individual Assistance—State****Resident Courses**

E0354	Crisis Counseling Program (Grants Training) for State Mental Health Authorities . . . . .	86
E0357	State Individual Assistance Operations . . . . .	86

**State/Local/Tribal Field-Delivered Course**

G0108	Community Mass Care and Emergency Assistance . . . . .	156
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**Independent Study Course**

IS-0403	Introduction to Individual Assistance . . . . .	214
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**Integrated Emergency Management****Resident Courses**

E0131	Exercise Evaluation and Improvement Planning . . . . .	49
E0143	Advanced Situational Awareness and Common Operating Picture . . . . .	51
E0287	Voluntary Agency Liaison: Functions and Methods . . . . .	78
E0288	Local Volunteer and Donations Management . . . . .	79
E0289	State Volunteer and Donations Management . . . . .	80
E0388	Advanced Public Information Officers Course . . . . .	91
E0431	Understanding the Emergency Management Assistance Compact . . . . .	96
E0900	IEMC/All-Hazards: Preparedness and Response . . . . .	136
E0901	IEMC/All-Hazards: Recovery and Mitigation . . . . .	137
E0905	IEMC/Hurricane: Preparedness and Response . . . . .	138
E0910	IEMC/Earthquake: Preparedness and Response . . . . .	138
E0915	IEMC/Homeland Security: Preparedness and Response . . . . .	139
E0920	IEMC/Hazardous Materials: Preparedness and Response . . . . .	139
E0922	IEMC/Planned Events . . . . .	139
E0930	IEMC/Community-Specific . . . . .	140
E0947	Emergency Operations Center/Incident Management Team Interface . . . . .	141

E0948	Situational Awareness and Common Operating Picture . . . . .	141
E0949	NIMS ICS All-Hazards Position-Specific: Communications Unit Leader Train-the-Trainer . . . . .	142
E0950	NIMS ICS All-Hazards Incident Commander Course . . . . .	142
E0951	NIMS ICS All-Hazards Incident Commander Train-the-Trainer . . . . .	143
E0952	NIMS ICS All-Hazards Public Information Officer Course . . . . .	143
E0953	NIMS ICS All-Hazards Public Information Officer Train-the-Trainer . . . . .	144
E0954	NIMS ICS All-Hazards Safety Officer Course . . . . .	144
E0955	NIMS ICS All-Hazards Safety Officer Train-the-Trainer . . . . .	145
E0956	NIMS ICS All-Hazards Liaison Officer Course . . . . .	145
E0957	NIMS ICS All-Hazards Liaison Officer Train-the-Trainer . . . . .	145
E0958	NIMS ICS All-Hazards Operations Section Chief Course . . . . .	146
E0959	NIMS ICS All-Hazards Operations Section Chief Train-the-Trainer . . . . .	146
E0960	NIMS ICS All-Hazards Division/Group Supervisor Course . . . . .	147
E0962	NIMS ICS All-Hazards Planning Section Chief Course . . . . .	147
E0963	NIMS ICS All-Hazards Planning Section Chief Train-the-Trainer . . . . .	147
E0964	NIMS ICS All-Hazards Situation Unit Leader Course . . . . .	148
E0965	NIMS ICS All-Hazards Resource Unit Leader Course . . . . .	148
E0967	NIMS ICS All-Hazards Logistics Section Chief Course . . . . .	149
E0968	NIMS ICS All-Hazards Logistics Section Chief Train-the-Trainer . . . . .	149
E0969	NIMS ICS All-Hazards Communications Unit Leader . . . . .	150
E0970	NIMS ICS All-Hazards Supply Unit Leader Course . . . . .	150
E0971	NIMS ICS All-Hazards Facilities Unit Leader Course . . . . .	151
E0973	NIMS ICS All-Hazards Finance/Administration Course . . . . .	151
E0974	NIMS ICS All-Hazards Finance/Administration Train-the-Trainer . . . . .	152
E0975	NIMS ICS All-Hazards Finance/Administration Unit Leader Course . . . . .	152
E0978	NIMS ICS All-Hazards Position-Specific: Situation Unit Leader Train-the-Trainer . . . . .	153
E0984	NIMS ICS All-Hazards Task Force/Strike Team Leader . . . . .	154
E0986	Air Support Group Supervisor . . . . .	155
E0987	NIMS ICS All-Hazards Introduction to Air Operations . . . . .	155
L0146	Homeland Security Exercise and Evaluation Program Training Course . . . . .	240
L0945	State IEMC National Response Framework . . . . .	245

### State/Local/Tribal Field-Delivered Courses

G0131	Exercise Evaluation and Improvement Planning . . . . .	156
G0288	Local Volunteer and Donations Management . . . . .	167

### Independent Study Courses

IS-0015.b	Special Events Contingency Planning for Public Safety Agencies . . . . .	181
IS-0120.a	An Introduction to Exercises . . . . .	192
IS-0130	Exercise Evaluation and Improvement Planning . . . . .	193
IS-0144	Telecommunicators Emergency Response Taskforce Basic Course . . . . .	193
IS-0201	Forms Used for the Development of the Incident Action Plan . . . . .	197
IS-0244.b	Developing and Managing Volunteers . . . . .	200
IS-0288	The Role of Voluntary Organizations in Emergency Management . . . . .	205
IS-0660	Introduction to Public-Private Partnerships . . . . .	222
IS-0662	Improving Preparedness and Resilience through Public-Private Partnerships . . . . .	222
IS-0706	National Incident Management System Intrastate Mutual Aid— An Introduction . . . . .	223

**Video Teleconference Courses**

V0001	Virtual Tabletop Exercise—Earthquake . . . . .	247
V0002	Virtual Tabletop Exercise—Winter Storm . . . . .	247
V0003	Virtual Tabletop Exercise—Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE)—Explosive . . . . .	247
V0004	Virtual Tabletop Exercise—Highway Hazmat . . . . .	247
V0005	Virtual Tabletop Exercise—Tornado . . . . .	248
V0006	Virtual Tabletop Exercise—Wildland Fire . . . . .	248
V0007	Virtual Tabletop Exercise—Flood . . . . .	248
V0008	Virtual Tabletop Exercise—Rail Hazmat . . . . .	249
V0009	Virtual Tabletop Exercise—Hurricane . . . . .	249
V0010	Virtual Tabletop Exercise—Mass Casualty . . . . .	249
V0011	Virtual Tabletop Exercise—Fixed Site Hazmat . . . . .	249
V0012	Virtual Tabletop Exercise—Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE)—Bio . . . . .	250
V0013	Virtual Tabletop Exercise—Continuity of Operations Focus . . . . .	250
V0014	Virtual Tabletop Exercise—Prison Riot Focus . . . . .	250
V0015	Virtual Tabletop Exercise—Cyber Focus . . . . .	251
V0016	Virtual Tabletop Exercise—Aircraft Crash Focus . . . . .	251
V0017	Virtual Tabletop Exercise—Stadium/Arena Scenario Focus . . . . .	251
V0018	Virtual Tabletop Exercise—School Hostage Focus . . . . .	251
V0019	Virtual Tabletop Exercise—Radiological Dispersal Device (RDD) Focus . . . . .	252
V0020	Virtual Tabletop Exercise—High-Rise Fire Focus . . . . .	252
V0021	Virtual Tabletop Exercise—Public Health Winter Storm Focus . . . . .	252
V0022	Virtual Tabletop Exercise—Public Health Chemical Focus . . . . .	252
V0023	Virtual Tabletop Exercise—Public Health Pandemic Flu Focus . . . . .	253
V0024	Virtual Tabletop Exercise—Public Health Radiological Dispersal Device (RDD) Focus . . . . .	253

**Multi-Hazard Mitigation Planning****Resident Courses**

E0170	Hazus Multi-Hazard for Hurricane . . . . .	55
E0172	Hazus Multi-Hazard for Flood . . . . .	56
E0174	Hazus Multi-Hazard for Earthquake . . . . .	56
E0176	Hazus Multi-Hazard for Floodplain Managers . . . . .	57
E0179	Application of Hazus Multi-Hazard for Disaster Operations . . . . .	57
E0190	ArcGIS for Emergency Managers . . . . .	60
E0194	Advanced Floodplain Management Concepts . . . . .	60
E0213	Unified Hazard Mitigation Assistance: Application Review and Evaluation . . . . .	64
E0214	Unified Hazard Mitigation Assistance: Project Implementation and Closeout . . . . .	65
E0273	Managing Floodplain Development through the National Flood Insurance Program . . . . .	73
E0278	National Flood Insurance Program/Community Rating System . . . . .	75
E0296	Application of Hazus Multi-Hazard for Risk Assessment . . . . .	81
E0312	Fundamentals of Building Science . . . . .	82
E0313	Basic Hazus Multi-Hazard . . . . .	83
E0317	Comprehensive Data Management for Hazus Multi-Hazard . . . . .	83
E0366	Planning for the Needs of Children in Disasters . . . . .	88
E0386	Residential Coastal Construction . . . . .	90

E0949	NIMS ICS All-Hazards Position-Specific: Communications Unit Leader Train-the-Trainer . . . . .	142
E0954	NIMS ICS All-Hazards Safety Officer Course . . . . .	144
E0956	NIMS ICS All-Hazards Liaison Officer Course . . . . .	145
E0957	NIMS ICS All-Hazards Liaison Officer Train-the-Trainer . . . . .	145
E0958	NIMS ICS All-Hazards Operations Section Chief Course . . . . .	146
E0959	NIMS ICS All-Hazards Operations Section Chief Train-the-Trainer . . . . .	146
E0962	NIMS ICS All-Hazards Planning Section Chief Course . . . . .	147
E0963	NIMS ICS All-Hazards Planning Section Chief Train-the-Trainer . . . . .	147
E0964	NIMS ICS All-Hazards Situation Unit Leader Course . . . . .	148
E0965	NIMS ICS All-Hazards Resource Unit Leader Course . . . . .	148
E0968	NIMS ICS All-Hazards Logistics Section Chief Train-the-Trainer . . . . .	149
E0969	NIMS ICS All-Hazards Communications Unit Leader . . . . .	150
E0971	NIMS ICS All-Hazards Facilities Unit Leader Course . . . . .	151
E0978	NIMS ICS All-Hazards Position-Specific: Situation Unit Leader Train-the-Trainer . . . . .	153
E0987	NIMS ICS All-Hazards Introduction to Air Operations . . . . .	155

### State/Local/Tribal Field-Delivered Courses

G0277	Residential Coastal Construction . . . . .	162
G0318	Mitigation Planning for Local Governments . . . . .	170
G0366	Planning for the Needs of Children in Disasters . . . . .	172
G0393	Mitigation for Emergency Managers . . . . .	174

### Independent Study Courses

IS-0201	Forms Used for the Development of the Incident Action Plan . . . . .	197
IS-0212.a	Introduction to Unified Hazard Mitigation Assistance . . . . .	198
IS-0284	Using the Substantial Damage Estimator 2.0 Tool . . . . .	204
IS-0328	Plan Review for Local Mitigation Plans . . . . .	209
IS-0366.a	Planning for the Needs of Children in Disasters . . . . .	211
IS-0386.a	Introduction to Residential Coastal Construction . . . . .	212
IS-0393.a	Introduction to Hazard Mitigation . . . . .	213
IS-0394.a	Protecting Your Home or Small Business from Disaster . . . . .	213
IS-0395	FEMA Risk Assessment Database . . . . .	214
IS-0922	Applications of Geospatial Information Systems for Emergency Management . . . . .	236

## National Response Framework

### Resident Courses

E0208	State Coordinating Officer . . . . .	63
E0257	State Director Training Course . . . . .	70
E0905	IEMC/Hurricane: Preparedness and Response . . . . .	138
L0463	FEMA Incident Workforce Academy—Surge Capacity Force Surge Specialist Training . . . . .	243

### Independent Study Courses

IS-0075	Military Resources in Emergency Management . . . . .	188
IS-0250.a	Emergency Support Function #15 (ESF #15)—External Affairs: A New Approach to Emergency Communication and Information Distribution . . . . .	201
IS-0706	National Incident Management System Intrastate Mutual Aid—An Introduction . . . . .	223

IS-0800.b	National Response Framework, An Introduction . . . . .	225
IS-0801	Emergency Support Function (ESF) #1—Transportation . . . . .	225
IS-0802	Emergency Support Function (ESF) #2—Communications . . . . .	225
IS-0803	Emergency Support Function (ESF) #3—Public Works and Engineering . . . . .	226
IS-0804	Emergency Support Function (ESF) #4—Firefighting . . . . .	226
IS-0806	Emergency Support Function (ESF) #6—Mass Care, Emergency Assistance, Housing, and Human Services . . . . .	226
IS-0807	Emergency Support Function (ESF) #7—Logistics Management and Resource Support Annex . . . . .	227
IS-0808	Emergency Support Function (ESF) #8—Public Health and Medical Services . . . . .	227
IS-0809	Emergency Support Function (ESF) #9—Search and Rescue . . . . .	227
IS-0810	Emergency Support Function (ESF) #10—Oil and Hazardous Materials Resources Annex . . . . .	228
IS-0811	Emergency Support Function (ESF) #11—Agriculture and Natural Resources Annex . . . . .	228
IS-0812	Emergency Support Function (ESF) #12—Energy . . . . .	228
IS-0813	Emergency Support Function (ESF) #13—Public Safety and Security Annex . . . . .	228
IS-0820	Introduction to National Response Framework Support Annexes . . . . .	229
IS-0821.a	Critical Infrastructure and Key Resources Support Annex . . . . .	229
IS-0822	Fundamentals of Management and Support Coordination of Federal Disaster Operations . . . . .	229
IS-0830	Introduction to National Response Framework Incident Annexes . . . . .	230
IS-0836	Nuclear/Radiological Incident Annex . . . . .	230

CURRICULUM DIRECTORY BY  
KEY TRAINING PROGRAMS

## Planning

### Resident Courses

E0131	Exercise Evaluation and Improvement Planning . . . . .	49
E0194	Advanced Floodplain Management Concepts . . . . .	60
E0208	State Coordinating Officer . . . . .	63
E0229	FEMA Documentation Unit . . . . .	66
E0273	Managing Floodplain Development through the National Flood Insurance Program . . . . .	73
E0276	Benefit-Cost Analysis: Entry-Level . . . . .	74
E0279	Retrofitting Flood-Prone Residential Buildings . . . . .	75
E0291	Community Dam Safety, Preparedness and Mitigation . . . . .	80
E0361	Multi-Hazard Emergency Planning for Schools . . . . .	87
E0362	Train-the-Trainer for G0364, Multi-Hazard Emergency Planning for Schools . . . . .	87
E0364	Multi-Hazard Emergency Planning for Schools . . . . .	88
E0390	Integrating Emergency Management Education into Your Institution . . . . .	91
E0547	Continuity Exercise Design . . . . .	103
E0548	Continuity of Operations Planning Program Manager Train-the-Trainer Course . . . . .	103
E0549	Reconstitution Planning Workshop . . . . .	104
E0550	Continuity of Operations Planning . . . . .	104
E0551	Devolution Planning Workshop Train-the-Trainer . . . . .	104
E0553	Resilient Accord Cyber Security Planning Workshop . . . . .	105
E0554	Determined Accord Workshop . . . . .	105
E0556	Guardian Accord Terrorism-Based Planning Workshop . . . . .	106
E0557	Mission Essential Functions Workshop (Continuity Guidance) . . . . .	106
E0695	FEMA Resources Unit Leader . . . . .	118
E0697	FEMA Planning Section Chief . . . . .	119
E0698	FEMA Planning Support Unit Leader . . . . .	119

E0773	FEMA Information Specialist . . . . .	131
E0825	FEMA Incident Action Planning . . . . .	134
E0827	Geospatial Information System Managers and Unit Leaders . . . . .	134
E0905	IEMC/Hurricane: Preparedness and Response . . . . .	138
E0910	IEMC/Earthquake: Preparedness and Response . . . . .	138
E0922	IEMC/Planned Events . . . . .	139
E0949	NIMS ICS All-Hazards Position-Specific: Communications Unit Leader Train-the-Trainer . . . . .	142
E0952	NIMS ICS All-Hazards Public Information Officer Course . . . . .	143
E0954	NIMS ICS All-Hazards Safety Officer Course . . . . .	144
E0956	NIMS ICS All-Hazards Liaison Officer Course . . . . .	145
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G0318	Mitigation Planning for Local Governments . . . . .	170
G0361	Flood Fight Operations . . . . .	171
G0364	Multi-Hazard Emergency Planning for Schools . . . . .	172
G0367	Emergency Planning for Campus Executives . . . . .	173
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IS-0328	Plan Review for Local Mitigation Plans . . . . .	209
IS-0362.a	Multi-Hazard Emergency Planning for Schools . . . . .	211
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## Preparedness for Schools/Children/Higher Education/Houses of Worship

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E0364	Multi-Hazard Emergency Planning for Schools . . . . .	88
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### Resident Courses

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E0431	Understanding the Emergency Management Assistance Compact . . . . .	96
E0905	IEMC/Hurricane: Preparedness and Response . . . . .	138
E0910	IEMC/Earthquake: Preparedness and Response . . . . .	138
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E0967	NIMS ICS All-Hazards Logistics Section Chief Course . . . . .	149
E0968	NIMS ICS All-Hazards Logistics Section Chief Train-the-Trainer . . . . .	149
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### State/Local/Tribal Field-Delivered Course

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IS-0303	Radiological Accident Assessment Concepts . . . . .	206
IS-0331	Introduction to Radiological Emergency Preparedness Exercise Evaluation . . . . .	210
IS-0836	Nuclear/Radiological Incident Annex . . . . .	230

## Response and Recovery

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E0202	Debris Management Planning for State, Tribal, and Local Officials . . . . .	62
E0208	State Coordinating Officer . . . . .	63
E0229	FEMA Documentation Unit . . . . .	66
E0287	Voluntary Agency Liaison: Functions and Methods . . . . .	78
E0288	Local Volunteer and Donations Management . . . . .	79
E0289	State Volunteer and Donations Management . . . . .	80
E0291	Community Dam Safety, Preparedness and Mitigation . . . . .	80

E0302	Division Supervisor . . . . .	82
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E0495	Introduction to the World of the Voluntary Agency Liaison . . . . .	102
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E0773	FEMA Information Specialist . . . . .	131
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E0905	IEMC/Hurricane: Preparedness and Response . . . . .	138
E0910	IEMC/Earthquake: Preparedness and Response . . . . .	138
E0949	NIMS ICS All-Hazards Position-Specific: Communications Unit Leader Train-the-Trainer . . . . .	142
E0954	NIMS ICS All-Hazards Safety Officer Course . . . . .	144
E0956	NIMS ICS All-Hazards Liaison Officer Course . . . . .	145
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E0965	NIMS ICS All-Hazards Resource Unit Leader Course . . . . .	148
E0967	NIMS ICS All-Hazards Logistics Section Chief Course . . . . .	149
E0969	NIMS ICS All-Hazards Communications Unit Leader. . . . .	150
E0970	NIMS ICS All-Hazards Supply Unit Leader Course . . . . .	150
E0971	NIMS ICS All-Hazards Facilities Unit Leader Course. . . . .	151
E0973	NIMS ICS All-Hazards Finance/Administration Course . . . . .	151
E0978	NIMS ICS All-Hazards Position-Specific: Situation Unit Leader Train-the-Trainer. . . . .	153
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**State/Local/Tribal Field-Delivered Courses**

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G0366	Planning for the Needs of Children in Disasters. . . . .	172
G0386	Mass Fatalities Incident Response Course . . . . .	173
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**Independent Study Courses**

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IS-0101.c	Preparing for Federal Disaster Operations: FEMA . . . . .	191
IS-0208.a	State Disaster Management . . . . .	197
IS-0288	The Role of Voluntary Organizations in Emergency Management . . . . .	205
IS-0366.a	Planning for the Needs of Children in Disasters . . . . .	211
IS-0403	Introduction to Individual Assistance . . . . .	214
IS-0405	Overview of Mass Care/Emergency Assistance . . . . .	214
IS-0706	National Incident Management System Intrastate Mutual Aid—An Introduction . . . . .	223
IS-0822	Fundamentals of Management and Support Coordination of Federal Disaster Operations . . . . .	229
IS-0930	Emergency Responder Health Monitoring and Surveillance: A Guide for Key Decision Makers . . . . .	237
IS-1900	National Disaster Medical System Federal Coordinating Center Operations Course . . . . .	237

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**Terrorism****Resident Courses**

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**State/Local/Tribal Field-Delivered Course**

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**Tribal****Resident Courses**

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E0260	Dam Security and Protection Technical Seminar . . . . .	71
E0261	Consequences of Dam Failure . . . . .	71
E0361	Multi-Hazard Emergency Planning for Schools . . . . .	87
E0364	Multi-Hazard Emergency Planning for Schools . . . . .	88
E0431	Understanding the Emergency Management Assistance Compact . . . . .	96
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E0582	Mitigation for Tribal Governments . . . . .	109
E0905	IEMC/Hurricane: Preparedness and Response . . . . .	138
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**State/Local/Tribal Field-Delivered Courses**

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G0361	Flood Fight Operations. . . . .	171

**Independent Study Courses**

IS-0015.b	Special Events Contingency Planning for Public Safety Agencies. . . . .	181
IS-0075	Military Resources in Emergency Management . . . . .	188
IS-0328	Plan Review for Local Mitigation Plans. . . . .	209
IS-0650.a	Building Partnerships with Tribal Governments. . . . .	221
IS-0706	National Incident Management System Intrastate Mutual Aid— An Introduction. . . . .	223

**Universal Emergency Preparedness**

**Resident Courses**

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E0236	National Training and Exercise Symposium Roundtable. . . . .	66
E0237	National Training and Exercise Symposium . . . . .	67
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E0952	NIMS ICS All-Hazards Public Information Officer Course. . . . .	143
E0958	NIMS ICS All-Hazards Operations Section Chief Course . . . . .	146
E0959	NIMS ICS All-Hazards Operations Section Chief Train-the-Trainer . . . . .	146
E0962	NIMS ICS All-Hazards Planning Section Chief Course . . . . .	147
E0967	NIMS ICS All-Hazards Logistics Section Chief Course. . . . .	149
E0969	NIMS ICS All-Hazards Communications Unit Leader . . . . .	150
E0974	NIMS ICS All-Hazards Finance/Administration Train-the-Trainer. . . . .	152
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IS-0701.a	National Incident Management System Multi-Agency Coordination System Course . . . . .	222
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## Voluntary Organizations

### Resident Courses

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E0208	State Coordinating Officer . . . . .	63
E0287	Voluntary Agency Liaison: Functions and Methods . . . . .	78
E0289	State Volunteer and Donations Management. . . . .	80
E0366	Planning for the Needs of Children in Disasters. . . . .	88
E0427	Community Emergency Response Team Program Manager . . . . .	95
E0428	Community Emergency Response Team Train-the-Trainer. . . . .	95
E0431	Understanding the Emergency Management Assistance Compact. . . . .	96
E0905	IEMC/Hurricane: Preparedness and Response . . . . .	138
E0910	IEMC/Earthquake: Preparedness and Response . . . . .	138
E0922	IEMC/Planned Events. . . . .	139

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G0251	WEM Amateur Radio Resources. . . . .	160
G0270.3	Expedient Flood Training. . . . .	160
G0271	Hazardous Weather and Flooding Preparedness. . . . .	161
G0272	Warning Coordination. . . . .	161
G0288	Local Volunteer and Donations Management . . . . .	167
G0311	Hazardous Materials Contingency Planning . . . . .	170
G0365	WEM: Partnerships for Creating and Maintaining Spotter Groups . . . . .	172
G0366	Planning for the Needs of Children in Disasters. . . . .	172
G0427	Community Emergency Response Team Program Manager . . . . .	175
G0428	Community Emergency Response Team Train-the-Trainer. . . . .	175
G0489	Management of Spontaneous Volunteers in Disasters . . . . .	177
G0556	Local Damage Assessment . . . . .	178
G0557	Rapid Needs Assessment . . . . .	178
G0775	Emergency Operations Center Management and Operations . . . . .	179

### Independent Study Courses

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IS-0244.b	Developing and Managing Volunteers . . . . .	200
IS-0247.a	Integrated Public Alert and Warning System . . . . .	201
IS-0288	The Role of Voluntary Organizations in Emergency Management . . . . .	205
IS-0315	Community Emergency Response Team Supplemental Training: The Incident Command System . . . . .	207
IS-0317	Introduction to Community Emergency Response Team . . . . .	207
IS-0366.a	Planning for the Needs of Children in Disasters. . . . .	211
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### III. FEMA Qualification System (FQS) Training

#### FEMA Alternative Dispute Resolution

##### Resident Course for FEMA/Federal Audiences Only

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#### FEMA Comptroller

##### Resident Courses for FEMA/Federal Audiences Only

E0106	Joint Field Office Finance and Administration Section Chief. . . . .	47
E0348	Orientation to Mission Assignments for FEMA Staff and Interagency Partners . . . . .	84
E0565	Managing in Disaster Operations—Preparing Command and General Staff . . . . .	107
K0726	Financial Management Concepts for Disaster Operations . . . . .	239

#### FEMA Contracting/Acquisition

##### Resident Courses for FEMA/Federal Audiences Only

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E0537	Strategic Problem-Solving for the Workplace . . . . .	102
E0706	Disaster Contracting. . . . .	120

##### Independent Study Courses

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#### FEMA Disaster Field Training Operations

##### Resident Courses for FEMA/Federal Audiences Only

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E0294	Managing Training in Disaster Operations. . . . .	81
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E0823	FEMA Qualification System Coach-Evaluator . . . . .	133

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#### FEMA Disaster Survivor Assistance

##### Resident Course for FEMA/Federal Audiences Only

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#### FEMA Environmental/Historic Preservation

##### Resident Courses for FEMA/Federal Audiences Only

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E0265	Advanced Methods of FEMA’s Historic Preservation Program . . . . .	72
E0537	Strategic Problem-Solving for the Workplace . . . . .	102
E0727	Executive Orders 11988 and 11990: Floodplain Management and Wetlands Protection . . . . .	121
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**FEMA Equal Rights**

**Resident Course for FEMA/Federal Audiences Only**

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**Independent Study Courses**

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**FEMA External Affairs—Federal**

**Resident Courses for FEMA/Federal Audiences Only**

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E0388	Advanced Public Information Officers Course . . . . .	91
E0537	Strategic Problem-Solving for the Workplace . . . . .	102
E0738	Private Sector Basic . . . . .	122
E0739	Intermediate External Affairs . . . . .	122
E0748	Assistant External Affairs Officer . . . . .	124
E0749	External Affairs Report Specialist . . . . .	124
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E0764	External Affairs Operations II . . . . .	127
E0765	External Affairs Operations I . . . . .	128
E0766	External Affairs Resource Support Basic . . . . .	128
E0767	External Affairs Officer Training . . . . .	129
E0768	FEMA Video Production Basic . . . . .	129
E0769	External Affairs Joint Information Center Basic . . . . .	130
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**Independent Study Courses**

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IS-0250.a	Emergency Support Function #15 (ESF #15)—External Affairs: A New Approach to Emergency Communication and Information Distribution. . . . .	201
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**FEMA Federal Coordinating Officer****Resident Courses for FEMA/Federal Audiences Only**

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E0431	Understanding the Emergency Management Assistance Compact . . . . .	96
E0565	Managing in Disaster Operations—Preparing Command and General Staff . . . . .	107

**FEMA Financial Management****Resident Courses for FEMA/Federal Audiences Only**

E0337	Posting Integrated Financial Management Information System Transactions. . . . .	84
E0537	Strategic Problem-Solving for the Workplace . . . . .	102
E0705	Fundamentals of Grants Management . . . . .	120
E0975	NIMS ICS All-Hazards Finance/Administration Unit Leader Course . . . . .	152
K0726	Financial Management Concepts for Disaster Operations . . . . .	239

**FEMA Human Resources****Resident Courses for FEMA/Federal Audiences Only**

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E0590	Human Resources Basic Course . . . . .	109
E0591	Human Resources Intermediate Course . . . . .	109
E0592	Human Resources Advanced Course . . . . .	110

**FEMA Individual Assistance—Federal****Resident Courses for FEMA/Federal Audiences Only**

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E0359	Individual Assistance Other Needs Assistance Specialist . . . . .	86
E0410	Mass Care/Emergency Assistance Task Force Leaders . . . . .	93
E0411	Mass Care/Emergency Assistance Support for Field Operations . . . . .	93
E0415	Mass Care Group Supervisors . . . . .	94
E0416	Individual Assistance Housing Group Supervisor . . . . .	94
E0417	Mass Care/Emergency Assistance Shelter Field Guide Training. . . . .	94
E0491	Direct Housing Management . . . . .	100
E0492	Direct Housing Specialist . . . . .	101
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**Independent Study Course**

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## FEMA Information Technology

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### Resident Courses for FEMA/Federal Audiences Only

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E0565	Managing in Disaster Operations—Preparing Command and General Staff . . . . .	107
E0692	FEMA Disability Integration Advisor . . . . .	117
E0695	FEMA Resources Unit Leader . . . . .	118
E0697	FEMA Planning Section Chief. . . . .	119
E0698	FEMA Planning Support Unit Leader . . . . .	119
E0773	FEMA Information Specialist . . . . .	131
E0803	FEMA Disability Integration Advisor Lead . . . . .	133
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IS-0822	Fundamentals of Management and Support Coordination of Federal Disaster Operations. . . . .	229

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E0302	Division Supervisor . . . . .	82
E0348	Orientation to Mission Assignments for FEMA Staff and Interagency Partners . . . . .	84
E0374	Public Assistance Group Supervisor . . . . .	89

E0380	Public Assistance Task Force Leader . . . . .	90
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E0537	Strategic Problem-Solving for the Workplace . . . . .	102
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E0597	FEMA Incident Workforce Academy—FEMA Incident Workforce Cadre Management . . . . .	110
E0695	FEMA Resources Unit Leader . . . . .	118
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E0823	FEMA Qualification System Coach-Evaluator . . . . .	133
E0825	FEMA Incident Action Planning . . . . .	134
E0827	Geospatial Information System Managers and Unit Leaders . . . . .	134
L0142	Writing Skills Workshop for FEMA Staff . . . . .	240
L0463	FEMA Incident Workforce Academy—Surge Capacity Force Surge Specialist Training . . . . .	243
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IS-0075	Military Resources in Emergency Management . . . . .	188
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# Emergency Management Institute (EMI) Overview

The Emergency Management Institute (EMI) is part of the Department of Homeland Security's (DHS) Federal Emergency Management Agency (FEMA). EMI provides national leadership in developing and delivering training to ensure that individuals and groups having key Emergency Management responsibilities, including FEMA employees, possess the requisite skills to effectively perform their jobs.

## “TRAIN, EXERCISE, EDUCATE”

### FEMA History

FEMA's mission is to support our citizens and first responders to ensure that as a Nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

On April 1, 1979, President Jimmy Carter signed the executive order that created the Federal Emergency Management Agency (FEMA). From day one, FEMA has remained committed to protecting and serving the American people. That commitment to the people we serve and the belief in our survivor-centric mission will never change.

As of April 2014, FEMA had 14,844 employees across the country – at Headquarters, the ten regional offices, the National Emergency Training Center, the Center for Domestic Preparedness/Noble Training Center, and other locations.

The Federal Emergency Management Agency coordinates the Federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or man-made, including acts of terror.

FEMA can trace its beginnings to the Congressional Act of 1803. This act, generally considered the first piece of disaster legislation, provided assistance to a New Hampshire town following an extensive fire. In the century that followed, ad hoc legislation was passed more than 100 times in response to hurricanes, earthquakes, floods, and other natural disasters.

By the 1930s, when the Federal approach to disaster-related events became popular, the Reconstruction Finance Corporation was given authority to make disaster loans for repair and reconstruction of certain public facilities following an earthquake, and, later, other types of disasters.

In 1934, the Bureau of Public Roads was given authority to provide funding for highways and bridges damaged by natural disasters.

The Flood Control Act of 1965, which gave the U.S. Army Corps of Engineers greater authority to implement flood control projects, was passed.

This piecemeal approach to disaster assistance was problematic. Accordingly, it prompted legislation to require greater cooperation between Federal agencies and authorized the President to coordinate these activities.

The 1960s and early 1970s brought massive disasters requiring major Federal response and recovery operations by the Federal Disaster Assistance Administration, established within the Department of Housing and Urban Development (HUD).

These events served to focus attention on the issue of natural disasters and brought about increased legislation.

In 1968, the National Flood Insurance Act created the Federal Insurance Administration and made flood insurance available for the first time to homeowners.

The Flood Disaster Protection Act of 1973 made the purchase of flood insurance mandatory for the protection of property located in Special Flood Hazard Areas.

In the year following, President Nixon passed into law the Disaster Relief Act of 1974, firmly establishing the process of Presidential disaster declarations.

However, emergency and disaster activities were still fragmented. When hazards associated with nuclear power plants and the transportation of hazardous substances were added to natural disasters, more than 100 Federal agencies were involved in some aspect of disasters, hazards, and emergencies.

Many parallel programs and policies existed at the state and local levels, simplifying the complexity of Federal disaster relief efforts.

The National Governor's Association sought to decrease the many agencies with which state and local governments were forced work. They asked President Carter to centralize Federal emergency functions.

## Statutory Authority

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707, was signed into law November 23, 1988; it amended the Disaster Relief Act of 1974, Public Law 93-288. It created the system in place today by which a Presidential disaster declaration of an emergency triggers financial and physical assistance through the Federal Emergency Management Agency (FEMA). The Act gives FEMA the responsibility for coordinating government-wide relief efforts. It is designed to bring an orderly and systemic means of Federal disaster assistance for state, tribal, and local governments in carrying out their responsibilities to aid citizens.

Congress' intention was to encourage states and localities to develop comprehensive disaster preparedness plans, prepare for better intergovernmental coordination in the face of a disaster, encourage the use of insurance coverage, and provide Federal assistance programs for losses due to a disaster. This Act constitutes the statutory authority for most Federal disaster response activities especially as they pertain to FEMA and FEMA programs.

## Executive Order 12127

President Carter's 1979 executive order merged many of the separate disaster-related responsibilities into the Federal Emergency Management Agency (FEMA).

Among other agencies, FEMA absorbed:

- The Federal Insurance Administration
- The National Fire Prevention and Control Administration
- The National Weather Service Community Preparedness Program
- The Federal Preparedness Agency of the General Services Administration
- The Federal Disaster Assistance Administration activities from HUD

Civil defense responsibilities were also transferred to the new agency from the Defense Department's Defense Civil Preparedness Agency.

## A New Mission: Homeland Security

On March 1, 2003, the Federal Emergency Management Agency (FEMA) became part of the U.S. Department of Homeland Security (DHS). The agency coordinated its activities with the newly formed Office of Homeland Security, and FEMA's Office of National Preparedness was given responsibility for helping to ensure that the Nation's first responders were trained and equipped to deal with weapons of mass destruction.

Within months, the terrorist attacks of September 11<sup>th</sup> focused the agency on issues of national preparedness and homeland security, and tested the agency in unprecedented ways.

Billions of dollars of new funding were directed to FEMA to help communities face the threat of terrorism. Just a few years past its 20<sup>th</sup> anniversary, FEMA was actively directing its "all-hazards" approach to disasters toward homeland security issues.

In March 2003, FEMA joined 22 other Federal agencies, programs, and offices in becoming the Department of Homeland Security. The new department, headed by Secretary Tom Ridge, brought a coordinated approach to national security from emergencies and disasters—both natural and man-made.

On October 4, 2006, President George W. Bush signed into law the Post-Katrina Emergency Management Reform Act (PKEMRA) of 2006. The act significantly reorganized FEMA, provided it substantial new authority to remedy gaps that became apparent in the response to Hurricane Katrina in August 2005, the most devastating natural disaster in U.S. history, and included a more robust preparedness mission for FEMA.

On January 29, 2013, President Barack Obama signed into law the Sandy Recovery Improvement Act (SRIA) of 2013 and the accompanying Disaster Relief Appropriations Act, 2013. In many ways, the passage of SRIA represents the most significant legislative change to FEMA's substantive authorities since the enactment of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The law authorizes several significant changes to the way FEMA may deliver Federal disaster assistance to survivors.

As it has been for 35 years, FEMA's mission remains: to lead America to prepare for, prevent, respond to, and recover from disasters with a vision of "A Nation Prepared."

## EMI History

The Emergency Management Institute started as the Civil Defense Staff College (CDSC) in Olney, Maryland, on April 1, 1951, and taught civil defense courses in program administration and finance, radiation monitoring and control, and heavy rescue. Due to concerns during the Cold War, the CDSC's parent organization, the Federal Civil Defense Administration (FCDA), under Administrator Val Peterson, saw the Presidential Order to move the FCDA and the CDSC to Battle Creek, Michigan, to remove them from the increasing Cold War threat of Washington, DC, being attacked.

The CDSC continued teaching courses in program administration and finance, civil defense operations, and radiological monitoring among others, to state and local personnel, but by 1979, some new courses had been created on natural disaster operations. By this point in time, the FCDA came under the Department of Defense and was re-titled the Defense Civil Preparedness Agency (DCPA).

In 1979, then President Jimmy Carter brought together a number of Federal agencies that had involvement in disasters, including DCPA, and created a new, amalgamated organization, the Federal Emergency Management Agency (FEMA). Also in 1979, President Carter dedicated the former St. Joseph's College, which closed with its merger of participants and faculty with Mount Saint Mary's University in Emmitsburg, Maryland, as the FEMA National Emergency Training Center (NETC). NETC then became the home for the National Fire Academy (NFA) and the re-named Staff College, which became the Emergency Management Institute (EMI), to reflect its now broader training role. The move from Battle Creek, Michigan, to Emmitsburg was done in the fall of 1980, and the first EMI class was conducted in January 1981.

EMI and NFA are managed independently with unique participant audiences and curricula for the Emergency Management and national fire communities. EMI and NFA have collaborated on curricula and programs since their inception, and share in the operations costs of NETC.

In 2011, EMI celebrated its 60<sup>th</sup> Anniversary and Legacy of Emergency Management Training and Education for the Nation.

## Present Day

Today EMI is accomplishing its mission of improving the competencies of U.S. officials at all levels of government to prevent, prepare for, respond to, recover from, and mitigate the potential effects of disasters and emergencies. EMI promotes integrated Emergency Management principles and practices through application of the National Response Framework (NRF), National Incident Management System (NIMS), and an all-hazards approach. EMI is the lead national Emergency Management training, exercising, and education institution.

EMI offers a full-spectrum Emergency Management curriculum with more than 510 active courses available to the integrated Emergency Management community, which includes: FEMA staff and disaster employees; Federal partners; state, local, and tribal Emergency Managers; volunteer organizations; and first responders from across the Nation. EMI supports international Emergency Management with more than 50 countries participating in EMI's training and educational activities through the years, both in residence and through internationally deployed training teams.

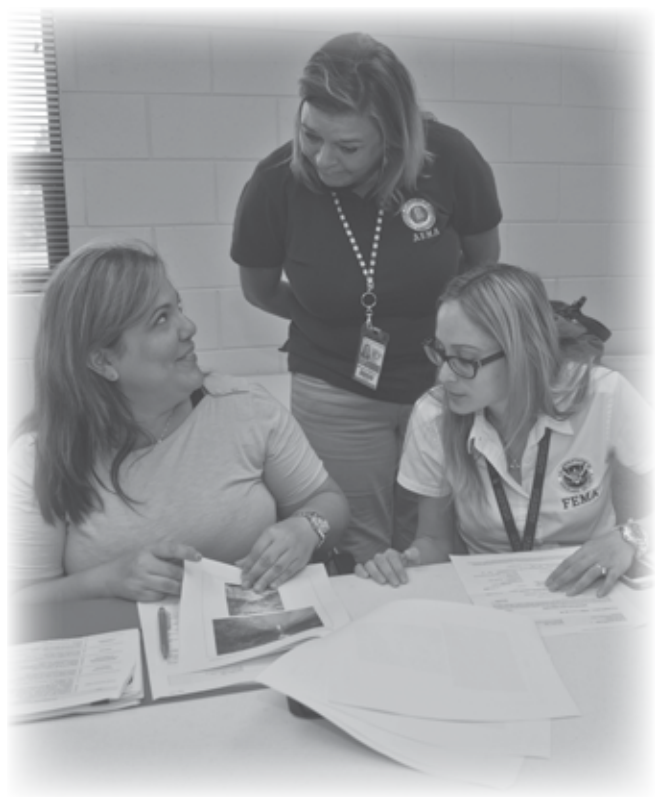
EMI also enjoys close relations with several nationally recognized professional Emergency Management and related organizations and has interfaced with them through training, symposiums, and exercises. Some of these significant organizations include the International Association of Emergency Managers (IAEM), National Emergency Management Association (NEMA), Association of State Floodplain Managers (ASFPM), American Public Works Association (APWA), American Society of Civil Engineers (ASCE), and American Society of Engineering Management (ASEM). EMI is fully accredited by the International Association for Continuing Education and Training (IACET) and the American Council on Education (ACE).

In 2013, EMI delivered 1,555 resident course offerings, training 35,521 individual participants. The EMI Independent Study (IS) Program, a web-based distance learning program open to the public, delivered extensive online training of more than 180 courses and trained more than 1.9 million individuals. EMI has provided technical support to dozens of other Federal government agencies and state offices on advanced distance learning technology development and application. The IS Program also hosts training for related Federal agencies.

A vital asset to FEMA's disaster operations is the Disaster Field Training Operations (DFTO) implemented by EMI. In 2013 alone, the DFTO trained 23,346 disaster Response and Recovery employees at FEMA disaster field offices throughout the United States.

EMI conducts three national-level symposiums. The Institute hosts the National Preparedness Annual Training and Exercise Symposium, which is attended by Regional Training Managers, State Training Officers and Exercise Training Officers, State Administrative Authority Officials, and subject matter experts from a broad sector of the preparedness community. The EMI Higher Education Symposium is held the first week in June for more than 400 college and university officials with current or developing programs in Emergency Management and hosts up to 70 separate discussion groups. The National Dam Safety Program Technical Seminar, held in February, is attended by Dam Safety officials, hydrologists, engineers, and reclamation officials.

For further information on EMI programs and to access training, exercise, and application information, visit [training.fema.gov/EMI](http://training.fema.gov/EMI).



# Accreditations and Credit for EMI Courses



## American Council on Education (ACE) Credit Recommendations

The American Council on Education's College Credit Recommendation Service (ACE CREDIT®) has evaluated and recommended college credit for 46 of the Emergency Management Institute's (EMI) courses. Founded in 1918, ACE is the major coordinating body for all the Nation's higher education institutes representing more than 1,600 college and university presidents and more than 200 related associations nationwide. It provides leadership on key higher education issues and influences public policy through advocacy.

ACE CREDIT connects workplace learning with colleges and universities by helping adults gain access to academic credit at colleges and universities for formal courses and examinations taken in the workplace or other settings outside traditional higher education.

For more than 30 years, colleges and universities have trusted ACE CREDIT to provide reliable course equivalency information to facilitate their decisions to award academic credit. For more information, visit the ACE CREDIT web site at [www.acenet.edu/credit](http://www.acenet.edu/credit).

For the benefit of our participants, EMI participates in the ACE Transcript Service. The ACE Transcript Service offers a lifelong record for participants who have successfully completed our courses that have been reviewed by ACE CREDIT. This service enables adult learners to present a nationally recognized transcript to the college or university of their choice for the potential award of academic credit. For more information, visit the ACE CREDIT Transcript Service web site at [www.acenet.edu/credit/transcripts](http://www.acenet.edu/credit/transcripts).



## International Association for Continuing Education and Training

The Emergency Management Institute (EMI) has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET). In obtaining this accreditation, EMI has demonstrated that it complies with the ANSI/IACET Standard recognized internationally as a standard of good practice. As a result of their Authorized Provider status, EMI is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standard.

## Continuing Education Units (CEUs) Granted

CEUs are granted to course participants seeking credit toward a program that an individual needs for maintaining specific knowledge, skills, and abilities. The number of CEUs is based on successful completion of a course that grants 1 CEU per 10 contact hours of an organized training experience under sponsorship by an institute such as EMI. Records of participation are maintained permanently and are issued from the NETC Admissions Office upon request. Each course description indicates the course's CEUs (if applicable).

## Continuing Education Credits (CECs)

Continuing Education Credits (CECs) are awarded by the Association of State Floodplain Managers (ASFPM) for classes taken to advance the professional development of Floodplain Managers and those working with floodplain management issues. As part of its Certified Floodplain Manager (CFM) Program, the ASFPM awards these credits to recognize and track the continued development and growth of the Floodplain Manager's skills through training. There are two types of ASFPM CEC credits: core and parallel. Core floodplain management subjects are those that are directly related to the field of floodplain management. Continued study in these subjects is an important part of maintaining CFM status. Parallel floodplain management subjects are those that are indirectly related to the field of floodplain management.

## College Credit for Independent Study Courses

EMI Independent Study courses are reviewed annually for college credit through a nationally accredited college or university. For more information, contact:

FEMA Independent Study Program (College Credit)  
Emergency Management Institute  
National Emergency Training Center  
16825 South Seton Avenue  
Emmitsburg, Maryland 21727-8998

## Military Retirement Points

Military Reserve personnel may earn retirement points for completing EMI Independent Study courses. Refer to the Independent Study section of this catalog for details (page 9).

The Independent Study courses can be accessed on the Internet at [training.fema.gov/IS](http://training.fema.gov/IS).



# Outline of Catalog and Course Coding

This catalog is divided into sections to make it user friendly. The Overview section provides information on the campus and facilities, certifications, special projects, etc.

The General Information section provides information relative to application, registration, attendance, costs and stipends, foreign applicants, travel, lodging, food services, etc. A map of NETC is provided on page 12.

Courses are listed by curriculum areas in the Curriculum Directory by Key Training Programs found on page v. Course descriptions are listed numerically by course code beginning on page 43.

To identify where the different courses are offered, the following course codes are used:

- B Resident courses held at FEMA's Center for Domestic Preparedness (CDP)
- E Resident courses held at the NETC campus
- G State/Local/Tribal field-delivered courses
- IS Independent Study courses
- K Resident courses held via Adobe Connect
- L Resident courses held offsite
- S Resident courses held at the FEMA Distribution Center in Frederick, Maryland
- V Resident courses held via Video Teleconference (VTC)

## Resident Courses (E, L, B, S, V, K Codes)

EMI provides resident course training to Federal, state, local, tribal, volunteer, public, and private sector officials to strengthen emergency management core competencies for professional, career-long training. Resident training can be conducted at NETC; the Center for Domestic Preparedness; the FEMA Distribution Center in Frederick, Maryland; or at offsite locations throughout the country. Courses can also be conducted through video teleconference or Adobe Connect.

## FEMA Qualification System

Every year, natural disasters cause hundreds of deaths, displace thousands, and cause more than \$50 billion in damages. Some of these disasters are of a magnitude that the President determines Federal assistance is warranted. When this occurs, FEMA provides disaster assistance for individuals and their communities as directed under its statutory authority, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

To carry out the provisions of the Stafford Act and the Post-Katrina Emergency Management Reform Act (PKEMRA) of 2006, FEMA must maintain a well-trained disaster workforce. The workforce must be capable of performing their jobs in a unified effort to accomplish a shared mission that involves other Federal agencies; state, local, and tribal governments; voluntary agencies; and the private sector.

The FEMA Disaster Workforce is comprised of Permanent Full-Time (PFT) employees with collateral disaster duties, Cadre of On-Call Response/Recovery Employees (CORE), and intermittent Disaster Reservists. The work is performed at FEMA's Joint Field Offices (JFOs), Regional Response Coordination Centers (RRCCs), National Response Coordination Center (NRCC), and other sites that support disaster Response and Recovery operations.

Providing performance-based disaster response and recovery training for FEMA's Disaster Workforce is a key mission for EMI. To build the capabilities of FEMA's Disaster Workforce, EMI offers a robust curriculum of Disaster Response and Recovery Training. EMI Disaster Workforce training is developed, delivered, and participants selected based on the FEMA Qualification System (FQS) requirements. This training is aligned to the various positions within FEMA's 24 disaster cadres. The courses focus on tactics, techniques, and procedures that are required to carry out programmatic and functional responsibilities. They also provide participants the opportunity to hone the skills required for interagency and intergovernmental planning and operations. Other Federal Agency (OFA) personnel with specific roles and functions outlined in the National Response Framework (NRF) also participate in EMI's Disaster Response and Recovery training. Training with allied Federal partners is critical to fostering common understandings, integrated operating procedures, communications, and a unified Response and Recovery effort.

Included in the curriculum are courses on the Public Assistance Program; Individual Assistance Program; Operations, including Mission Assignments; Logistics; Planning; Safety; Security; External Affairs; and Finance Administration. The courses are offered as Resident courses and are conducted in various locations, including the National Emergency Training Center, at the FEMA Regional Offices, and at various locations set up in support of disaster operations. **Only those who meet the required prerequisites and selection criteria are eligible to attend the training.**

## State/Local/Tribal Field Courses (G Code)

A significant portion of EMI's training is conducted by state Emergency Management agencies, under cooperative agreement with FEMA, and is distinguished by a G code. Not all of the G-coded courses listed in this catalog are offered in each state every year. Contact the appropriate state Office of Emergency Management to obtain dates of course offerings and other information on training activities. The address and phone numbers for state and Regional Training Offices are listed at the back of this catalog beginning on page 255.

## Independent Study Courses (IS Code)

The Independent Study Program (ISP) is a distance learning program that offers training, free of charge, to the Nation's Emergency Management network and the general public. It serves as both an alternative means to deliver valuable training to the professional and volunteer Emergency Management community, and an opportunity to improve public awareness and promote disaster preparedness nationally. The ISP offers more than 180 training courses via the training site: [training.fema.gov/IS](http://training.fema.gov/IS).

### Program Eligibility

The program is open to all U.S. citizens with a valid U.S. deliverable postal address, including Army Post Office (APO) and Fleet Post Office (FPO) addresses. At the present time, all of the ISP course materials are available free of charge from the ISP web site.

## How to Get Started

The fastest way to begin taking courses is to visit the ISP web site. You can learn about each course, download materials, and take courses interactively. Just follow these easy steps:

1. Go to the web site at [training.fema.gov/IS](http://training.fema.gov/IS).
2. Click on ISP Course List.
3. Select your course of interest.

Once you have studied the training material, you can submit your final exam, all from the convenience of your home or office. Upon successful exam completion, you will receive an e-mail within 1 business day that confirms your transcript has been updated and a link to print your electronic certificate.

## Submitting Your Test

Whether you download the materials or participate interactively, you will submit the final exam in the same manner.

1. Go to the web site at [training.fema.gov/IS](http://training.fema.gov/IS).
2. Click on ISP Course List.
3. Select your course of interest.
4. Click "Take Final Exam."

Your test will be scored and a response sent via e-mail usually within 1 business day. If you score a 75 percent or higher, your e-mail will contain a link to access and print your certificate of completion.

## Earn College Credit

Through the regional accreditation agencies, it is possible to earn transferable academic credit for completion of Independent Study courses. Frederick Community College has assumed responsibility for the evaluation of EMI's Independent Study courses. Courses meeting their academic standards become eligible for lower-division academic credit. To apply for college credit, you must successfully complete a course that is eligible for college credit. You can then submit an application with a fee to receive a personal copy of your college transcript. Two official copies may be directed to other institutions free of charge. For more information, visit [www.em-study.com](http://www.em-study.com).



### Continuing Education Units (CEUs)

The ISP courses are evaluated and awarded CEUs in accordance with the standards established by the International Association of Continuing Education and Training (IACET). The number of CEUs for each course is listed on the ISP web site.

### Active and Reserve Members of the Military

Active duty members of some branches of the military may be eligible to apply the completion of ISP courses toward promotion and retention programs. Contact your personnel or education office to determine if this program is applicable to your career progression. Our experience indicates that the member is usually required to apply and pay for college credit before receiving consideration to apply his or her participation in the ISP toward promotion or retention points. Members of the reserve components who are required to accumulate retirement and retention points are, in most cases, able to obtain credit for their work through the ISP.





# National Emergency Training Center (NETC), Home of the Emergency Management Institute

The National Emergency Training Center (NETC) in Emmitsburg, Maryland, is the home of the Emergency Management Institute (EMI) and offers the finest in educational resources. The 107-acre campus also houses the U.S. Fire Administration and the National Fire Academy. The campus is located 12 miles south of Gettysburg, Pennsylvania; 75 miles north of Washington, DC; and 50 miles northwest of Baltimore, Maryland.

The campus is fully equipped with air-conditioned classrooms, lodging for participants, a Learning Resource Center, and dining and recreational facilities. There are also several specialized facilities, such as the Simulation and Exercise Laboratory, a television studio, and four computer laboratories that are integral to the instruction of many courses.

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## The NETC Learning Resource Center (LRC)

The NETC Learning Resource Center (LRC) has, for more than three decades, been the home to the Nation's preeminent collection of all-hazards first responder resources. The LRC's 190,000 titles encompass the entire gamut of natural and man-made hazards from fires and hurricanes to tornadoes and flooding, from chemical and biological to radiological and nuclear hazards. The Emergency Management, Fire, and Emergency Medical Services collections in particular have the greatest depth and breadth of any in the United States.

The LRC routinely supplies answers to simple requests either on the phone or via e-mail. In response to more complex subject inquiries, the LRC staff will conduct literature searches, compile bibliographies, and, depending on copyright restrictions, provide documentation in the form of reports and articles.

Visit the LRC web site at [www.usfa.fema.gov/library](http://www.usfa.fema.gov/library) to search the extensive collection 24/7, including more than 22,000 downloadable items. On the home page, users can also sign up for the weekly newsletter or subscribe to one of the RSS feeds. In addition, users can browse special landing pages such as:

- First Responder Dissertations and Theses
- Civil Defense-Era Documents and Reports
- Fire and All-Hazards Subject Guides
- Major Disaster Bibliographies

The LRC is open to the general public; however, only NETC personnel and participants may borrow materials directly from the LRC. Visitors to the LRC should call at least 24 hours in advance at (301) 447-1046. This will help expedite entry through Security. Admittance will not be granted after 5 p.m. (Monday–Thursday) or on the weekend unless prior arrangements have been made.

When classes are in session, the LRC's regular schedule of hours is Monday through Thursday, 8:30 a.m. to 9 p.m., and Friday, 12:00 p.m. to 4 p.m. EST/EDT. Specifically in support of the NETC curriculum, the LRC is open some weekends and evenings. Please call ahead when visiting the LRC at these times.

Contact the LRC at:

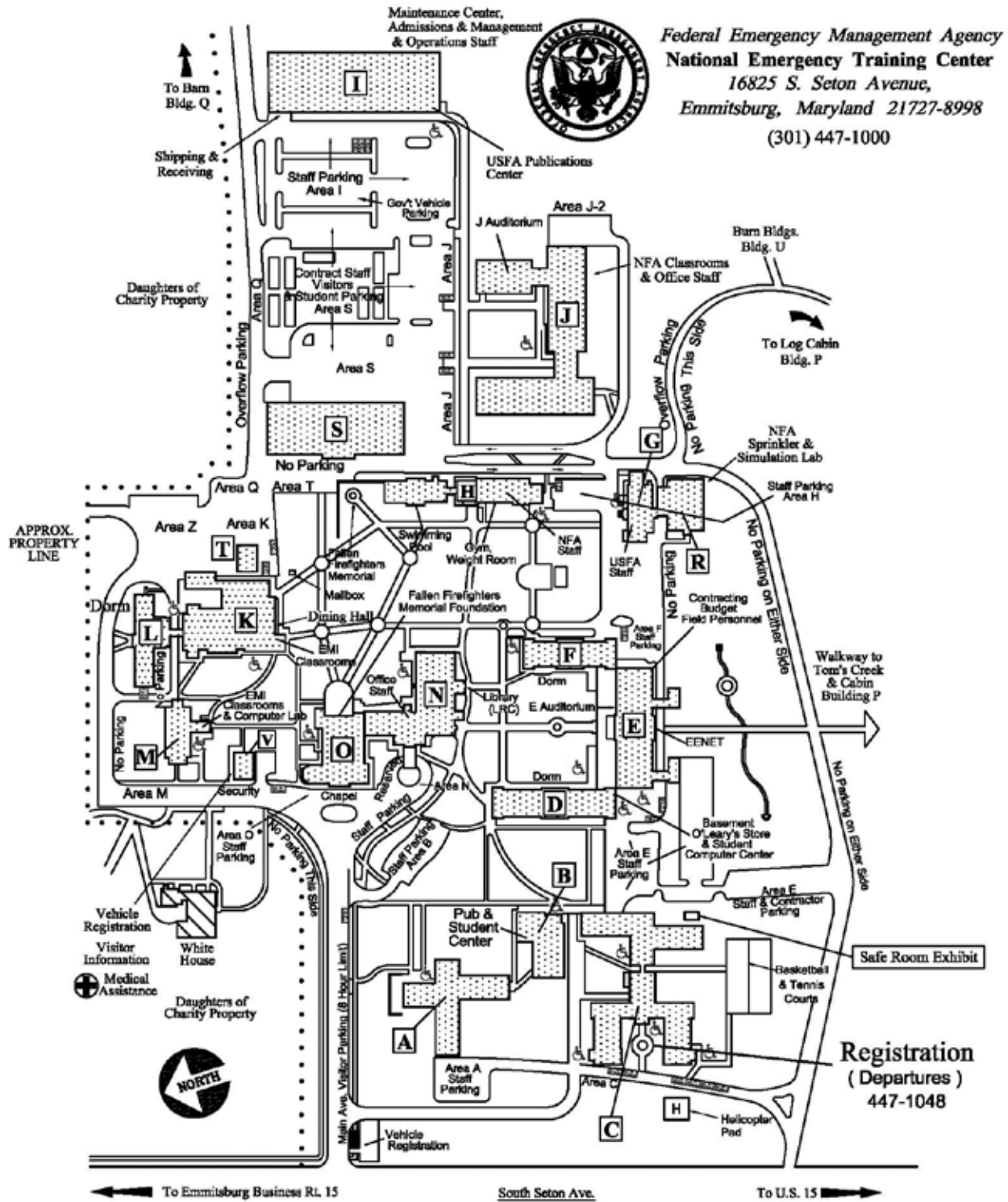
National Emergency Training Center  
Learning Resource Center  
16825 South Seton Avenue  
Emmitsburg, Maryland 21727  
1-800-638-1821  
(301) 447-1030  
(301) 447-3217 (fax)  
[netclrc@fema.dhs.gov](mailto:netclrc@fema.dhs.gov) (e-mail)  
[www.lrc.fema.gov](http://www.lrc.fema.gov) (online card catalog)

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## The Campus

A map of the campus appears on the next page, followed by a description of each building.

Map of Campus



Important Phone Numbers:  
 Security: 1111  
 Emergency: 911  
 Transportation Request: 1113  
 Dining Hall: 1551  
 Maintenance: 1500  
 LRC: 1030

Photo ID required at all times.

4/19/2012

## DESCRIPTION OF BUILDINGS

### National Emergency Training Center

St. Joseph College was purchased by the Federal Emergency Management Agency (FEMA) in 1979 to serve as a training facility. Prior to its official closing in 1973, the college served as a 4-year liberal arts college for women. In 1981, the facility was entered into the Federal records as the National Emergency Training Center (NETC). The NETC houses the Emergency Management Institute (EMI) and the United States Fire Administration (USFA) (which includes the National Fire Academy [NFA]). The following is a brief description of the buildings identified on the previous page.

The **Fallen Firefighters Memorial** was dedicated on October 4, 1981, and in October 1990, Congress designated it as the National Fallen Firefighters Memorial. It is a memorial to firefighters who lost their lives in the line of duty.

**Building A**—A 3-story residence hall built in 1964 and renovated in 1996. It has 93 dormitory rooms. (I)

**Building B**—Student Center, built in 1956, the location of a game room, pub, and recreational activities. A large picture window overlooks the scenic Catoctin Mountain range. (F)

**Building C**—Built in 1956 and renovated in 1995, it has 213 dormitory rooms. (F)

**Building D**—Built in 1926 and renovated in 1965 and 1995, it is a 3-story brick structure that has the charm of the old architecture. It consists of NETC Procurement offices, 45 dormitory rooms, and a convenience shop in the basement. (F)

**Building E**—Built in 1926 and renovated in 1966 and 1993, it is occupied by EMI Distance Learning offices, NETC Budget offices, and Computer Support personnel. (F)

**Building F**—Built in 1925 and renovated in 1965 and 1995, it houses EMI Integrated Emergency Management offices and has 45 dormitory rooms. (F)

**Building G**—Built in 1948, and renovated in 1984 and 2001 to accommodate staff of the National Fire Data Center and National Fire Programs Divisions. (G)

**Building H**—Built in 1923 and renovated in 1993, it houses NFA offices, a fully equipped gymnasium, weight room, and an indoor swimming pool. (F)

**Building I**—Built in 1996, it serves as the Material Receipt and Distribution Center, Maintenance Facility offices, Support Services Division offices, and the USFA Publications Center. (F)

**Building J**—Built in 1966, and renovated in 1993, it is the NFA classroom facility and houses NFA and National Fire Programs Division staff. It includes a lobby and a tiered 249-seat auditorium. (F)

**Building K**—Built circa 1870, renovated in 1982 and 1993, it houses EMI classrooms. The 3-story brick structure also contains a Dining Hall capable of seating 500 people, EMI Independent Study offices, and support offices. (F)

**Building L**—Built in 1959, renovated in 1993, it consists of dormitory rooms and an EMI classroom. (F)

**Building M**—Built in 1965, renovated in 1989, it houses two EMI classrooms and the EMI Computer Lab. (F)

**Building N**—Designed by the English-born architect, E.G. Lind (1829–1909), it was built in 1870 and renovated in 1987 and 1992. The building is an example of Second Empire Style that was popular in the second half of the 19<sup>th</sup> Century. As such, it is listed on the National Register of Historic Buildings. It houses staff of the United States Fire Administrator's office, the Learning Resource Center, and EMI. (F)

**Building O**—Erected in 1839 as a chapel. The marble, alabaster altars, and stained glass windows were retained when it was renovated in 1965. It houses the National Fallen Firefighters Foundation, and support offices are in the basement. (I)

**Building P**—The Log Cabin serves as a recreational facility overlooking peaceful Tom's Creek. (F)

**Building Q**—The brick barn is a service facility. The ornamental brick grill windows are characteristic of the early 19<sup>th</sup> Century Western Maryland construction. (F)

**Building R**—Built in 1948, renovated in 1993, located behind Building G, it serves as the USFA Fire Protection Laboratory. (F)

**Building S**—Renovated in 2001, this building is the home of EMI and NFA Simulation Laboratories. (F)

**Building T**—The old Milk House of the original St. Joseph's campus.

**Building U**—A burn building complex used by the NFA for arson investigation and demonstration. (F)

**Building V**—Built in 1992, it houses the Security Office. (F)

**Handicapped Access:** F-Fully Accessible, I-Accessible 1st floor only, N-Not accessible, G-Ground Floor Accessible only, R-Restrooms not accessible

## The National Civil Defense/ Emergency Management Monument

On November 13, 1999, President Clinton signed a bill (HR 348/PL 106-103) that granted authority to the National Civil Defense Monument Commission to construct a monument at FEMA's NETC in Emmitsburg, Maryland.

The purpose of the monument is to honor the thousands of Civil Defense and Emergency Management professionals and volunteers who have worked hard and faithfully to protect the public from both man-made and natural hazards. This monument particularly recognizes the numerous military and civilian volunteers and professionals who have gone beyond the normal call of duty to save lives and alleviate suffering in times of crises. The monument serves as an enduring reminder of the heartfelt thanks that a multitude of people feel whenever they remember those who have selflessly served them, or their loved ones, in times of great need.

The centerpiece of the monument is a 15-ton block of polished white Vermont granite, shaped as a three-sided pyramid, representative of the Federal, state, and local governments and their efforts in working together to accomplish a joint mission. The triangular base is 5 feet on each side, rising to 15 feet in height. The pinnacle of the monument is capped with a large, bronze American eagle, sculpted by the world-renowned sculptor, Lorenzo Ghiglieri. The base is encircled by a stone and concrete plaza with appropriately inscribed bronze state plaques embedded in concrete, surrounded by a circle of state flags. A brick wall rises approximately 3 feet in height on the back or south side of the plaza. Near the edge of the plaza are two bronze plaques bearing the names of advocates and members of the Monument Commission.

The monument was dedicated on April 6, 2002. The Commission plans to hold an annual memorial service to pay tribute to those who have given to their fellow citizens by mitigating the potential losses from emergency situations, for those who have responded to emergencies, and to the professionals and our Elected Officials who strive to improve the methods of handling emergencies.



# General Information

## Eligibility

To take an EMI course, applicants must meet the selection criteria and prerequisites specified for each course. Participants may not take the same course more than once.

Enrollment in EMI courses is generally limited to U.S. residents; however, each year a limited number of international participants are accommodated. (See Foreign Applicants, page 20.)

The NETC is an equal opportunity campus. It does not discriminate on the basis of age, sex, race, color, religious belief, national origin, or disability in its admissions and participant-related policies and procedures. NETC actively encourages all qualified candidates to apply for all courses.

## Application Procedures

The form used to apply to take an EMI course is the General Admissions Application Form (FEMA Form 119-25-1 [formerly FEMA Form 75-5]). A copy of the form is included at the back of this catalog and it may be duplicated. Additional forms can be downloaded from the EMI web site ([www.training.fema.gov/apply](http://www.training.fema.gov/apply)) or obtained from state and local Emergency Management offices, FEMA Regional offices, or the NETC Office of Admissions. The addresses for the state/local Emergency Management offices and the FEMA regional offices are listed at the back of the catalog. **Please fill out all blanks on the application form or it will be returned.**

FEMA has eliminated the use of the Social Security Number (SSN), where possible, when applying for FEMA training. All individuals, including FEMA employees, applying for Emergency Management Institute resident classes are required to register using the Center for Domestic Preparedness (CDP) Training Administration System (CTAS) and obtain a Student Identification (SID) number. This number is used in place of the SSN on the General Admissions Application Form.

## Which courses does this process impact?

All EMI Resident, Video Teleconference, and Adobe Connect courses, including courses held at NETC (E code); offsite (L code); Center for Domestic Preparedness (B code); FEMA Distribution Center in Frederick, Maryland (S code); through Video Teleconference (VTC) (V code); and Adobe Connect (K code). State, local, and tribal field-delivered courses (G code) and Independent Study courses (IS code) are not impacted by the process.

## How do I obtain my FEMA Student Identification Number (SID) number?

- Step 1: To register, go to [cdp.dhs.gov/femasid](http://cdp.dhs.gov/femasid).
- Step 2: Click on the “Need a FEMA SID” box on the right side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: You will receive an e-mail with your SID number. You should save this number in a secure location.

## What do I do with this new FEMA SID number I’ve been assigned?

The SID number must be used in place of the SSN on the General Admissions Application (FEMA Form 119-25-1, Box 3).

## Why is it important to register in the CTAS?

Any applications for FY 2015 EMI courses that do not include the training registration number will not be processed until the FEMA SID is provided to NETC Admissions.

Applications must be coordinated, reviewed, and approved by:

- The head of the applicant’s sponsoring organization;
- The Emergency Management office of the applicant’s state; and
- The NETC Admissions Office.

Completed applications should be sent to:

Office of Admissions  
National Emergency Training Center  
Building I, Room 216  
16825 South Seton Avenue  
Emmitsburg, MD 21727

General admissions questions may be directed to the NETC Admissions Office at 1-800-238-3358, extension 1035; (301) 447-1035, or via e-mail to: [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov).

## Enrollment for EMI Courses

**Participants can apply to EMI courses any time up to 6 weeks before the start of the course. For participants who apply earlier than 6 weeks, acceptance letters will be sent at the time of enrollment.**

Dates for courses can be accessed at [www.training.fema.gov/emicourses](http://www.training.fema.gov/emicourses). The NETC Admissions Office will review the applications as they are received and notify applicants regarding their status.

Once accepted into a course, participants will receive an acceptance letter with further instructions regarding transportation and other matters. Arriving at NETC for a class without formal acceptance from the NETC Admissions Office will result in the participant being sent home.

In an effort to fill EMI courses, vacancies will be updated frequently and posted on the EMI web site ([www.training.fema.gov/emicourses](http://www.training.fema.gov/emicourses)) and qualified personnel may apply. EMI will fill vacancies on a first-come, first-served basis. (**Note:** For IEMC vacancies by position, consult the IEMC web site at [www.training.fema.gov/emicourses](http://www.training.fema.gov/emicourses).)

## Attendance/Substitution/ Cancellation

Once accepted, participants are expected to attend all sessions of each course, symposium, or workshop. Those who do not attend all sessions will not receive course completion certificates and will not be reimbursed under the Student Stipend Program. Student assessments will be made via examinations, activities, or exercises. Students must obtain a minimum 70% score to successfully pass a training event.

If an organization must cancel an accepted participant, the organization may request substitution of an equally qualified person. This request must be made in writing at the same time as the cancellation and must be accompanied by a completed General Admissions Application Form for the substitute. *Requests for substitutions for EMI courses must be submitted through the applicable state Emergency Management office.* If a last-minute cancellation is necessary, please call the NETC Admissions Office at (301) 447-1035 or (800) 238-3358 (extension 1035). A fax may be sent to (301) 447-1658; e-mail address is [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov).

## Transcripts

Participants can request a transcript by submitting a request in writing to:

National Emergency Training Center  
Attn: Admissions Office  
16825 South Seton Avenue  
Emmitsburg, MD 21727

Or by e-mailing [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov)

Requests should include the address where the transcript should be sent.

## Dress Code

When attending EMI classes, it is each participant's responsibility to use good judgment in selecting attire that projects a professional image and is appropriate for both the local climate differences and classroom activities. If EMI staff determine that a participant's attire is inappropriate, the participant will be required to change into more appropriate clothing before being allowed to continue class.

In classroom settings, appropriate attire for males includes shirts with collars, slacks, departmental uniforms (no T-shirts), shoes, and socks. Optional items include sweaters, sport coats, ties, etc. Appropriate attire for females includes dresses, blouses with slacks or skirts, departmental uniforms (no T-shirts), and shoes. Optional items include sweaters, blazers, etc.

## Costs/Stipends/Reimbursements

There are no tuition fees for EMI on-campus or offsite courses. All instruction, course materials, and housing (for most participants) are provided at no cost. Participants from other countries, other Federal agencies, and most participants from private industry or contractors to state,



local, or tribal governments must pay their own transportation and lodging fees. All participants are responsible for the cost of cafeteria meals provided and for personal, incidental expenses.

Stipend reimbursement is limited to three trips for each participant per fiscal year. (This restriction does not apply to participants who are employees of state, local, and tribal offices of Emergency Services, or those enrolled in the Master Exercise Practitioner Program.) You must purchase a 21-day pre-purchased, non-refundable ticket for round-trip transportation by common carrier (economy, coach class, or less). First class and business class airline tickets will not be reimbursed. Reimbursement for airline tickets will be at the state ceiling as established by NETC. If you choose to drive, you will be reimbursed the current Privately Owned Vehicle (POV) Federal mileage allowance or the state ceiling, whichever is less.

Reimbursement will be made by direct deposit to your personal account (please provide a copy of a voided check). You are responsible for reimbursing your organization.

If you have questions about your eligibility to receive a participant stipend, please call (301) 447-1035.

**Note:** Participants of E0392, Emergency Management Higher Education Symposium, are not eligible for stipend reimbursement.

## Travel Planning

Applicants must not make travel plans prior to receiving an official acceptance package from the NETC Admissions Office. Acceptance packages contain important travel information for the specific classes.

## NETC Campus Information

### Lodging

All lodging rooms are non-smoking and are randomly assigned prior to your arrival. Because of the random assignments of rooms, classmates may not be lodged together. If the participant count exceeds the number of single rooms available, participants may need to share a room. Please do not call to request a single room. However, if you have a disability and require special accommodations, please note those on your application. If you are required to pay for your lodging, you may do so by cash, personal check, traveler's check, or credit card (MasterCard, Visa, American Express, or Discover).

If you are a non-DHS Federal employee, your Travel Authorization (TA) should state that "Housing will be provided to the traveler at NETC" (currently \$40 per night), payable upon arrival at NETC. If NETC housing is not available, a "Certificate of Non-Availability" will be issued by NETC. If you are a Federal employee participating in a course at NETC, a dormitory room will be reserved for you. If you do not require lodging, you must notify the Housing Office in writing at [FEMA-NETC-Housing@fema.dhs.gov](mailto:FEMA-NETC-Housing@fema.dhs.gov). You must make this notification upon receipt of your acceptance letter. Failure to notify the Housing Office that lodging is not needed will result in your being charged for the room for the length of the course.

If you are a foreign participant, private sector representative, or contractor to a state or local government entity, you are responsible for your own travel and per diem costs, and lodging (currently \$40 per night), payable upon arrival at NETC. NETC accepts credit card payment (Visa, MasterCard, Discover, or American Express) for lodging.

If you are a DHS employee (including FEMA Disaster Reservists), you must present a copy of your TA when you arrive at registration, and you should read the FEMA instructions, policies, and comptroller-grams dealing with travel to NETC. Your TA should state that "Housing will be provided to the traveler at NETC at no cost." If lodging on the NETC campus is not needed, you must notify the NETC Housing Office in writing at [FEMA-NETC-Housing@fema.dhs.gov](mailto:FEMA-NETC-Housing@fema.dhs.gov). Failure to notify the Housing Office that lodging is not needed will result in your being charged for the room for the length of the course.

### Food Service

There is an on-campus dining facility. The meal charge will be identified in all acceptance letters and will include costs for three meals per day, beginning with dinner on the day preceding the course start date and extending through lunch on the last day of the course, plus morning and afternoon breaks. Meals may be paid for with cash, traveler's check, purchase order, credit card (MasterCard or Visa), or by advance payment. There are no refunds for meals missed. **All participants residing on campus must purchase a meal ticket.** Any participant who does not purchase a meal ticket must move off campus for the duration of the course at his/her own personal expense. Participants staying off campus must pay for morning and afternoon breaks.

## Security

Due to increased security precautions, participants should bring two photo IDs to campus. PLEASE HAVE THEM WITH YOU, NOT IN YOUR BAGGAGE! If you do not have the photo IDs, you will not be permitted on campus. Security checks will delay your registration at the NETC.

If you are a participant from a foreign country, please be prepared to show your passport or visa at registration.

## Firearms

**Firearms are prohibited on campus!** Due to heightened security requirements, please understand that Security and Law Enforcement personnel may search you, your vehicle, or your luggage. Maryland law is very narrow in its definition of Law Enforcement Officers who may carry firearms. For your own protection, and to expedite your processing into the NETC, **do not bring weapons of any kind to campus.** Weapons include knives with blades longer than 3 inches, machetes, bow and arrows, ammunition, rifles, shotguns, pistols, etc. Sworn/Commissioned and state POST certified officers, and Federal officers, or local officers with concurrent jurisdiction who require a firearm for the performance of **required official duties** must obtain an exception from the Director of Support Services **prior** to arrival on campus. If you arrive at NETC with weapons of any kind without prior approval, your entry will be significantly delayed.

## Alcoholic Beverages

Consumption of alcoholic beverages is limited to the Pub and Log Cabin. **Alcohol is not allowed in lodging rooms or vehicles, and will be confiscated.** If you arrive at NETC with alcohol, or are attempting to bring it on campus, your entry to campus will be significantly delayed.

## Registration

Upon arrival, participants must report to Building C to obtain room assignments and key cards. Participants may be lodged at a distance from the registration building; for this reason, we recommend luggage with wheels. Picture identification is required at registration and for entry to campus.

## Transportation and Parking

Participants must make their own flight arrangements. Travel days are normally the day before the course begins and the day after the course ends. Specific travel

information relative to each course will be included in the participant acceptance package. **Please read this information carefully BEFORE making flight arrangements. Participants must call the NETC Transportation Office at (301) 447-1113 at least 2 weeks in advance to reserve a seat on the NETC airport shuttle.** Seating on the bus may be unavailable, and transportation to Emmitsburg will be at the participant's own expense if a participant fails to call.

Participants who drive to campus must register their vehicles upon arrival in the lobby of Building C. Picture identification and automobile registration (owner's card) must be shown when the vehicle is registered in order to receive stipend reimbursement. A parking permit will be issued, which must be displayed on the vehicle. Participant parking is in the lot north of Building J and is not permitted elsewhere on campus. Vehicles parked in violation of this rule are subject to towing at the owner's expense. Loading and unloading of luggage is permitted in designated areas. Participants may arrive on campus any time after 12:30 p.m. the day before class begins. Shuttle departure is usually 9:30 a.m. Friday morning for 4-day classes, but can vary depending on the length of the course.

## Directions to NETC

**From Baltimore:** I-695 (Baltimore Beltway) to I-70 West (towards Frederick); to Route 15 North to Emmitsburg. Turn left off Route 15 to South Seton Avenue.

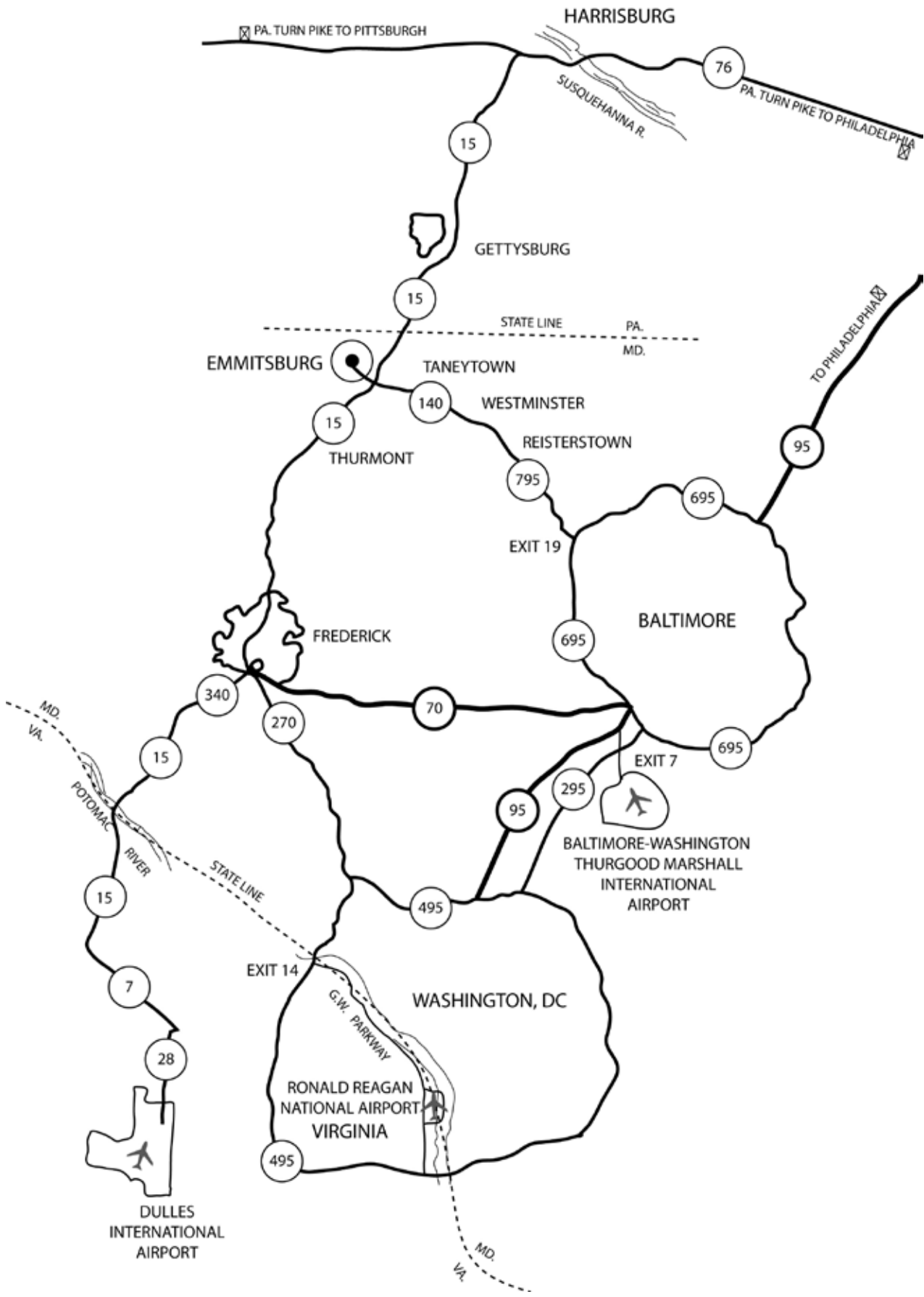
**From Washington:** I-495 (Washington Beltway) to I-270 North (towards Frederick); to Route 15 North to Emmitsburg. Turn left off Route 15 to South Seton Avenue.

**From Philadelphia and East:** Pennsylvania Turnpike west to Harrisburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Turn right off Route 15 to South Seton Avenue.

**From Pittsburgh and West:** Pennsylvania Turnpike east to Harrisburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Turn right off Route 15 to South Seton Avenue.

**From Herndon, Virginia (Dulles Airport):** Turn left onto Route 28 (turns into Route 7). Take Route 7 west to Route 15. At Leesburg, Virginia, take Route 15 North to Frederick, Maryland. Continue on Route 15 North to Emmitsburg. Turn left off Route 15 to South Seton Avenue.

GENERAL INFORMATION



## Foreign Applicants

EMI often receives inquiries from citizens and officials of foreign countries. EMI courses are generally available to U.S. citizens only. Most EMI resident courses expect attendees to have full knowledge of, and experience with, U.S. governmental and political systems and are based on U.S.-specific legislation, regulations, and systems. Thus, most EMI courses are not appropriate for foreign participants.

While EMI cannot generally accommodate international participants in its resident courses, it occasionally sends faculty to other nations to deliver Emergency Management training onsite. All expenses for such training must be paid by the host nation. For more information, write to:

Superintendent  
Emergency Management Institute  
National Emergency Training Center  
16825 South Seton Avenue  
Emmitsburg, Maryland 21727-8998

International participants are occasionally accepted to attend EMI resident courses on a space-available, fee-pay basis. To be considered for such an exception, applications from foreign individuals must meet the following conditions:

- The application must be submitted **at least 60 days prior to the course start date** and must come from and be endorsed by an appropriate component of the national government of the applicant's home nation. Applications are generally routed through the appropriate embassy. The applicant should be notified of acceptance/rejection 2 weeks prior to the start date.
- The applicant must be a government employee with official Emergency Management responsibilities pertinent to the course which he/she is requesting to attend. The official endorsement must describe these responsibilities, their relationship to the course requested, and a compelling need to attend EMI to receive the required training.
- Because language translation is not provided on campus, participants must be fluent in reading, writing, and speaking English.

Completed applications should be sent to:

Admissions Office, Room I-216  
National Emergency Training Center  
16825 South Seton Avenue  
Emmitsburg, Maryland 21727-8998  
(301) 447-1035  
(301) 447-1658 (fax)  
netcadmissions@fema.dhs.gov (e-mail)

## WEB ADDRESSES

<b>FEMA</b>	<a href="http://www.fema.gov">www.fema.gov</a>
<b>EMI</b>	<a href="http://training.fema.gov/emi">training.fema.gov/emi</a>
<b>Higher Education</b>	<a href="http://training.fema.gov/emiweb/edu/">training.fema.gov/emiweb/edu/</a>
<b>LRC</b>	<a href="mailto:netclrc@fema.dhs.gov">netclrc@fema.dhs.gov</a> (e-mail) <a href="http://www.lrc.fema.gov">www.lrc.fema.gov</a> (online card catalog)
<b>Independent Study</b>	<a href="http://training.fema.gov/is/">training.fema.gov/is/</a>
<b>USFA/NFA</b>	<a href="http://www.usfa.dhs.gov">www.usfa.dhs.gov</a>
<b>General Admission Application Form (FEMA Form 119-25-1)</b>	<a href="http://training.fema.gov/emicourses/">training.fema.gov/emicourses/</a>
<b>EMI Catalog</b>	<a href="http://www.training.fema.gov/emicourses/emicatalog.asp">www.training.fema.gov/emicourses/emicatalog.asp</a>
<b>NPD Online Course Catalog</b>	<a href="http://training.fema.gov">training.fema.gov</a>
<b>CD Videos and CD-ROMs</b>	<a href="http://www.ntis.gov">www.ntis.gov</a>
<b>Emergency Management Professional Program (EMPP)</b>	<a href="http://training.fema.gov/empp">training.fema.gov/empp</a>
<b>Integrated Emergency Management Courses (IEMC)</b>	<a href="http://training.fema.gov/emiweb/iemc">training.fema.gov/emiweb/iemc</a>
<b>Master Exercise Practitioner Program (MEPP)</b>	<a href="http://training.fema.gov/mepp">training.fema.gov/mepp</a>

## EMI Training at the Center for Domestic Preparedness, Anniston, Alabama

EMI also conducts training at FEMA's Center for Domestic Preparedness (CDP), located in Anniston, Alabama. The CDP campus consists of four major training sites: Main Training Facility (Building 61), Noble Training Facility (NTF), the Advanced Responder Training Complex (ARTC), and the Chemical, Ordnance, Biological, and Radiological Training Facility (COBRATF).

### Smoking

Smoking in Federal facilities is prohibited. Each building has a designated outdoor smoking area.

### Alcohol

Alcoholic beverages will not be sold to anyone under 21 years of age, nor to anyone in an obviously intoxicated condition. Consumption of alcoholic beverages (beer and wine only, no liquor) is limited to the Recovery Zone Lounge, Building 251, and individual dormitory rooms. In addition, alcoholic beverages will not be consumed or possessed by personnel in training during normal working hours or adjacent to a training area at any time. Personal quantities of beer and wine only are allowed in individual dormitory rooms. Open containers of alcoholic beverages are prohibited in any common or outdoor areas in the lodging complex. The CDP reserves the right to either limit or refuse the purchase of alcoholic beverages to patrons of the Recovery Zone Lounge.

### Weapons

**All firearms are prohibited on the CDP campus.** Due to heightened security requirements, Security and Law Enforcement personnel may search you, your vehicle, or your luggage. For your own protection, and to expedite your processing into the CDP, **do not bring weapons of any kind to the CDP campus.** Weapons include knives with blades longer than 3 inches, bow and arrows, ammunition, rifles, shotguns, pistols, etc. **If you arrive at the CDP with weapons of any kind without prior written approval, your entry to campus will be denied.**

### Lodging

Lodging will be provided onsite to eligible state and local participants at no cost to you or your organization. Federal and private sector employees will be charged at a rate of \$25 per night.

### Meals

Eligible state and local participants will receive meals at no cost. Federal and private sector employees will be charged for meals at a rate of \$11.00 for breakfast, \$12.70 for lunch, and \$15.55 for dinner. Federal and private sector employees will be issued a meal card and will pay only for meals consumed.

### Dress Code

Training attire is casual for the duration of the course. When attending CDP classes, it is each participant's responsibility to use good judgment in selecting attire that projects a professional image and is appropriate for both the local climate and classroom activities. Classroom sessions will be held in climate-controlled buildings. This northeastern area of Alabama generally has a mild climate. During outdoor training, participants should consider wearing durable clothing relevant to the training environment. Agency-prescribed dress or uniform is acceptable for training. Slacks and jeans are recommended for all hands-on (lanes) training. Flip flops, sandals, and tank tops are not permitted.

If CDP staff determines that a participant's attire is inappropriate, the participant will be required to change into more appropriate clothing before being allowed to continue training. Attire for training is business casual during course hours.

### Security

All personnel entering CDP should become familiar and comply with the security regulations and instructions. All participants will display their participant badge (identification) at all times while inside the facility.

### Fitness Facilities

A fitness center is available for participant use while staying at the CDP for a minimal cost. The facility is owned and operated by the City of Anniston. The facility is open daily until 9 p.m. Further information is available at the CDP Hospitality Desk, Building 320. The below activities are available at the fitness center:

- Nautilus equipment
- Heated indoor pool
- Cardio room
- Sauna
- Racquetball
- Sauna-Vibe Massage
- Free weights
- Basketball

## Banking Facilities

There are ATM machines located at the CDP Hospitality Desk (Building 320), the Recovery Zone Lounge, and NTF and CDP (Building 61) dining facilities. A local credit union has an ATM located near the McClellan Post Office, in the McClellan Park, Medical Mall parking lot. Numerous other banking institutions are in the local area.

## Travel

**Note:** You must first receive an acceptance letter from the NETC Admissions Office before making any travel arrangements.

### Privately-Owned Vehicles

Driving directions to CDP are provided on the following page. Your acceptance letter will outline the method and rate of reimbursement.

### Air Travel

Your acceptance letter will contain specific instructions on making airline reservations. Arrangements should be made with your flight arriving at Hartsfield Atlanta International Airport. For security purposes, be prepared to show a photo ID. Transportation to CDP will be provided via shuttle bus to/from the airport. Please call (256) 231-0132 to reserve a seat on the shuttle bus.

In case of emergency or travel difficulties, please call the Center for Domestic Preparedness at (256) 741-3418.

**Note:** Onsite transportation is provided to and from all training areas and support facilities at CDP on a scheduled basis.

## General Directions to Center for Domestic Preparedness/Noble Training Facility

FEMA's Center for Domestic Preparedness (CDP)/Noble Training Facility (NTF) is approximately 90 miles west of Atlanta, Georgia, and 60 miles east of Birmingham, Alabama. If traveling from the east, west, or south, the best access is Interstate 20 to Exit 185 in Oxford, then north on Alabama Highway 21 for approximately 7 miles. From the north, take I-59 to U.S. 431 South to Alabama Highway 21. Turn left on Highway 21 North and travel approximately 3 miles. The entrance is Baltzell Gate-Fort McClellan.

### From Birmingham Airport:

From the Birmingham Airport, take I-20 East from Birmingham.

Take I-20 East to exit 185 OXFORD-ANNISTON (Ala 21) (about 60 miles).

Upon exiting, you will be in Oxford, Alabama. Continue north on Ala 21 into Anniston. Proceed through Anniston to Fort McClellan.

After driving on Ala 21 for about 8 miles, you will see the Fort fence on your right. You will pass two closed gates. You will come to a signalized intersection (EXXON station on left). Proceed through this intersection and KEEP RIGHT.

Turn right onto Baltzell Gate Road. Follow Baltzell and parallel the golf course. You will pass the clubhouse on your left.

At the intersection (TEE), turn left onto FEDERAL WAY and proceed up the hill. Watch for the blue and white signs for FEMA/Noble Training Facility, which will be on your right on CARE DRIVE. Park in northeast lot. Go to glass door (under FEMA sign).

**Note:** Watch for the blue and white signs marking the route to NTF on Baltzell Gate Road.

**If you need additional directions, please call FEMA's Center for Domestic Preparedness at (256) 231-0132 or (256) 741-3418.**

### From Atlanta Airport:

Follow I-20 to exit 188 (Oxford).

Turn right off the exit onto Morgan Road.

Continue straight passing through 3 traffic lights (road will change to Golden Springs Road).

Cross through the third traffic light (crossroad is Coleman/Choccolocco Road) and stay straight onto the bypass.

Follow the bypass for approximately 2–3 miles to the stop sign.

Turn right at the stop sign onto Iron Mountain Road.

Follow Iron Mountain road approximately 3–4 miles to a stop sign at the intersection of Bains Gap Road.

Proceed straight through crossing Bains Gap Road approximately 500 yards.

Turn left on the first street to the left.

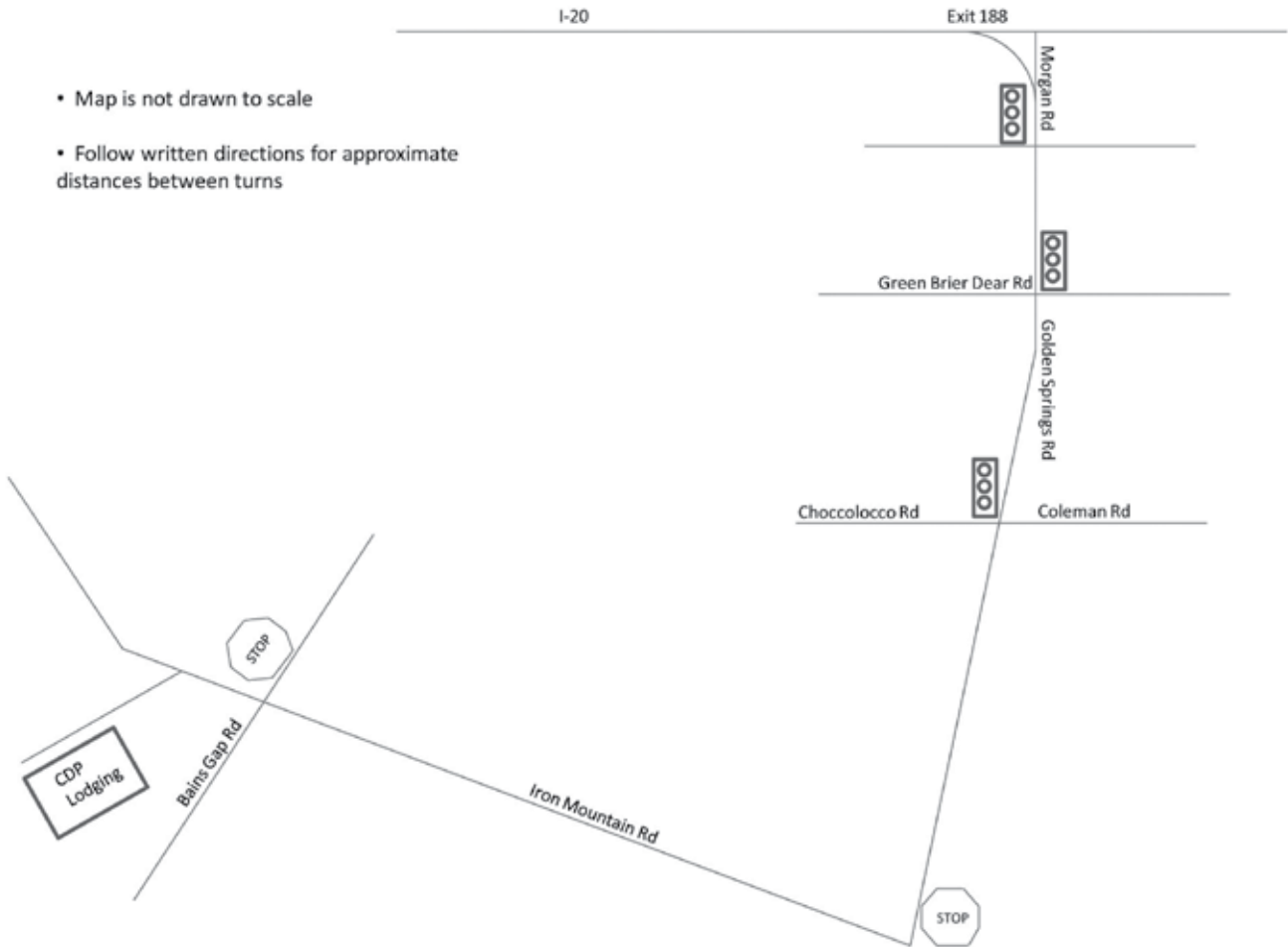
Follow this street approximately ¼ mile to CDP Lodging Area on the left.

**Note:** If you need additional directions, please call FEMA’s Center for Domestic Preparedness at (256) 231-0132 or (256) 741-3418.



GENERAL INFORMATION

- Map is not drawn to scale
- Follow written directions for approximate distances between turns







# Emergency Management Professional Program (EMPP)

The vision of the Federal Emergency Management Agency's (FEMA's) Emergency Management Institute (EMI) is to strengthen the field of Emergency Management by establishing an Emergency Management Professional Program (EMPP). The EMPP provides a structured and progressive framework for acquiring the knowledge, skills, and abilities to enter and progress through the field and to meet the challenges of a dynamic and complex environment. The entire EMPP curriculum is designed to be a lifetime of learning for a career in Emergency Management.

The EMPP includes three separate but closely related training and education programs:

- National Emergency Management Basic Academy
- National Emergency Management Leaders Academy
- National Emergency Management Executive Academy

Contact these individuals for more information about the following programs:

## **National Emergency Management Basic Academy:**

Linda Choha (301) 447-1616 [linda.choha@fema.dhs.gov](mailto:linda.choha@fema.dhs.gov)

## **National Emergency Management Leaders Academy:**

Todd Wheeler (301) 447-1101 [todd.wheeler@fema.dhs.gov](mailto:todd.wheeler@fema.dhs.gov)

## **National Emergency Management Executive Academy:**

Mary Hughes (301) 447-1633 [mary.hughes@fema.dhs.gov](mailto:mary.hughes@fema.dhs.gov)

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## **National Emergency Management Basic Academy**

The purpose for the establishment of a National Emergency Management Basic Academy is to support the professionalization of the field of Emergency Management with a structured and progressive framework for acquiring the knowledge, skills, and abilities to enter the field and grow to meet the challenges of an unpredictable and complex environment. The National Emergency Management Basic Academy will offer a foundational education in Emergency Management while providing an opportunity for participants to build camaraderie, establish professional contacts, and gain a common understanding of the roles, responsibilities, and authorities of an Emergency Management program.

For individuals new to the field, or transferring from another profession into Emergency Management, the National Emergency Management Basic Academy is the opportunity to get a standard and comprehensive grounding in all the key aspects of the field. The training objectives are based on the newly established Emergency Management competencies that the National Emergency Management Association (NEMA); International Association of Emergency Managers (IAEM); and state, local, tribal, and territorial Emergency Management professionals have established in coordination with the Emergency Management Institute (EMI).

### **Target Audience**

The National Emergency Management Basic Academy has an entry-level curriculum designed for newly appointed Emergency Managers and staff from state, local, tribal, territorial, FEMA, and other Federal agencies, as well as prospective professionals transferring from another discipline to Emergency Management. Participants in the target audience will be selected based on their willingness to meet the prerequisites and their commitment to complete all

requirements of the National Emergency Management Basic Academy.

### Classroom Course Requirements

The National Emergency Management Basic Academy consists of the following classroom courses:

- E0101, *Foundations of Emergency Management* (80 hours), 10 days
- E0102, *Science of Disaster* (guided by scientists from U.S. Geological Survey [USGS]; National Weather Service [NWS]; atmospheric scientists; and others) (24 hours), 3 days
- E0103, *Planning: Emergency Operations* (adding new THIRA and CPG-201 concepts) (16 hours), 2 days
- E0104, *Exercise Design* (guided by EMI's Integrated Emergency Management Branch) (16 hours), 2 days
- E0105, *Public Information and Warning* (16 hours), 2 days
- Total course hours: 152 hours

Course descriptions can be found on pages 43–47.

### Prerequisites

Prerequisite requirements to the classroom courses are four Independent Study courses. A participant must complete all of the prerequisite EMI Independent Study courses before submitting his or her application for the E0101, *Foundations of Emergency Management*, course.

- IS-0100 (any version), *Introduction to the Incident Command System, ICS-100* (3 hours)
- IS-0700 (any version), *National Incident Management System, An Introduction* (10 hours)
- IS-0800.b, *National Response Framework, An Introduction* (3 hours)
- IS-0230.d, *Fundamentals of Emergency Management* (3 hours)

## National Emergency Management Leaders Academy

The National Emergency Management Leaders Academy is the first leadership component of the Emergency Management Professional Program. National Emergency Management Leaders Academy will provide the essential skills needed to lead Emergency Management programs at the leadership level, and will be essential to building the foundation for collaboration by bringing Emergency Management Leaders together to share their

experiences and establish a network. Sharing best practices, lessons learned, tools, and documentation will allow Emergency Management Leaders to have a firm understanding of Federal, state, and local Emergency Management programs, as well as how these programs can be effectively leveraged to support state and local needs and requirements.

The National Emergency Management Leaders Academy curriculum will remain grounded in the principles of Emergency Management; incorporate fully developed Emergency Management core leader competencies; provide progressive career-long training and education; and support further professionalization of the field of Emergency Management.

### Target Audience

This course is designed for current and emerging leaders in Emergency Management. The target audience includes government, non-profit voluntary organizations, and private sector managers responsible for Emergency Management or Homeland Security, including:

- State, local, tribal, and territorial Emergency Management or Homeland Security Program Staff and Managers;
- Federal Department Heads and Branch Chiefs of Emergency Management or Homeland Security;
- Directors and Managers of non-profit voluntary organizations;
- Private sector Managers leading Emergency Management offices and related programs; and
- Emergency Management Program Directors from all organizations listed above with significant authority and responsibilities.

### Classroom Requirements

The Leaders Academy Program consists of four resident courses, each 4 days in length. Attendance at each course is required and must be attended in sequential order (listed below). The courses are not offered individually.

- E0451, *Leadership I: Overview of Leadership in Emergency Management*
- E0452, *Leadership II: Application of Personal Leadership in Emergency Management*
- E0453, *Leadership III: Leadership in the Emergency Management Organization*
- E0454, *Leadership IV: Emergency Management Leadership in the Community and Profession*

## Program Prerequisites

Recommended prerequisite courses and/or equivalent experience include:

- Certified Emergency Managers (CEM)
- FEMA EMI National Emergency Management Basic Academy (Foundational Academy)
- Degree/advanced degree in emergency management or related field
- FEMA EMI Professional Development Series (PDS) and/or other relevant training
- At least 3 years of professional experience in the field of emergency management is required

## National Emergency Management Executive Academy

The Emergency Management Institute (EMI), in collaboration with prominent programs at higher education institutions, has created the National Emergency Management Executive Academy to produce a comprehensive and cutting-edge curriculum that supports the advancement of the Emergency Management profession at strategic and policy levels, and its executive leadership. The Executive Academy:

- Instills a deeper understanding of contemporary and emerging issues.
- Provides a safe and open collaborative environment for senior executives to debate public policy, analyze research to practice, and discuss social and organizational implications.
- Presents theories, tools, and resources that enable decision-makers to think and act more strategically, apply critical thinking processes, and practice Meta-Leadership principles.
- Provides the opportunity to work collaboratively on projects, share smart practices, and participate in exercises on cascading and catastrophic events.

The Executive Academy is the apex of the three-level Emergency Management Professional Program (EMPP). The Executive Academy consists of a total of four resident sessions, readings, and a group project. Those who complete the program will receive a National Emergency Management Executive Academy Certificate of Completion.

## Target Audience

This course is designed for current senior executives at the national, state, regional, tribal, and territorial levels. Ideal candidates will serve on major commissions and task forces and be responsible for making decisions that have a significant effect on national policy or the management of disaster response and recovery activities. The audience may include:

- State, local, tribal, and territorial high-ranking administrators or deputy administrators;
- Governor's cabinet, chiefs of staff, directors of agency or major organizations;
- Executives of non-governmental organizations;
- Chiefs or directors of voluntary agencies or organizations;
- Private sector executives or directors/deputies of emergency management;
- University emergency management directors;
- Presidents or chairs of major professional organizations; and
- FEMA, Federal partners, and high-ranking administrators at the appointed or SES and GS-15 levels.

## Classroom Requirements

The Executive Academy program consists of four resident courses. These courses are only available to persons who have been accepted into the Executive Academy, and are not offered individually.

- E0680, *Emergency Management—A Leadership Challenge*
- E0682, *Emergency Management in the 21<sup>st</sup> Century*
- E0684, *Integrating Science into Emergency Management Policies and Decisions*
- E0686, *Exercising Emergency Management Executive Policy and Decision-Making*

## Selection Criteria

Applicants will be selected based on:

- Current senior-level position and responsibilities
- Executive-level, real-world emergency management experience
- Past and projected policy and organizational contributions
- Academic credentials

For more information, go to [www.training.fema.gov/EMPP/executive](http://www.training.fema.gov/EMPP/executive)

## Specialized and Technical Training Programs

The Specialized and Technical Training Programs of the Emergency Manager Professional Program (EMPP) consists of courses on similar topics leading to a Certificate of Completion or recognition for completing a series in a specifically recognized area of Emergency Management. Current certificate programs include:

- Level I, Professional Continuity Practitioner Program
- Level II, Master Continuity Practitioner Program
- Master Exercise Practitioner Program
- Hazus Multi-Hazard Program
  - Hazus Trained Professional Track
  - Hazus Practitioner Track

### Professional and Master Practitioner Programs

The FEMA Administrator established the Continuity Excellence Series – Level I, Professional Continuity Practitioner and Level II, Master Continuity Practitioner on April 16, 2008. This effort is dedicated to enhancing the excellence in the development and implementation of Continuity programs and Emergency Management.

#### Where to take the required courses?

For all Independent Study (IS) courses, please visit the Emergency Management Institute for FEMA Independent Study Homepage at [training.fema.gov/is](http://training.fema.gov/is).

For information on all other Continuity training courses, to schedule a course, or to request a copy of the latest training schedule, please contact the Regional Continuity Manager for your area of the country.

## Level I, Professional Continuity Practitioner Program

- IS-0546.a, Continuity of Operations Awareness
- IS-0547.a, Introduction to Continuity of Operations
- IS-0242.a or IS-0242.b or equivalent E/L/G course, Effective Communication
- E0548, Continuity of Operations Planning Program Manager Train-the-Trainer Course; or IS-0548, Continuity of Operations Program Manager; or MGT-331, University of Maryland Preparing the States Continuity Courses
- E/L0550, Continuity of Operations Planning Train-the-Trainer; or IS-0524, Continuity of Operations Planner's Workshop, or L0552, Continuity of Operations for Tribal Governments

- IS-0100 or IS-0100.a or 0100.b, Introduction to the Incident Command System, ICS-100; or ICS-0100, Introduction to the Incident Command System; or ICS-200 or IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents
- IS-0230 or equivalent E/L course, Principles of Emergency Management; or IS-0230.a, IS-0230.b, IS-0230.c, IS-0230.d, Fundamentals of Emergency Management
- IS-0700.a (or any version), National Incident Management System, An Introduction
- IS-0800.b, National Response Framework, An Introduction
- E0136, Master Exercise Practitioner Capstone Course; or IS-0139, Exercise Development Course, Exercise Design Course, or Continuity of Operations Continuity Exercise Design/Development Train-the-Trainer Course
- E/L0554, Determined Accord Workshop; or IS-0520, Introduction to Continuity of Operations Planning for Pandemic Influenzas; and IS-0522, Exercising Continuity Plans for Pandemics (both Independent Study courses are required), or Resilient Accord Cyber Security Workshop or Guardian Accord Terrorism Awareness Workshop
- National Archives and Records Administration (NARA)/Counsel of State Archivists (CoSA) Vital Records Training (optional, recommended)

## Level II, Master Continuity Practitioner Program

- Attain a Continuity Excellence Series – Level I, Professional Continuity Practitioner
- IS-0130, Exercise Evaluation and Improvement Planning, or E0132, Discussion-Based Exercise Design and Evaluation (limited to EMI Resident MEPP candidates)
- IS-0240 or IS-0240.a or IS-0240.b or equivalent E/L course, Leadership and Influence
- E0551, Devolution Planning Workshop Train-the-Trainer, or IS-0551, Continuity of Operations Devolution Planning
- E0156, Building Design for Homeland Security for Continuity of Operations Train-the-Trainer, or E0153, Building Design for Homeland Security, or E0155, Building Design for Homeland Security (archived)
- E0262, Instructional Delivery for Subject Matter Experts, or G0265, Instructional Delivery Skills (formerly G0261, Instructional Presentation Skills), or E0141, Instructional Presentation and Evaluation Skills
- \*\*\*Instruct E/L/G or IS-0548, Continuity of Operations Program Manager

- \*\*\*Facilitate E/L0550, Continuity of Operations Planning Train-the-Trainer, or IS-0551, Continuity of Operations Devolution Planning, or Determined Accord Pandemic Preparedness Workshop for Continuity Managers or Facilitate Resilient Accord or Guardian Accord or Reconstitution Planning Workshop
- \*\*\*Written Comprehensive Exam (150 questions)
  - Applicants are eligible to take the comprehensive exam once they have met all other Level II requirements.

**Note:** Course credit is authorized for flexible instructional delivery, i.e., local resident instruction with participants completing the IS exam. Previous versions of above-listed courses will be accepted.

Level II courses can be completed while completing the requirements for Level I.

\*\*\*Contact FEMA National Continuity Program Training Manager at [fema-continuity-practitioner@fema.dhs.gov](mailto:fema-continuity-practitioner@fema.dhs.gov) to arrange items with \*\*\*.

### **Continuity Practitioner Certificates**

The FEMA Emergency Management Institute will issue all certificates. Send certificate requests and supporting documentation (not originals) to mailbox [fema-continuity-practitioner@fema.dhs.gov](mailto:fema-continuity-practitioner@fema.dhs.gov) or mail to:

FEMA HQ, National Continuity Programs (NCP)  
Attn: Training Manager (Room 515)  
500 C Street SW  
Washington, DC 20472

Please include your name, organization, work address, e-mail address, and phone number. You should receive your certificate in approximately 1 month.

The point of contact for the Continuity Excellence Series – Continuity Practitioner Certification Program is Willie York at [fema-continuity-practitioner@fema.dhs.gov](mailto:fema-continuity-practitioner@fema.dhs.gov) or (202) 646-4163.

## **Master Exercise Practitioner Program (MEPP)**

The Emergency Management Institute (EMI) created the Master Exercise Practitioner Program (MEPP) in 1999 as a non-resident program to recognize those individuals who have completed prescribed training and demonstrated, through hands-on application, a high degree of professionalism and capability in the arena of Emergency Management exercises. In 2004, EMI began offering this program as a resident series of courses at the National Emergency Training Center (NETC) in Emmitsburg,

Maryland, to meet the needs of the Emergency Management exercise community.

The MEPP mission is to improve the capabilities of Emergency Management exercise personnel in exercise program management and in every phase of the overall exercise process. Through the improvement of the knowledge, skills, and abilities, both the quantity and quality of exercises conducted at the Federal, state, local, tribal, and territorial levels of government can be improved.

### **Target Audience**

EMI's Resident Master Exercise Practitioner Program (MEPP) eligibility includes state, local, tribal, territorial, Department of Homeland Security (DHS), and other Federal agency Emergency Management/Emergency Services personnel with responsibilities involving Emergency Management exercises. This includes Exercise Training Officers; Emergency Managers; and Emergency Services personnel from Fire, Emergency Medical, Hospitals, Public/Environmental Health, Coroners, Law Enforcement, and Corrections Officials. It also includes Public Works/Utilities; Community Service/Volunteer Agencies; Non-Profits; private entities that participate in Emergency Services/Emergency Management exercise design/development, conduct, evaluation, and improvement planning activities; members of Exercise Planning Teams and Evaluation Teams; and/or those who manage exercise programs.

### **Mandatory Training Prerequisites (Independent Study and Classroom)**

For FY 2015, EMI resident MEPP applicants must complete the following EMI Independent Study (IS) courses or G-coded equivalents. These EMI IS courses are available on the web at [training.fema.gov/IS](http://training.fema.gov/IS).

It is also mandatory that copies of certificates of completion be included as part of an MEPP application package. A complete listing of all of the EMI IS courses can be found at [training.fema.gov/IS/crslst](http://training.fema.gov/IS/crslst).

- IS-0100.b, Introduction to the Incident Command System, ICS-100
- IS-0120.a, An Introduction to Exercises
- IS-0130, Exercise Evaluation and Improvement Planning
- IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents
- IS-0230.d, Fundamentals of Emergency Management
- IS-0235.c, Emergency Planning

- IS-0700.a, *National Incident Management System, An Introduction*
- IS-0775, *Emergency Operations Center Management and Operations*
- IS-0800.b, *National Response Framework, An Introduction*

### Classroom Prerequisites for all FY 2015 MEPP Series

EMI requires that all MEPP applicants **must** complete the *Homeland Security Exercise and Evaluation Program (HSEEP)* training course. The HSEEP course has been administered since 2005 under Training and Exercise Integration (TEI) course catalog code MGT-330. An HSEEP course could also be conducted as EMI code E/L0146, *Homeland Security Exercise and Evaluation Program Training Course*. In addition, many states have conducted this course and issued certificates of completion. Copies of Certificates of Completion must be included in your MEPP applicant package. Certificates with dates of attendance of less than 3 days are not acceptable unless accompanied by a course agenda that clearly shows the HSEEP course (also referred to as mobile training course) was conducted in accordance with the Plan of Instruction (POI) for the 7 course modules and contact hours.

Completion of the EMI resident course, E0147, *Homeland Security Exercise and Evaluation Program Training Course Train-the-Trainer*, will also meet this requirement.

For more information on the HSEEP training course, please visit [hseeptraining.com](http://hseeptraining.com). Inquiries regarding this training opportunity may be directed via e-mail to [hseep@fema.dhs.gov](mailto:hseep@fema.dhs.gov).

### To Apply for the Resident EMI MEPP

Applicants must complete and submit an application package during the open enrollment period (May 1–July 1, 2014) that contains the following:

1. A General Admissions Application Form (FEMA Form 119-25-1 [formerly FEMA Form 75-5]). Item #9a should list the MEPP Series in which the applicant wishes to enroll. **Note:** Item #10 must list the IS and Classroom Courses cited above in the Prerequisites.
2. Download and complete the Master Exercise Practitioner Program Application ([training.fema.gov/mepp/howToApply](http://training.fema.gov/mepp/howToApply))

If you are eligible for reimbursement of transportation expenses (to learn more about these requirements, visit the *Participant Information web site*), you must submit your MEPP package to your respective state Emergency Management Agency (SEMA) [www.fema.gov/state-offices-and-agencies-emergency-management](http://www.fema.gov/state-offices-and-agencies-emergency-management). This Point

of Contact (POC) will submit your MEPP application package to:

NETC Admissions Office  
EMI Master Exercise Practitioner Program (MEPP)  
16825 South Seton Avenue  
Emmitsburg, MD 21727

MEPP applicants from Federal agencies, private sector, and others who are NOT eligible for reimbursement for travel expenses and lodging at no charge should send their completed MEPP application packages directly to:

NETC Admissions Office  
EMI Master Exercise Practitioner Program (MEPP)  
16825 South Seton Avenue  
Emmitsburg, MD 21727

If you are accepted as an MEPP candidate, you will be enrolled in a specific MEPP series. You are not permitted to enroll in other MEPP series. Each MEPP series consists of three resident courses at EMI on the campus of the National Emergency Training Center (NETC) in Emmitsburg, Maryland. **You must complete the training requirements in this order:**

1. E0132, *Discussion-Based Exercise Design and Evaluation*
2. E0133, *Operations-Based Exercise Design and Evaluation*
3. E0136, *Master Exercise Practitioner Capstone Course*

**CEUs:** 2.5 CEUs for each course; a total of 7.5 CEUs.

If you need more information on the MEPP, please contact Meghan Van Aken at [meghan.vanaken@fema.dhs.gov](mailto:meghan.vanaken@fema.dhs.gov) or by phone at (301) 447-1723.

## Master Trainer Program (MTP)

**Building national capability through training ...**

### Training a Professional Workforce

Protecting the population is a primary responsibility of government, and fulfilling this responsibility depends on the skills and abilities of emergency personnel to respond in a timely and proficient manner when disaster strikes.

Developing professional and competent emergency personnel requires a community-wide commitment to ensure that all individuals involved in emergency response and support activities have the skills they need to perform under stressful conditions. At the heart of any comprehensive training program are the trainers who design, teach, and evaluate the many training programs that provide

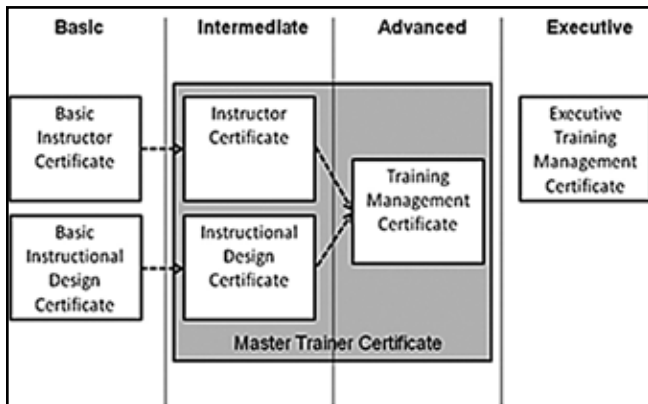
basic entry-level skills and advanced technical skill specializations. The Emergency Management Institute's (EMI) Master Trainer Program (MTP) is designed to develop a cadre of training professionals capable of performing all training functions from analyzing training needs to the design, development, delivery, evaluation, and management of training activities with the goal of achieving excellence through training.

**Who Should Enroll in the Master Trainer Program?**

Training officers, training staff, and training officials that perform instructional delivery; design and develop curriculum; and manage training programs.

**The Master Trainer Program**

The Master Trainer Program is designed to provide training professionals a means to acquire knowledge and skills in various areas of the training profession and at various levels of expertise. The program is comprised of seven separate certificate programs, at basic through advanced and executive levels, in the areas of Instruction, Instructional Design, and Training Management.



Information regarding the Master Trainer Program is also available on the MTP web site at <http://training.fema.gov/emweb/mtp/>.

**Basic Instructor Certificate**

The Basic Instructor Certificate provides entry-level personnel assigned to implement and deliver curriculum in support of courses, training programs, and training activities with an introduction to instructing participants in a classroom environment. An emphasis is placed on communication skills, instructional skills, and basic learning theory. A certificate of completion for the Basic Instructor Certificate will be awarded upon completion of required courses. Please contact Matthew Prager at [matthew.prager@fema.dhs.gov](mailto:matthew.prager@fema.dhs.gov) regarding the award of the Basic Instructor Certificate.

**Application Requirements**

Participants will enroll in the required classroom courses through the NETC Admissions process for courses offered by EMI. Online courses may be completed via the EMI Independent Study Program located at <http://training.fema.gov/IS/crslist.aspx>.

**Required Courses for Certificate Completion**

- IS-0242.b, *Effective Communication*
- And one of the following courses:
  - E0141, *Instructional Presentation and Evaluation Skills*
  - E0262, *Instructional Delivery for Subject Matter Experts*
  - PER-266, *Instructor Training Certification*

**Center for Domestic Preparedness (CDP) Instructor Training Certification (PER-266)**

This course provides the responder with an overview of instruction on adult learning, task analysis, risk and hazard analysis, learning objectives and lesson plans, communication skills, instructional delivery and multi-media, testing and evaluations, and the After-Action Report (AAR). Participants will complete practical exercises that require the responder to perform tasks associated with course lessons. Please visit the CDP web site at <https://cdp.dhs.gov/training/courses/itc> to find more information regarding this course and CDP admissions policies.

**Basic Instructional Design Certificate**

The Basic Instructional Design Certificate provides entry-level personnel assigned to design and develop curriculum materials in support of courses, training programs, and training activities with an introduction to development models and processes as well as various curriculum materials associated with training activities. An emphasis is placed on communication skills and basic instructional design theory. A certificate of completion for the Basic Instructional Design Certificate will be awarded upon completion of required courses. Please contact Matthew Prager at [matthew.prager@fema.dhs.gov](mailto:matthew.prager@fema.dhs.gov) regarding the award of the Basic Instructional Design Certificate.

**Application Requirements**

Participants will enroll in the required classroom courses through the NETC Admissions process for courses offered by EMI. Online courses may be completed via the EMI Independent Study Program located at <http://training.fema.gov/IS/crslist.aspx>.

**Required Courses for Certificate Completion**

- IS-0242.b, Effective Communication
- E0610, Introduction to Instructional Design Methods

**Other Courses That Fulfill Certificate Requirements**

Previous completion of E0601, *Management and Supervision of Training*, will fulfill the requirement for E0610, *Introduction to Instructional Design Methods*.

**Instructor Certificate**

The Instructor Certificate provides personnel assigned to implement and deliver curriculum materials in support of courses, training programs, and training activities with the practical knowledge and skills in teaching and facilitating learning events in the classroom and online. Emphasis is placed on the science of learning and its practical application in instructing participants and facilitating discussions, managing the classroom environment, and managing courses. A certificate of completion for the Instructor Certificate will be awarded upon completion of required courses and research paper.

**Application Requirements**

Prospective participants in this certificate program should submit an application letter requesting enrollment in the program to NETC Admissions, 16825 South Seton Ave., Emmitsburg, MD, 21727. The enrollment request should include a completion certificate for the Master Trainer Program Basic Instructor Certificate. Additionally, please include a completed General Admissions Application, FEMA Form 119-25-1, for each resident course required by the certificate. This form is available online at <http://training.fema.gov/Apply/>. Online courses may be completed via the EMI Independent Study Program located at <http://training.fema.gov/IS/crslist.aspx>.

**Note:** The E0611, *Instructing and Facilitating in the Classroom and Online*, and E0612, *Managing Courses and Classrooms*, courses are scheduled sequentially over a 2-week period. Participants are expected to request enrollment for both courses and complete them as scheduled in residence for 2 weeks.

**Note:** Applicants who have outstanding completion requirements under other MTP certificate programs must complete those requirements prior to enrolling in this certificate program.

**Required Courses for Certificate Completion**

- E0611, *Instructing and Facilitating in the Classroom and Online*
- E0612, *Managing Courses and Classrooms*

- IS-0619, *Research in Training and Education*
- IS-0901, *Section 508 Awareness Course*

**Required Research Paper for Certificate Completion**

Each participant in the certificate program will be required to complete a research-to-application paper regarding an observed instructional delivery issue within his/her organization. This paper will describe the issue to be researched, results of a literature review, the research model used in collecting data, the results of analysis of data, and recommendations to resolve the identified issue.

**Instructional Design Certificate**

The Instructional Design Certificate provides personnel assigned to design and develop curriculum materials in support of courses, training programs, and training activities with the needed practical knowledge and skills to develop and publish training materials. Emphasis is placed on the process of developing training plans, training materials, evaluation plans, and participant knowledge and skill assessments. A certificate of completion for the Instructional Design Certificate will be awarded upon completion of required courses and research paper.

**Application Requirements**

Prospective participants in this certificate program should submit an application letter requesting enrollment in the program to NETC Admissions, 16825 South Seton Ave., Emmitsburg, Maryland, 21727. The enrollment request should include a completion certificate for the Master Trainer Program Basic Instructional Design Certificate. Additionally, please include a completed General Admissions Application, FEMA Form 119-25-1, for each resident course required by the certificate. This form is available online at <http://training.fema.gov/Apply/>. Online courses may be completed via the EMI Independent Study Program located at <http://training.fema.gov/IS/crslist.aspx>.

**Note:** The E0614, *Analysis and Design of Training*, and E0615, *Development and Evaluation of Training*, courses are scheduled sequentially over a 2-week period. Participants are expected to request enrollment for both courses and complete them as scheduled in residence for 2 weeks.



**Note:** Applicants who have outstanding completion requirements under other MTP certificate programs must complete those requirements prior to enrolling in this certificate program.

#### **Required Courses for Certificate Completion**

- E0614, *Analysis and Design of Training*
- E0615, *Development and Evaluation of Training*
- IS-0613, *Technical Writing*
- IS-0619, *Research in Training and Education*
- IS-0901, *Section 508 Awareness Course*

#### **Required Research Paper for Certificate Completion**

Each participant in the certificate program will be required to complete a research-to-application paper regarding an observed instructional design and development issue within his/her organization. This paper will describe the issue to be researched, results of a literature review, the research model used in collecting data, the results of analysis of data, and recommendations to resolve the identified issue.

#### **Other Courses That Fulfill Certificate Requirements**

- Previous completion of E0602, *Performance and Needs Analysis*, and E0603, *Instructional Design*, will fulfill the requirement for E0614, *Analysis and Design of Training*.
- Previous completion of E0602, *Performance and Needs Analysis*, and R129, *Fire Service Course Design*, will fulfill the requirement for E0614, *Analysis and Design of Training*.
- Previous completion of E0604, *Course Development*, and K0606, *Evaluation of Training*, will fulfill the requirement for E0615, *Development and Evaluation of Training*.

### **Training Management Certificate**

The Training Management Certificate provides managers assigned to supervise and coordinate training programs and activities with the practical knowledge and skills in project and program management as they apply to training programs. A certificate of completion for the Training Management Certificate will be awarded upon completion of required courses and research paper.

#### **Application Requirements**

Prospective participants in this certificate program should submit an application letter requesting enrollment in the program to NETC Admissions, 16825 South Seton Ave., Emmitsburg, MD, 21727. The enrollment request should include a completion certificate for the Master Trainer Program Instructor Certificate or Instructional Design Certificate. Additionally, please include a completed General Admissions Application,

FEMA Form 11925-1, for each resident course required by the certificate. This form is available online at <http://training.fema.gov/Apply/>. Online courses may be completed via the EMI Independent Study Program located at <http://training.fema.gov/IS/crslist.aspx>.

**Note:** The E0616, *Training Program Management*, and E0617, *Training Project Management*, courses are scheduled sequentially over a 2-week period. Applicants are expected to request enrollment for both courses and complete them as scheduled in residence for 2 weeks.

**Note:** Applicants who have outstanding completion requirements under other MTP certificate programs must complete those requirements prior to enrolling in this certificate program.

#### **Required Courses for Certificate Completion**

- E0616, *Training Program Management*
- E0617, *Training Project Management*
- IS-0240.b, *Leadership and Influence*
- IS-0241.b, *Decision-Making and Problem-Solving*
- IS-0619, *Research in Training and Education*
- IS-0901, *Section 508 Awareness Course*

#### **Required Research Paper for Certificate Completion**

Each participant in the certificate program will be required to complete a research-to-application paper regarding an observed training management issue within his/her organization. This paper will describe the issue to be researched, results of a literature review, the research model used in collecting data, the results of analysis of data, and recommendations to resolve the identified issue.

### **Executive Training Management Certificate**

The Executive Training Management Certificate provides organization executives an opportunity to discuss how organizational training and development programs can impact their employees and the accomplishment of the organization's mission and goals. A certificate of completion for the Executive Training Management Certificate will be awarded upon completion of required courses.

#### **Application Requirements**

Prospective participants in this certificate program should submit an application letter requesting enrollment in the program to NETC Admissions, 16825 South Seton Ave., Emmitsburg, MD, 21727. The enrollment request should include a résumé that outlines the applicant's position as an executive in his/her organization and his/her duties in regard to management of training. Additionally, please

include a completed General Admissions Application, FEMA Form 119-25-1, for the resident course required by the certificate. This form is available online at <http://training.fema.gov/Apply/>. Online courses may be completed via the EMI Independent Study Program located at <http://training.fema.gov/IS/crslist.aspx>.

#### **Required Courses for Certificate Completion**

- E0618, *Strategic Issues in Training Management*
- IS-0240.b, *Leadership and Influence*
- IS-0241.b, *Decision-Making and Problem-Solving*
- IS-0901, *Section 508 Awareness Course*

**Required Prerequisite:** Assignment to an executive-level leadership position for training programs and organizations

#### **Master Trainer Certificate**

The Master Trainer Certificate provides an individual with the opportunity to have his/her expertise in Instruction, Instructional Design, and Training Management be recognized at the Master level. A certificate of completion for the Master Trainer Certificate will be awarded upon completion of certificate requirements.

#### **Application Requirements**

Prospective participants in this certificate program should submit an application letter requesting enrollment in the program to Matthew Prager, MTP Manager, 16825 South Seton Ave., Emmitsburg, MD, 21727. The enrollment request should include the individual's certificates of completions for the Instructor Certificate, Instructional Design Certificate, and Training Management Certificate programs.

Required for Certificate Completion

- MTP Instructor Certificate
- MTP Instructional Design Certificate
- MTP Training Management Certificate

#### **Required Research Paper for Certificate Completion**

Each participant in the certificate program will be required to complete a research-to-application paper regarding the outcomes of implementation of recommendations from previous program research papers. This paper will provide a synopsis of the issue's research results and recommendations from each of the research papers

developed from the Instructor Certificate, Instructional Design Certificate, and Training Management Certificate; the research model used in collecting data to evaluate the implementation of recommendations resulting from research; the results of analysis of data; and recommendations on continued improvement in your organization's training programs.

#### **Required Portfolio of Work for Certificate Completion**

Each participant in the certificate program will be required to submit a portfolio of work products across the areas of instruction, instructional design, and training management compiled from his/her normal duties as a training professional. These products will be used to assess the individual's mastery of the concepts, theories, and skills practiced across all areas of the training profession. The required work products are:

#### **Instruction**

- List of courses the participant is required to teach, including the length of each course and number of times each year the course is delivered.
- Copies of formal instructor evaluations received during the previous 12 months.
- Video of the participant in an instructor role, teaching a lesson or module of a course. The course title (and number if applicable) and lesson topic title must be provided with the video.

#### **Instructional Design**

- List of course development projects the participant has actively developed materials for during the last 24 months.
- Copies of the materials that the participant developed. These materials should represent the participant's work, not work completed as a group, or managed by the participant.

#### **Training Management**

- Descriptions of the training programs that the participant directly manages, including course descriptions, target audience, student throughput numbers, and program resources utilized (number of instructors, training facilities, training technology, etc.) for each program managed.

- Descriptions of the training projects that the participant directly manages, including a synopsis of the project management plan, resources assigned, work breakdown structure, project timeline, and analysis of project efficiency (such as Earned Value Management [EVM]) for each project managed.
- Copy of the training program budget the participant developed for the previous 2 years.

## Hazus Multi-Hazard Program

Beginning in FY 2009, a Hazus Multi-Hazard (MH) Training Curriculum was initiated, leading to the attainment of a completion certificate as a “Hazus Trained Professional” or “Hazus Practitioner” for those individuals seeking recognition for their training accomplishments in Hazus. Required course completions for each track are listed below and as noted on the diagram on the next page. Upon completion of the required courses, a certificate of completion for the applicable track will be issued.

In addition, the following course titles have been modified to reflect more clearly the course content and emphasis.

- E0170, *Hazus Multi-Hazard for Hurricane*
- E0172, *Hazus Multi-Hazard for Flood*
- E0174, *Hazus Multi-Hazard for Earthquake*
- E0176, *Hazus Multi-Hazard for Floodplain Managers*
- E0179, *Application of Hazus Multi-Hazard for Disaster Operations*
- E0190, *ArcGIS for Emergency Managers*
- E0296, *Application of Hazus Multi-Hazard for Risk Assessment*
- E0313, *Basic Hazus Multi-Hazard*
- E0317, *Comprehensive Data Management for Hazus Multi-Hazard*

### Hazus Professional Track

- E0190, *ArcGIS for Emergency Managers* (See note 2)
- E0313, *Basic Hazus Multi-Hazard* (See note 1)
- E0317, *Comprehensive Data Management for Hazus Multi-Hazard*
- Minimum of ONE of the following:
  - E0170, *Hazus Multi-Hazard for Hurricane*, or
  - E0172, *Hazus Multi-Hazard for Flood*, or
  - E0174, *Hazus Multi-Hazard for Earthquake*

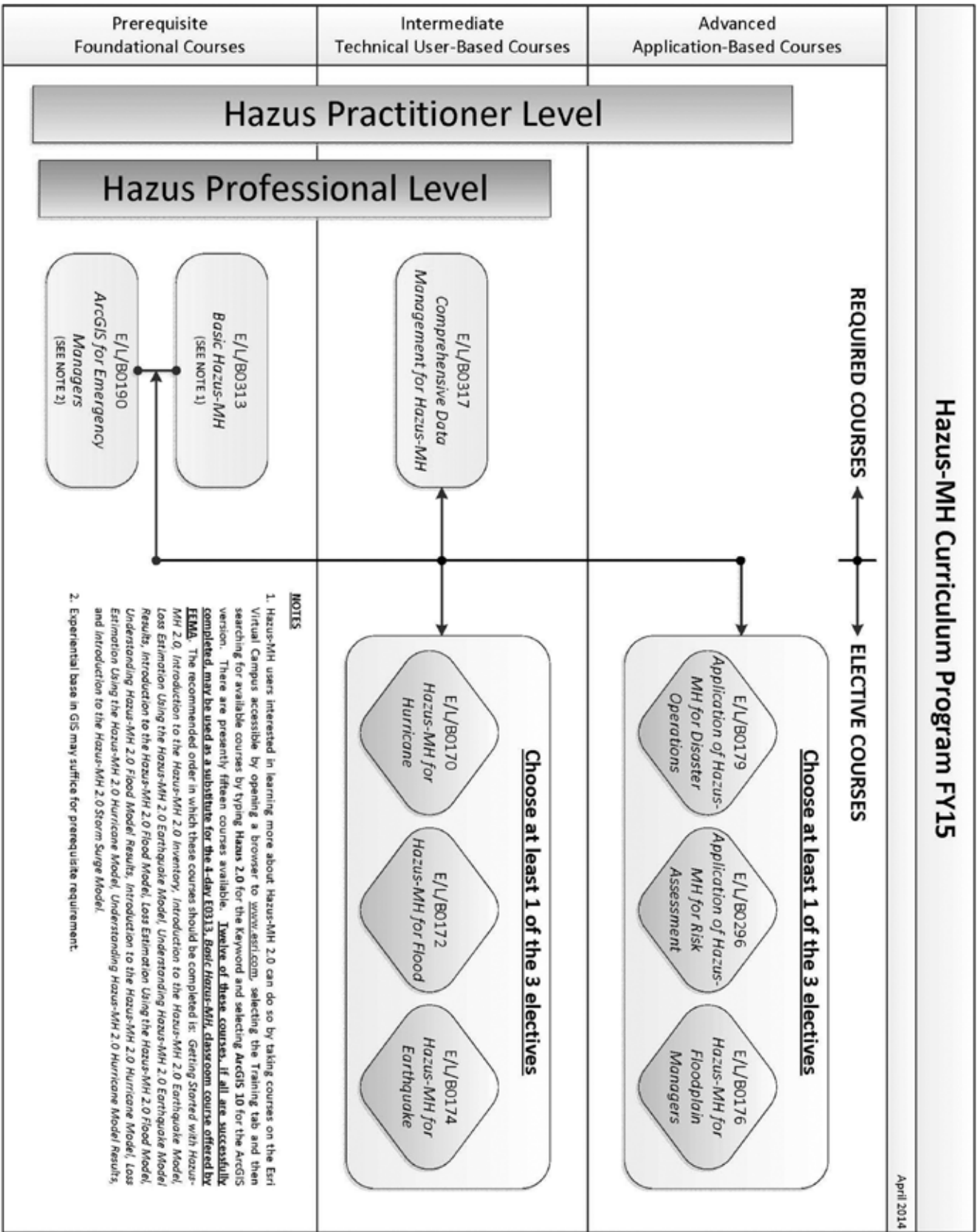
### Hazus Practitioner Track

Requirements for Hazus Professional, plus one of the following:

- E0176, *Hazus Multi-Hazard for Floodplain Managers*
- E0179, *Application of Hazus Multi-Hazard for Disaster Operations*
- E0296, *Application of Hazus Multi-Hazard for Risk Assessment*

### Notes

1. Hazus Multi-Hazard users interested in learning more about Hazus Multi-Hazard 2.0 can do so by taking courses on the ESRI Virtual Campus accessible by opening a browser to [www.esri.com](http://www.esri.com), selecting the Training tab and then searching for available courses by typing Hazus 2.0 for the Keyword and selecting ArcGIS 10 for the ArcGIS version. There are presently fifteen courses available. Twelve of these courses, if all are successfully completed, may be used as a substitute for the 4-day E0313, *Basic Hazus Multi-Hazard*, classroom course offered by FEMA. The recommended order in which these courses should be completed is: *Getting Started with Hazus Multi-Hazard 2.0*, *Introduction to the Hazus Multi-Hazard 2.0 Inventory*, *Introduction to the Hazus Multi-Hazard 2.0 Earthquake Model*, *Loss Estimation Using the Hazus Multi-Hazard 2.0 Earthquake Model*, *Understanding Hazus Multi-Hazard 2.0 Earthquake Model Results*, *Introduction to the Hazus Multi-Hazard 2.0 Flood Model*, *Loss Estimation Using the Hazus Multi-Hazard 2.0 Flood Model*, *Understanding Hazus Multi-Hazard 2.0 Flood Model Results*, *Introduction to the Hazus Multi-Hazard 2.0 Hurricane Model*, *Loss Estimation Using the Hazus Multi-Hazard 2.0 Hurricane Model*, *Understanding Hazus Multi-Hazard 2.0 Hurricane Model Results*, and *Introduction to the Hazus Multi-Hazard 2.0 Storm Surge Model*.
2. Experiential base in GIS may suffice for prerequisite requirement.



# EMI Program Areas

## Higher Education Program

The primary goal of the FEMA Emergency Management Higher Education Program is to work with colleges and universities, Emergency Management professionals, and stakeholder organizations to help create an Emergency Management system of sustained, replicable capability and disaster-loss reduction. This goal is accomplished through a full range of activities including formal education, experiential learning, practice, and experience. These activities, centered on Mitigation, Preparedness, Response, and Recovery, include the full range of natural, technological, and intentional hazards that confront communities, states, tribal entities, and the Nation.

Toward that end, EMI has developed a number of undergraduate and graduate level Emergency Management courses. Developed by college and university faculty, these courses are freely accessible at the Higher Education Program web site:

[training.fema.gov/emiweb/edu](http://training.fema.gov/emiweb/edu)

Information on other topics found on the Higher Education Program web site includes: a listing of colleges and universities offering Emergency Management and Homeland Security programs, books and materials to support Emergency Management Higher Education courses, syllabi of courses, Emergency Management references, the annual Higher Education Symposium, and other issues and topics of interest to the Higher Education community.

## Integrated Emergency Management Program

This exercise-based curriculum addresses emergency response activities for the total community—from the chief elected official to professional staff, both paid and volunteer, within the emergency response organizations. This set of courses is called the Integrated Emergency Management Courses (IEMCs). The IEMC stresses the integration of functions, resources, organizations, and individuals in all mission areas of Emergency Management. These courses are offered in several versions and may be offered either for officials

from many communities (open enrollment or “generic” courses) or for a specific state, tribal, or local community. Current IEMCs include: *IEMC/All-Hazards: Preparedness and Response*; *IEMC/All-Hazards: Recovery and Mitigation*; *IEMC/Hurricane: Preparedness and Response*; *IEMC/Earthquake: Preparedness and Response*; *IEMC/Homeland Security*; *IEMC/Hazardous Materials: Preparedness and Response*; *IEMC/Planned Event*; and *IEMC/Emergency Operations Center–Incident Management Team Interface*.

Each course includes orientation presentations to specific response functions as well as simulated emergency situations in which participants must demonstrate proficiency in a high-stress environment. Learning objectives are based on critical tasks on the Core Capabilities listing.

For additional information, please visit the IEMC web site at [training.fema.gov/emiweb/iemc](http://training.fema.gov/emiweb/iemc).

### Enrollment for IEMC Courses

**Participants can now apply to IEMC courses any time up to 5 weeks before the start of the course.** Acceptance letters will be sent to participants who apply at least 8 weeks prior to the start of the course.

Dates for courses can be accessed at [training.fema.gov/emcourses](http://training.fema.gov/emcourses). The NETC Admissions Office will review the applications as they are received and notify applicants regarding their status.

Once accepted into a course, participants will receive an acceptance notification with further instructions regarding transportation and other administrative matters. Arriving at NETC for a class without formal acceptance from the NETC Admissions Office will result in the participant being sent home.

In an effort to fill EMI courses, vacancies will be updated frequently and posted on the EMI web site ([training.fema.gov/emcourses](http://training.fema.gov/emcourses)) and interested personnel may apply. EMI will fill vacancies on a first-come, first-served basis. **(Note: For IEMC vacancies by position, consult the IEMC web site at [training.fema.gov/EMICourses](http://training.fema.gov/EMICourses).)**

All applications must be submitted through the appropriate state Emergency Management Agency to the NETC Admissions Office with the required signatures of endorsement.

**IEMC Participant Selection Criteria**

Participants for open-enrollment IEMCs are recruited for the following positions. For additional information on who should attend, visit the web site at: [training.fema.gov/emiweb/iemc](http://training.fema.gov/emiweb/iemc) and click on the link “Who Should Attend” in the left margin.

**Who Should Attend an IEMC**

1. Mayor/County Executive
2. City/County Manager
3. City/County Attorney
4. City/County Council Member
5. Public Information Officer
6. School Superintendent
7. Jurisdiction Elected/Appointed Official
8. Jurisdiction Department Head
9. Police Chief/Sheriff
10. Asst. Chief/Deputy Sheriff
11. Police/Sheriff Operations Officer
12. State Police Emergency Operations Center (EOC) Representative
13. State Police Operations
14. Corrections Officer
15. Police/Sheriff Dispatcher
16. Fire Chief
17. Assistant Fire Chief
18. Battalion Chief
19. Fire Operations Officer
20. HazMat Specialist
21. Fire Marshal
22. Fire Dispatcher
23. Public Health Director/Officer
24. Environmental Health Officer
25. Assistant Public Health Officer
26. Hospital Administrator
27. Epidemiologist
28. Infection Control
29. Public Health Laboratory
30. Medical Examiner/Coroner
31. EMS/Medical Services Chief
32. EMS Operations
33. EMS Dispatcher
34. Mental Health Services Specialist
35. Public Works Director
36. Assistant Public Works Director
37. Water Superintendent
38. Street Superintendent
39. Sewer Superintendent
40. Building and Safety Official
41. Electric Company Representative
42. Gas Company Representative
43. Water Department Representative
44. Telephone Company Representative
45. Public Works Dispatcher
46. Department of Transportation/Highways
47. Public/Mass Transportation
48. Airport Manager
49. City/County Planning Official
50. Finance Department
51. Parks and Recreation
52. Social Service Agency Case Officer
53. School Safety Officer
54. School Resource Officer
55. Housing Department Official
56. Private Industry
57. Local Emergency Planning Committee (LEPC) Member
58. National Guard Member
59. Citizen Corps Member/Community Emergency Response Team (CERT)
60. Voluntary Organizations Active in Disaster (VOAD) personnel (e.g., Red Cross, Salvation Army, faith-based organizations)
61. State/City/County Emergency Manager
62. Assistant Emergency Manager
63. State Emergency Management
64. Other Key EOC Staff
65. GIS Technical Specialist

## Response and Recovery Program

The Emergency Management Institute's (EMI's) Response and Recovery curriculum provides training and education for Federal, state, local, tribal, and territorial personnel involved in Response and Recovery activities.

The curriculum emphasizes the functions involved in Response and Recovery that can be applied to all hazards. There are also courses to teach aspects of the FEMA Individual Assistance and Public Assistance recovery programs.

Recent disasters illustrate the need to have disaster Response and Recovery plans and to provide training for disaster workers on their roles, responsibilities, functions, and procedures in disasters. The Response and Recovery curriculum provides such training and education for workers at the Federal, state, local, tribal, and territorial levels of government and allied organizations.

## Incident Command System (ICS) Program

FEMA's Emergency Management Institute, the U.S. Fire Administration's (USFA) National Fire Programs Branch, the National Wildfire Coordinating Group (NWCG), and the U.S. Department of Agriculture (USDA) developed common course objectives and content for the 100-, 200-, 300-, and 400-level ICS courses. The partner agencies and departments recognize these courses as equivalent.

ICS-100 and -200 level courses are available in both a web-based Independent Study format and as a classroom-delivered course. These entry-level ICS courses are suitable for persons working in an ICS environment. ICS-100 and -200 are located on EMI's Independent Study web site at: [www.training.fema.gov](http://www.training.fema.gov).

The 300 and 400-level courses are classroom-based multi-discipline or multi-jurisdiction courses intended for persons with supervisory responsibilities, such as Command and General Staff positions, Branch Directors, and Group/Division Supervisors. The 300- and 400-level courses are not available in an Independent Study format and require minimum classroom hours as directed in the NIMS Training Program.

Additional details about the ICS training program can be found in the NIMS Training Program document located at [www.fema.gov/pdf/emergency/nims/nims\\_training\\_program.pdf](http://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf).

## General ICS Instructor Guidelines

The National Integration Center (NIC) is responsible for "facilitating the development of national guidelines for Incident Management training and exercises at all jurisdictional levels, while individual agencies and organizations are responsible for establishing and certifying instructors." The NIC provides guidelines for Incident Command System (ICS) instructors.

While individual agencies and organizations are responsible for establishing and certifying instructors, the NIC urges those agencies and organizations to follow these guidelines.

The NIC recommends the following general instructor guidelines:

### Instructor Levels

**Lead instructors** must have sufficient experience in presenting all units of the course to be capable of last-minute substitution for unit instructors.

**Unit instructors** must be experienced in the lesson content they are presenting.

**Adjunct instructors** may provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor. Adjunct instructors must be experienced, proficient, and knowledgeable of current issues in their field of expertise.

### Training Requirements for Lead and Unit Instructors

- Instructors should have formal instructor training (NWCG Facilitative Instructor, M-410, Office for Domestic Preparedness Instructor Course, or equivalent).
- Additional requirements for ICS-300 and ICS-400 instructors are included in the NIMS Training Program.

## National Incident Management System (NIMS) Incident Command System (ICS) All-Hazards Position-Specific Training Program

The purpose of the NIMS ICS All-Hazards Position-Specific Training Program is to provide a portion of the training needed to establish Type 3 and Type 4 Incident Management Teams (IMTs). This training program is designed to provide all-hazards competencies and behaviors for the eight Command and General Staff and selected

Unit Leader positions within the NIMS ICS structure and specifically within the IMT environment. Competencies within the individual courses of instruction that comprise this training program are focused around the ability of the participant to assume specific position responsibilities, lead assigned personnel, communicate effectively, and to ensure the completion of assigned tasks to meet identified objectives for the position(s).

**Selection Criteria, Regular Course Offerings:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are currently members of Type 3 or Type 4 IMTs, or by those seeking credentials/certification for ICS Command and General Staff or Unit Leader positions. Participants who wish to apply for NIMS ICS All-Hazards Position-Specific training must have completed the prerequisite course requirements listed below:

- IS-0100.b, *Introduction to the Incident Command System, ICS-100*
- IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*
- IS-0700.a, *National Incident Management System, An Introduction*; or IS-0701.a, *National Incident Management System Multi-Agency Coordination System Course*
- IS-0800.b, *National Response Framework, An Introduction*
- E/G0300, *ICS-300: Intermediate Incident Command System for Expanding Incidents*
- G0400, *ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents*, is required for Command and General Staff courses and is recommended for Unit Leader courses.

**Course Length:** The length of each Position-Specific course and related information is noted in each course description.

## National Incident Management System (NIMS) Incident Command System (ICS) All-Hazards Position-Specific Train-the-Trainer (TTT) Program

The major purpose of the All-Hazards Position-Specific Train-the-Trainer (TTT) Program is to train and develop a cadre of instructors capable of teaching the classes within the states and local regions. As such, student teaching is an integral part of the Train-the-Trainer program, and each participant will be expected to teach an assigned part of the course. This training will support the overall mission of the program in furthering the development of Types III and IV Incident Management Teams (IMTs) trained to deal with regionalized and local incidents. All personnel who successfully complete NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes will have their names added to the existing national database of All-Hazards Position-Specific instructors for the appropriate course(s) of instruction.

**Selection Criteria, Regular Course Offerings:** The following courses of instruction must have been successfully completed by the applicant prior to gaining entrance into the program:

- IS-0100.b, *Introduction to the Incident Command System, ICS-100*
- IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*
- IS-0700.a, *National Incident Management System, An Introduction*; or IS-0701.a, *National Incident Management System Multi-Agency Coordination System Course*
- IS-0800.b, *National Response Framework, An Introduction*
- E/G0300, *ICS-300: Intermediate Incident Command System for Expanding Incidents*
- G0400, *ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents*, or equivalent



All applicants for admission into the All-Hazards Position-Specific Train-the-Trainer program must have either completed the course they desire to teach or have significant demonstrated experience in the position prior to applying for acceptance into the Train-the-Trainer program.

In addition to the above prerequisites, all applicants for Position-Specific Train-the-Trainer classes must also provide documentation indicating successful completion of formal adult education and/or training to include at least one of the following:

1. National Fire Academy's (NFA) Educational Methodology course
2. National Wildfire Coordinating Group's (NWCG) Facilitative Instructor (M-410) course
3. Center for Domestic Preparedness (CDP) Instructor Training Certification Course
4. Equivalents (i.e., Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G0265, *Instructional Delivery Skills*; etc.)
5. State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (National Fire Protection Association [NFPA] 1041–Level II)
6. State Certified Teaching Certificate
7. Advanced degree in education, educational psychology, technical education, or a related program

To apply, each applicant must submit a resume to his or her respective state Emergency Management Training Officer(s) documenting significant experience as a member of a Type I, II, III, or IV IMT, as well as documentation of instructor qualifications as noted above.

**Course Length:** The length of each Position-Specific Train-the-Trainer course and related information is noted in each course description.





# Course Descriptions

## Course Code Key:

<b>B</b> - Resident course held at CDP	<b>K</b> - Adobe Connect Webinar course
<b>E</b> - Resident course held at NETC	<b>S</b> - Resident course held at the FEMA Distribution Center, Frederick, Maryland
<b>G</b> - State/local/tribal field-delivered course	<b>V</b> - Video teleconference course
<b>L</b> - Resident course held at offsite location	
<b>IS</b> -Independent Study course	

## RESIDENT COURSES

**Note:** The following E-coded Resident courses could also be coded B, L, K, S, or V, depending on delivery location/format.

### B0598 FEMA Incident Workforce Academy— Specialist Series

The FEMA Incident Workforce Academy (FIWA)—Specialist Series Program of Instruction streamlines and standardizes entry-level training. This two-week curriculum provides baseline knowledge of FEMA operations and emergency management foundations. It is designed to be the first course to achieve a FEMA Qualification System (FQS) qualification and prepares employees for both follow-on program specialist training and deployment activity.

#### Course Objectives:

- Identify steps to prepare for deployment to incident management or support positions.
- Describe the purpose and function of emergency management.
- Describe the history, mission, authorities, and organizational structure of FEMA.
- Describe the declaration process and the intergovernmental and interagency roles and responsibilities.
- Describe the concepts of Response and Recovery and Whole Community.
- Describe the delivery process of the Stafford Act Programs.
- Describe the roles, functions, and structure of field operations.
- Apply concepts from this course to a capstone exercise.

**Program Area(s):** FEMA Employee Training

**Delivery Location:** CDP

**Selection Criteria:** All new and current employees (PFT, TFT, IM-CORE, CORE, Reservist) who hold, or will hold, an Incident Management (IM) or Incident Support (IS) FQS title but are not yet qualified at the Specialist/entry-level or above.

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 72 hours

**CEUs:** 6.6

### E0101 Foundations of Emergency Management

FEMA recognizes the need to tie training programs to an established set of Emergency Management competencies and to a Career Development Program through a progressive training and education system that includes the entry-level Academy, called the National Emergency Management Basic Academy. Training objectives for this course are based on the newly established Emergency Manager competencies that the National Emergency Management Association; the International Association of Emergency Managers; and state, local, territorial, and tribal Emergency Management professionals have established in coordination with EMI.

The following topics in Emergency Management are covered in this course: history; legal issues; intergovernmental and interagency context; influencing and organizing; social vulnerability issues; managing stress; collaboration, preparedness, and team-building; mitigation, response, prevention, and protection; ethical decision-making; recovery; technology; administration; and the future.

**Course Objectives:**

- Describe the foundations of emergency management in the United States, including its history, doctrine, and principles, and the role of the emergency manager.
- Identify and explain legal issues in emergency management, including legal authorities for emergency management, potential legal issues, and strategies for avoiding legal risk.
- Describe the intergovernmental and interagency context of emergency management, including the roles of local, tribal, state, territorial, and Federal government organizations, individuals and households, the private sector, and non-governmental organizations (NGOs) in the emergency management network.
- Identify and apply concepts and techniques for leading through influencing, including influencing strategies, sources of power, results of applying different influence styles, and steps to build and sustain influence.
- Describe the organization of emergency management for emergency response and routine operations.
- Explain key factors in serving the whole community, including trends that contribute to disaster complexity, demographic characteristics that influence the disaster needs of community members, and strategies for building the resilience of the whole community.
- Describe how to employ stress management techniques in an organization—both routinely and during or after an incident or period of organizational change.
- Explain the function of collaboration in emergency management, including benefits of and challenges to collaboration in emergency management, strategies and tools for building collaborative relationships, and a process for collaborative problem solving.
- Describe and apply team concepts in the work environment, including characteristics of effective teams, roles assumed within teams, and strategies for creating effective teams.
- Explain the relationship between whole community preparedness and achieving Core Capabilities in the prevention, protection, mitigation, response, and recovery mission areas.
- Describe key aspects of the Prevention and Protection mission areas, including the nature of the missions, guiding principles, and planning issues.
- Describe key aspects of the Mitigation mission area, including:
  - How mitigation supports preparedness.
  - Roles and contributions of mitigation partners at all levels.
  - The mitigation planning process.
  - Strategies for building local support for mitigation.
- Describe key aspects of the Response mission area, including emergency operations planning, initial response actions, resource management, and managing complex incidents.
- Describe key aspects of the Recovery mission area, including disaster recovery operations, Federal recovery programs, and emotional recovery strategies for the community.
- Define and describe ethics, including the characteristics of ethical dilemmas and steps for making ethical decisions.
- Describe the use of technology in support of emergency management, including:
  - Communications technologies.
  - Technologies for enhancing emergency management.
  - Incident communications and planning.
  - Technologies for communicating with the public.
- Describe administration in emergency management, including staffing, budgeting and accounting for resources, and information management.
- Apply emergency management knowledge, team-building, and people management skills in a simulated environment.

**Program Area(s):** National Emergency Management Basic Academy

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is intended for newly appointed Emergency Managers from Federal, state, local, tribal, territorial, and Emergency Management agencies, and prospective professionals transferring from another discipline to Emergency Management.

**Required Prerequisites:** IS-0100.b, *Introduction to the Incident Command System*, ICS-100; IS-0230.d, *Fundamentals of Emergency Management*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**ACE: Level:** Upper Division

**ACE: Credit Hours:** 6

**Course Length:** 10 days

**CEUs:** 8

**E0102 Science of Disaster**

This course provides the participants with an overview of scientific principles and concepts that shape our increasingly dangerous world. The contents of the course include the following:

- Introduction to Science of Disaster provides a definition and benefits of science.
- Earth Science describes how the Earth's design sets the stage for the world's natural hazards including earthquakes, volcanic eruptions, tsunamis, and landslides/sinkholes.
- Climatology describes the scientific basis of common atmospheric hazards including convective storms, tropical cyclones, and other hazardous weather.
- Chemical and Biological Basics identifies the scientific basis of chemical and biological threats.
- Explosive, Radiological, and Nuclear Fundamentals identifies the scientific basis of those threats.

**Course Objectives:**

- Indicate how earth science principles and processes influence natural hazards, including earthquakes, volcanic eruptions, tsunamis, ground failures, and floods.
- Indicate how climatological principles and processes influence natural hazards, including convective storms, tropical cyclones, nor'easters, winter storms, temperature extremes, and droughts.
- Indicate how chemical and biological principles and processes influence natural and human-caused hazards and impact society.
- Indicate the scientific basis for explosive, radiological, and nuclear hazards and their impact on society.
- Indicate how scientific understanding can improve emergency preparedness.

**Program Area(s):** National Emergency Management Basic Academy

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is intended for newly appointed Emergency Managers from state, local, tribal, territorial, and Federal Emergency Management agencies, and prospective professionals transferring from another discipline to Emergency Management.

**Required Prerequisites:** If a participant is taking this course as part of the Academy, then he or she should take E0101, *Foundations of Emergency Management*, first. If a

participant is taking this course on its own for its science information and not in fulfillment of the Academy requirements, there are no prerequisites.

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**Course Length:** 3 days

**CEUs:** 2.4

**E0103 Planning: Emergency Operations**

This course is designed to give basic concepts and planning steps to those new to the field of Emergency Management so that they may apply planning discipline and skills to challenges in their jobs. The course content includes Emergency Management Planning doctrine and steps to take to accomplish writing plans and using them to deal with special events, which are common challenges for all jurisdictions.

The content also derives from the Comprehensive Preparedness Guide 101, Developing and Maintaining state, territorial, tribal and local Government Emergency Plans, and its six-step planning process and inclusive Whole Community philosophy. Likewise, doctrine from the Comprehensive Preparedness Guide 201, Threat and Hazard Identification and Risk Analysis, is included in the course. Special event planning is then explained in the course, and table group activities to analyze plans for special events are conducted.

**Course Objectives:**

- Explain the relationships among preparedness, Threat and Hazard Identification and Risk Assessment (THIRA), and emergency operations planning.
- Identify the steps in the emergency planning process and their expected outcomes.
- Describe the purpose and components of an emergency operations plan.
- Apply the emergency planning principles and process in evaluating an emergency operations plan.

**Program Area(s):** National Emergency Management Basic Academy

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is intended for newly appointed Emergency Managers from Federal, state, local, tribal, territorial, and Emergency Management agencies, and prospective professionals transferring from another discipline to Emergency Management.

**Required Prerequisites:** If a participant is taking this course as part of the Academy, then he or she should take E0101, *Foundations of Emergency Management*, first. If a participant is taking this course on its own for its planning information and not in fulfillment of the Academy requirements, there are no prerequisites.

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 1

**Course Length:** 2 days

**CEUs:** 1.6

### E0104 Exercise Design

This 2-day course is designed to introduce participants to the fundamentals of exercise design. Emergency Managers, Emergency Services personnel, and individuals who are part of the Emergency Preparedness communities at all levels of government, private sector, or volunteer organizations need to be able to use the fundamentals of exercise simulation and design as an integrated system of resources and capabilities.

This course is designed to develop exercising skills in the following areas:

- Components of the Homeland Security Exercise and Evaluation Program (HSEEP)
- Exercise process application
- Comprehensive exercise program (exercise program management) application
- Exercise design steps application
- Major accomplishments in designing and implementing an exercise
- Purpose and application of various exercise documents
- Tabletop, functional, and full-scale exercises
- Exercise design applications for tabletop, functional, and full-scale exercises

#### Course Objectives:

- Examine exercise doctrine and methodology.
- Apply key components of applicable phases of the HSEEP cycle.
- Design and implement a small functional exercise.

**Program Area(s):** National Emergency Management Basic Academy

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is designed for those who have an Emergency Management function in any Mission Area (Protection, Prevention, Response, Recovery, and

Mitigation). The audience may include, but is not limited to: Emergency Managers; Planners; First responders and supervisors; and Representatives from the private sector and volunteer organizations. This training course is a requirement for the completion of EMI's National Emergency Management Basic Academy.

**Required Prerequisites:** When this course is taken as part of the National Emergency Management Basic Academy, E0101, *Foundations of Emergency Management*, must be taken first.

**Course Length:** 2 days

**CEUs:** 1.6

### E0105 Public Information and Warning

This course introduces participants to what the Public Information Officer (PIO) does in Emergency Management, along with basic information about the Integrated Public Alert and Warning System (IPAWS). The PIO topics covered include the role of the PIO; communication tools and resources encompassing social media; effective communication; preparing the community through outreach and other means; and communication in an incident. The IPAWS topics covered include what the system is and does, preparing alert and warning messages, and writing common alerting protocol messages. This is a 2-day classroom course that gives participants time to perform activities and exercises to reinforce the knowledge and build basic skills.

#### Course Objectives:

- Describe the public information and warning Core Capability, including:
  - The purpose and key elements of public information and warnings.
  - The roles of the emergency manager and Public Information Officer.
  - Tools and processes for communicating with the public.

**Program Area(s):** National Emergency Management Basic Academy

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is intended for newly appointed Emergency Managers from Federal, state, local, tribal, territorial, and Emergency Management agencies, and prospective professionals transferring from another discipline to Emergency Management.

**Required Prerequisites:** If a participant is taking this course as part of the Academy, then he or she should take E0101, *Foundations of Emergency Management*, first. If a

participant is taking this course on its own for its public information and warning content and not in fulfillment of the Academy requirements, there are no prerequisites.

**ACE: Level:** Upper Division

**ACE: Credit Hours:** 1

**Course Length:** 2 days

**CEUs:** 1.6

### E0106 Joint Field Office Finance and Administration Section Chief

This course is intended to train and exercise the experienced Joint Field Office (JFO) Finance and Administration (F&A) Section Chief in leadership and management skills to effectively perform his/her roles and responsibilities as a member of the management team at a complex Federally declared incident.

#### Course Objectives:

- Demonstrate the skills and abilities essential for a successful F&A Section Chief.
- Identify management priorities, describe management strategies for addressing challenges, project staffing levels, and develop an organizational structure.
- Apply authorities important to the duties of an F&A Chief.
- Identify internal control systems needed to address fraud, waste, and abuse situations.

**Program Area(s):** FEMA Comptroller

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This course is for any FEMA Comptroller Disaster Workforce Cadre Member who has experienced serving multiple disasters as Finance and Administration Section Chief in FEMA JFO disaster operations or any FEMA national personnel who have experienced serving multiple disasters as Finance and Administration Section Chief in FEMA JFO disaster operations. The individual should have completed all or substantially all of the qualifying criteria to be certified as a Qualified F&A Section Chief prior to attending this course. Approval to attend this course is given by the FEMA Office of Chief Financial Operations (OCFO) Field-Based Operations Cadre Manager, or a member of the OCFO/FEMA Headquarters who can sign on behalf of the OCFO Field-Based Operations Cadre Manager. The signature of the aforementioned is required. If the person is also a FEMA Regional employee, the signature of the FEMA Regional Training Manager is required.

**Required Prerequisite:** E0716, Comptroller Basic

**Recommended Prerequisites:** IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS-0700.a, National Incident Management System, An Introduction; IS-0800.b, National Response Framework, An Introduction; and IS-0101.c, Preparing for Federal Disaster Operations: FEMA

**Course Length:** 5 days

**CEUs:** 4

### E0110 Foundations Course Train-the-Trainer

As a way to become an EMI-approved instructor for this course, EMI is offering the opportunity to participants who graduate from this Train-the-Trainer (TTT) to be put on the instructor list with some “grandfathered” instructors who have been teaching this course.

The Foundations Course Train-the-Trainer (E0110) consists of one day of discussion about course objectives, how to set up and facilitate the class, time management, and other general topics. The last two days will consist of participant teach-backs that summarize a portion of the Foundations course subject matter and describe activities and exercises in addition to time for critique and questions.

All topics covered in the Foundations course are covered in the TTT, including, at a minimum: history; legal issues; intergovernmental and interagency context; influencing and organizing; social vulnerability issues; managing stress; collaboration, preparedness, and team-building; protection and prevention; mitigation; response; ethical decision-making; recovery; technology; administration; and the future of Emergency Management.

#### Course Objectives:

- Apply learning theory to address the needs of adult learners.
- Utilize effective instructional practices to engage the learner.
- Present course content as a subject matter expert.
- Demonstrate skills and techniques to facilitate the Foundations class discussions and activities to manage its delivery more strategically.
- Integrate peer and instructor feedback to improve training skills.

**Program Area(s):** National Emergency Management Basic Academy

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is intended for those who have completed the E0101, *Foundations of Emergency Management*, course and/or emergency managers and trainers from state, local, territorial, tribal, and Federal emergency management agencies who have extensive background in emergency management and experience training adults.

**Recommended Prerequisite:** It is strongly recommended that any participant who enrolls in this course has completed the Academy course E0101, *Foundations of Emergency Management*.

**Course Length:** 3 days

**CEUs:** 2.4

### E0111 Train-the-Trainer for E0103–E0105

This course is to provide a sound and consistent basis for training instructors to teach entry-level skills in planning, exercises, and public information and warning.

#### Course Objectives:

- Apply learning theory to address the needs of adult learners.
- Utilize effective instructional practices to engage the learner.
- Present course content as a subject matter expert.
- Facilitate rich discussion and engaging activities to enable learning.
- Integrate peer and instructor feedback to improve training skills.

**Program Area(s):** National Emergency Management Basic Academy

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is intended for those who have completed the E0103, *Planning: Emergency Operations*; E0104, *Exercise Design*; and E0105, *Public Information and Warning*; courses and/or emergency managers and trainers from state, local, territorial, tribal, and Federal emergency management agencies who have extensive background in emergency management and experience training adults.

**Course Length:** 3 days

**CEUs:** 2.4

### E0113 Joint Field Office Procurement Specialist

This course is intended to teach the FEMA Joint Field Office (JFO) Procurement Specialist position his/her responsibilities, including files management; correct procedures when filing and working with JFO Contract Folder; JFO Purchase Card Folders; and how to maintain spreadsheets that track costs in the FEMA JFO Procurement Unit. This course also teaches the FEMA JFO Procurement Specialist how to work in the outside environment, and, in general, support of the FEMA JFO Contracting Specialist.

#### Course Objectives:

- Identify the procedures to maintain files.
- Understand the requirements of maintaining a contract folder.
- Maintain expenditure and financial obligations through the use of Excel spreadsheets.

**Program Area(s):** FEMA Contracting/Acquisition

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This course is for the FEMA Acquisition/Procurement Disaster Workforce Cadre Member who will serve as a JFO Procurement Specialist in JFO disaster operations or any personnel with an ADD deployment title of Procurement Unit Leader, Contract Specialist, or Procurement Specialist. Approval to attend this course is made by the FEMA Acquisition/Procurement National Cadre Manager, or a member of the Office of Procurement/FEMA Headquarters who can sign on behalf of the Acquisition/Procurement National Cadre Manager.

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; IS-0800.b, *National Response Framework, An Introduction*; and IS-0101.c, *Preparing for Federal Disaster Operations: FEMA*

**Course Length:** 3 days

**CEUs:** 1.8

### E0122 Emergency Management Accreditation Program

The purpose of this training is to provide emergency management, preparedness, and homeland security personnel with information that will assist them in assessing their jurisdiction's system as well as other applicant programs' systems for disaster preparedness and response using the Emergency Management Standard.



All participants are asked to complete an “open book” paper exam following the conclusion of the course. As a result of passing the exam, participants will become eligible to serve as an Accreditation Manager if appointed to do so by their program for the accreditation process. Participants who pass the exam will also have the option of becoming voluntary assessors for EMAP if they meet the following qualifications:

- Five years of experience in an emergency management position;
- Experience in at least one actual emergency operation in which the emergency plan was implemented and participation in an activated emergency operations center—requiring implemental operational response procedures;
- Participated in at least one emergency operation, training, or exercise event in the last calendar year;
- Be knowledgeable and up-to-date about the principles of comprehensive emergency management;
- Must abide by the EMAP’s Code of Conduct;
- Must be available for at least one assessment each calendar year;
- Able to provide two references regarding his or her qualifications from an emergency management division director or equivalent;
- Have no conflict of interest as regards to any aspect of EMAP that might prevent objective review and assessment of an applicant program;
- Must be able and willing to serve as a neutral observer; and
- Satisfactory completion of the EMAP Training Course.

#### Course Objectives:

- Describe the EMAP program.
- Explain the need and application of standards.
- Describe the EMAP accreditation process.
- Explain the roles of the Accreditation Manager, Assessor, and Assessor Team Leader.

**Program Area(s):** Universal Emergency Preparedness

**Delivery Location:** NETC

**Selection Criteria:** A minimum of 5 years of experience in an emergency management agency and/or currently serving in a designated role within their agency with responsibilities directly related to EMAP accreditation.

**Course Length:** 3 days

**CEUs:** 1.8

### E0131 Exercise Evaluation and Improvement Planning

For an Emergency Management or security system to be effective, it is critical that personnel, plans, procedures, facilities, and equipment be exercised and tested on a regular basis. No amount of exercising will be constructive unless each exercise is followed by a structured evaluation that enables the jurisdiction or organization to identify strengths, weaknesses, gaps, and disconnects, and related corrective actions that need to be taken to ensure improved capability.

This course focuses on a systematic exercise and improvement planning program as the primary means by which Federal, state, local, tribal, territorial, and other organizations’ managers can:

- Validate the effectiveness of their Emergency and Security Management programs.
- Determine whether program changes are being appropriately implemented.
- Evaluate Preparedness capabilities to prevent, prepare, and respond to hazard incidents of all sizes.
- Identify corrective actions that require additional emphasis or improvement (such as planning, training, equipment, facilities, or personnel).
- Generate data on exercises that can support a nationwide view of capabilities.

**Course Objective:** This course takes all angles of an exercise program apart to be studied and debated. The participants can discuss not only how to fix exercises they are currently working on, but that these steps can be used to review and improve exercises that will be produced in the future.

**Program Area(s):** Citizen Preparedness; Hurricane Preparedness; Incident Command System; Integrated Emergency Management; Planning; Preparedness for Schools/Children/Higher Education/Houses of Worship; Public Works; Response and Recovery; Terrorism; Tribal; Universal Emergency Preparedness; Voluntary Organizations

**Delivery Location:** NETC; CDP; Resident Offsite; State Delivered

**Selection Criteria:** To support individuals with substantial involvement in the exercise evaluation and improvement planning function within their jurisdiction or organization. Specifically, this course is recommended for individuals with responsibilities in exercise programs, including Emergency Program

Managers, Exercise Training Officers, Security Managers, and Emergency Services personnel in the public, private, and non-profit sectors.

**Required Prerequisites:** IS-0120.a, *An Introduction to Exercises*; and IS-0130, *Exercise Evaluation and Improvement Planning*

**Course Length:** 4 days

**CEUs:** 3.2

### E0132 Discussion-Based Exercise Design and Evaluation

This course is designed for emergency management exercise staff to acquire fundamental knowledge and skills necessary to develop, conduct, evaluate, and follow up discussion-based exercise activities, including orientation seminars and tabletop exercises. The content addresses the fundamental requirements of a overall exercise program and its components. A special emphasis is placed on the evaluation process and the development of sound evaluation tools to assist evaluation staff. Participants are challenged to develop, conduct, and evaluate orientations and tabletop exercises during the conduct of the course through the use of proficiency demonstrations.

#### Course Objectives:

- Apply the principles and associated resources of Homeland Security Exercise and Evaluation Program (HSEEP) as it relates to discussion-based exercises.
- Develop and implement a progressive exercise program for your jurisdiction.

**Program Area(s):** Master Exercise Practitioner Program

**Delivery Location:** NETC

**Selection Criteria:** Participation is geared toward experienced individuals with responsibilities for progressive, all-hazards exercise programs. Applicants are expected to have experience as a planner, controller, player, and/or evaluator in emergency preparedness exercises.

**Required Prerequisites:** E/L/K0146, *Homeland Security Exercise and Evaluation Program*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0120.a, *An Introduction to Exercises*; IS-0130, *Exercise Evaluation and Improvement Planning*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0230.d, *Fundamentals of Emergency Management*; IS-0235.c, *Emergency Planning*; IS-0700.a, *National Incident Management System, An Introduction*; IS-0775, *Emergency Operations Center Management and Operations*; and IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 days

**CEUs:** 2.5

### E0133 Operations-Based Exercise Design and Evaluation

The course builds on the principles and concepts taught in E0132, *Discussion-Based Exercise Design and Evaluation*. Participants will be challenged to acquire the advanced knowledge and skills necessary to design/develop, conduct, and evaluate operations-based exercises, including drills and functional exercises. An emphasis is placed on advanced exercise skills needed to successfully complete complex exercise control/simulation tasks and activities. Participants must successfully master these activities during the conduct of the course through the use of proficiency demonstrations.

#### Course Objectives:

- Apply the principles of the Homeland Security Exercise and Evaluation Program as it relates to operations-based exercises.
- Apply exercise control and simulation to operations-based exercises in your jurisdiction.

**Program Area(s):** Master Exercise Practitioner Program (MEPP)

**Delivery Location:** NETC

**Selection Criteria:** Participation in this course is limited to EMI Resident MEPP Candidates who have successfully completed E0132, *Discussion-Based Exercise Design and Evaluation*. Participation is geared toward experienced individuals with responsibilities for progressive, all-hazards exercise programs. Applicants are expected to have experience as a planner, controller, player, and/or evaluator in emergency preparedness exercises.

**Required Prerequisite:** E0132, *Discussion-Based Exercise Design and Evaluation*

**Course Length:** 4 days

**CEUs:** 2.5

### E0136 Master Exercise Practitioner Capstone Course

This course is the third and final course in the Master Exercise Practitioner Program (MEPP) series. It focuses on the exercise development process as it relates to full-scale exercises, including management, control, simulation, and evaluation. An emphasis is placed on the construction of exercise planning documents; staffing and training of team leaders in control, simulation, and evaluation; the development of expected player actions and points of review; and exercise administration and logistics. Participants will be an active part of an exercise

design team and will be tasked with the design, development, and conduct of a 1-hour full-scale exercise.

**Course Objective:** Participants will be able to apply principles and associated resources of the Homeland Security Exercise and Evaluation Program as it relates to full-scale exercises.

**Program Area(s):** Master Exercise Practitioner Program

**Delivery Location:** NETC

**Selection Criteria:** The participant must have completed the E0132, *Discussion-Based Exercise Design and Evaluation*, course and have status as a current MEPP Candidate. Participation is geared toward experienced individuals with responsibilities for progressive, all-hazards exercise programs. Applicants are expected to have experience as a planner, controller, player, and/or evaluator in emergency preparedness exercises.

**Required Prerequisite:** E0133, *Operations-Based Exercise Design and Evaluation* (replaces *Exercise Control/Simulation and Program Management* course as of September 30, 2008)

**Course Length:** 4 days

**CEUs:** 2.5

### E0141 Instructional Presentation and Evaluation Skills

This 3-day course addresses the practicalities of conducting successful interactions, managing the classroom experience, and making presentations. It covers the basics of adult learning and of training evaluation for those wanting more experience in this area.

Participants have several opportunities to practice presentation and instructional skills, first as spokespersons for small groups, then during short duo presentations, 3-minute individual presentations, and, finally, 20-minute individual presentations, using material related to their own programs or functions. Detailed feedback is provided.

A large number of job aids is provided to help in the application of training skills. To prepare for the 20-minute presentation, participants should come to class with materials from a pre-existing course that is related to their work.

#### Course Objectives:

- Establish a conducive learning environment.
- Demonstrate effective instructional presentation skills.
- Demonstrate skills for facilitating classroom interactions.

- Describe ways to manage the learning process.
- Apply skills to measure training results.
- Deliver three instructional presentations, using guidelines from the course assessment checklist, and participate in their evaluations.

**Program Area(s):** Level II Master Continuity Practitioner Program; Master Trainer Program—Basic Instructor Certificate; FEMA Employee Training

**Delivery Location:** NETC; CDP; Resident Offsite. It can be delivered in field locations, Regional Offices, or other designated sites.

**Selection Criteria:** Subject Matter Experts who have the responsibility to deliver instruction.

**Course Length:** 3 days

**CEUs:** 1.8

### E0143 Advanced Situational Awareness and Common Operating Picture

This advanced Situational Awareness (SA) and Common Operating Picture (COP) training applies best practices and facilitates the improvement of an integrated SA and COP system. The primary focus of the training is to apply critical steps required for an SA and COP system to effectively improve critical decision-making prior to, during, and after an incident.

**Course Objectives:** The purpose of this course is to develop the skills and knowledge necessary to provide a common operating picture that enhances decision-making. The participants will have the skills to manage, analyze, plan, implement, and evaluate the situational awareness and common operating picture.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC; Resident Offsite; NRCC; RRCC

**Selection Criteria:** Emergency Management professionals who deal directly with SA and COP activities.

**Required Prerequisite:** E0948, *Situational Awareness and Common Operating Picture*

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0704, *National Incident Management System Communications and Information Management*

**Course Length:** 4 days

**CEUs:** 3.2

### E0157 Hazard Mitigation Community Education and Outreach Specialist Qualifying Course

This course provides the opportunity for Hazard Mitigation (HM) Community Education and Outreach (CEO) Specialists to attain the knowledge and skills needed to demonstrate the behaviors/activities in their Position Task Books and to perform tasks that will be required during a disaster operation.

#### Course Objectives:

- Identify the position-specific behaviors/activities in the HM CEO Specialist Position Task Book that must be demonstrated to become qualified in the position.
- Identify the range of tasks to be performed by the HM CEO Specialist in a disaster operation when referring to the HM CEO Specialist Task List in the HM Field Operations Guide.
- Describe the process for establishing the hazard mitigation messages to support the Hazard Mitigation Strategy for a disaster.
- Analyze demographic information to define strategies for communicating the hazard mitigation messages to specific target audiences.
- Identify criteria for selecting existing FEMA publications to advance the hazard mitigation messages for specific target audiences and when new product development is required.
- Outline the elements of a Mitigation Best Practice story, consistent with established protocols.
- Describe education and outreach activities that communicate the hazard mitigation messages for specific audiences.
- Provide accurate and appropriate hazard mitigation and flood insurance information to a disaster survivor visiting the Hazard Mitigation and Flood Insurance table in a Disaster Recovery Center (DRC), through a role-play activity.
- For specific internal and external HM CEO partnerships, suggest steps for establishing and cultivating working relationships to advance hazard mitigation objectives.
- Utilize FEMA technology and systems to obtain mitigation guidance, resources, and updates.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA Staff

**Required Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; E0164, *Hazard Mitigation Hazard and Performance Analysis in Disaster Operations*; and *Using FEMA Qualification System Tools in Hazard Mitigation* (located on the Hazard Mitigation Disaster Workforce web site)

**Course Length:** 3 days

**CEUs:** 2.4

### E0158 Hazard Mitigation Community Planner Specialist Qualifying Course

The goal of this course is to provide the opportunity for Hazard Mitigation (HM) Community Planner Specialists to attain the knowledge and skills needed to successfully demonstrate the behaviors/activities in their Position Task Books and to perform tasks that will be required during a disaster operation.

#### Course Objectives:

- Identify, in the HM Community Planner Specialist Position Task Book (PTB), the position-specific behaviors/activities which must be demonstrated to become qualified in the position.
- Identify the range of tasks to be performed by the HM Community Planner Specialist in a disaster operation when referring to the HM Community Planner Specialist Task List.
- Apply requirements, found in 44 Code of Federal Regulations (CFR) Part 201, for Standard State Mitigation Plans, Enhanced State Mitigation Plans, Local Mitigation Plans, or Tribal Mitigation Plans to answer basic questions about mitigation planning requirements.
- Recognize opportunities to maximize the mitigation actions and activities identified in state, tribal, and local Mitigation Plans through the resources available after a major disaster.
- Define the protocols for collaboration and coordination with Joint Field Office (JFO) internal partners, states, tribes, and local communities regarding mitigation planning.
- Describe resources available to HM Community Planner Specialists to obtain information about community capacity and mitigation planning history, to ensure the appropriate amount and type of post-disaster mitigation planning technical assistance.
- Assess a Local Hazard Mitigation Plan for a hypothetical community using the Local Mitigation Plan Review Tool.

- Cite examples of how HM Community Planner Specialists adjust for regional differences and cultural sensitivities to perform HM Community Planner Specialist job requirements.
- Accurately communicate mitigation planning requirements and processes to various internal and external mitigation planning stakeholders.
- Utilize FEMA technology and systems to access mitigation plans, and to obtain mitigation planning guidance, resources and updates.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** The primary audience is FEMA HM Community Planner Specialist trainees, and the secondary audience is FEMA HM Community Planner Specialist Experts and HM Community Planner Crew Leaders.

**Required Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; E0160, *Hazard Mitigation Community Education and Outreach in Disaster Operations*; E0207, *Introduction to Hazard Mitigation Field Operations*; IS-0318, *Mitigation Planning for Local and Tribal Communities*; and *Using FEMA Qualification System Tools in Hazard Mitigation* (located on the Hazard Mitigation Disaster Workforce web site)

**Course Length:** 2 days

**CEUs:** 1.6

### E0160 Hazard Mitigation Community Education and Outreach in Disaster Operations

This course will introduce participants to job responsibilities, sources of information needed to do the job, important relationships, and any other critical points that are essential to the particular job function.

#### Course Objectives:

- Describe the major functions and products of Hazard Mitigation (HM) CEO in a disaster operation.
- Refer to key authorities, programs, and resources related to HM CEO.
- Identify and interact with people and organizations key to HM CEO and opportunities for collaborations.
- Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This workshop is designed for new Disaster Workforce employees assigned to the Hazard Mitigation (HM) Community Education and Outreach (CEO) Specialist position. HM CEO Team Leaders who have not previously participated in this training may find it to be a valuable review.

**Required Prerequisite:** All participants must complete or “test out” of E0207, *Introduction to Hazard Mitigation Field Operations*.

**Course Length:** 1 day

**CEUs:** 0.6

### E0161 Hazard Mitigation Community Planning in Disaster Operations

This course will introduce participants to job responsibilities, sources of information needed to do the job, important relationships, and any other critical points that are essential to the particular job function.

#### Course Objectives:

- Describe the major functions of Hazard Mitigation (HM) Planning in a disaster operation.
- Refer to key authorities, programs, and resources related to HM Planning.
- Identify people and organizations key to HM Planning and recognize opportunities for collaboration.
- Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This workshop is designed for new HM Community Planners. HM Planning Team Leaders who have not previously participated in this training may find it to be a valuable review. HM Grants Specialists will benefit from this workshop as there is overlap and collaboration between the two specialties.

**Required Prerequisite:** E0207 or DF-128, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 1 day

**CEUs:** 0.7

### E0162 Hazard Mitigation Floodplain Management in Disaster Operations

This course will introduce participants to job responsibilities, sources of information needed to do the job, important relationships, and any other critical points that are essential to the particular job function.

#### Course Objectives:

- Describe the major functions and products of Hazard Mitigation (HM) Floodplain Management in a disaster operation.
- Refer to key authorities, programs, and resources related to HM Floodplain Management.
- Identify and interact with people and organizations key to HM Floodplain Management and opportunities for collaborations.
- Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This workshop is designed for new HM Flood Program Manager (FPM) Specialists. HM FPM Team Leaders who have not previously participated in this training may find it to be a valuable review. HM Insurance Specialists will benefit from this workshop as there is overlap and collaboration between the two specialties.

**Required Prerequisite:** E0207 or DF-128, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 1 day

**CEUs:** 0.85

**CECs:** 6.5 (CORE)

### E0163 Hazard Mitigation Grants in Disaster Operations

This course will introduce participants to job responsibilities, sources of information needed to do the job, important relationships, and any other critical points that are essential to the particular job function.

#### Course Objectives:

- Describe the functions and products of Hazard Mitigation (HM) Grants in a disaster operation.
- Refer to key authorities, programs, and resources related to HM Grants.

- Identify people and organizations key to HM Grants, and opportunities for collaboration.
- Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This workshop is designed for new HM Grants Specialists. HM Grants Crew Leaders who have not previously participated in this training may find it to be a valuable review. HM Community Planner Specialists will benefit from this workshop as there is overlap and collaboration between the two positions.

**Required Prerequisite:** E0207 or DF-128, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 1 day

**CEUs:** 0.7

### E0164 Hazard Mitigation Hazard and Performance Analysis in Disaster Operations

This course will introduce participants to job responsibilities, sources of information needed to do the job, important relationships, and any other critical points that are essential to the particular job function.

#### Course Objectives:

- Describe the major functions of Hazard Mitigation (HM) Hazards and Performance Analysis (HPA) in a disaster operation.
- Refer to key authorities, programs, and resources related to HM HPA.
- Identify people and organizations key to HM HPA and opportunities for collaboration.
- Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This workshop is designed for new HM Architectural and Engineering Specialists and HM Hazard Performance Analysis (HPA) Specialists. HM HPA Team Leaders who have not previously participated in this training may find it to be a valuable review.

**Required Prerequisite:** E0207 or DF-128, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 1 day

**CEUs:** 0.8

### E0165 Hazard Mitigation Insurance in Disaster Operations

This course will introduce participants to job responsibilities, sources of information needed to do the job, important relationships, and any other critical points that are essential to the particular job function.

#### Course Objectives:

- Describe the major functions and products of Hazard Mitigation (HM) Insurance in a disaster operation.
- Refer to key authorities, programs, and resources related to HM Insurance.
- Identify and interact with people and organizations key to HM Insurance and opportunities for collaborations.
- Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This workshop is designed for new HM Insurance Specialists. HM Insurance Team Leaders who have not previously participated in this training may find it to be a valuable review. HM Floodplain Management Specialists will benefit from this workshop because there is overlap and collaboration between the two specialties.

**Required Prerequisite:** E0207 or DF-128, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 1 day

**CEUs:** 0.8

### E0166 Hazard Mitigation: Preliminary Damage Assessment Specialist Qualifying Course

This course provides the opportunity for Hazard Mitigation Preliminary Damage Assessment Specialists to attain knowledge and skills needed to successfully demonstrate the behaviors/activities in their Position Task Books and to perform tasks that will be required during a disaster operation.

**Course Objective:** To prepare Hazard Mitigation Preliminary Damage Assessment Specialists to be successful during a disaster operation.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA Staff

**Required Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; *Hazard Mitigation Management Support in Disaster Operations*; *Using FEMA Qualification System Tools in Hazard Mitigation* (located on the Hazard Mitigation Disaster Workforce web site)

**Course Length:** 2 days

### E0167 Core Principles for Hazard Mitigation Hazard Performance Analysis Specialists

This course provides the opportunity for Hazard Mitigation (HM) Hazard Performance Analysis (HPA) Specialists to attain knowledge and skills needed to successfully demonstrate the behaviors/activities in their Position Task Books and to apply analytical approaches to performing responsibilities identified in the HM HPA Specialist Task List in the Hazard Mitigation Field Operations Guide.

**Course Objective:** To prepare HM Hazard Performance Analysis (HPA) Specialists to be successful during a disaster operation.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA Staff

**Required Prerequisites:** E0164, *Hazard Mitigation Hazard and Performance Analysis in Disaster Operations*; E0207, *Introduction to Hazard Mitigation Field Operations*; E0276, *Benefit-Cost Analysis: Entry-Level*; and E0313, *Basic Hazus Multi-Hazard*

**Course Length:** 3½ days

### E0170 Hazus Multi-Hazard for Hurricane

This course builds on the information provided in E0313, *Basic Hazus Multi-Hazard*, by providing an in-depth exploration of the Hazus Hurricane model. An overview of the hurricane-related inventory components is provided. An emphasis is placed on techniques for defining a hurricane hazard, adjusting parameters for identifying economic and social impacts from hurricanes, and interpreting and applying model outputs. Best practices for using the hurricane model to support emergency management are identified. Course instruction includes lectures, demonstrations, and multiple hands-on individual and group activities.

#### Course Objectives:

- Explain the key components of the methodology employed in the Hazus Multi-Hazard hurricane model for defining the hurricane hazard as well as options that users have for refining the hurricane hazard definition.

- Identify the key parameters that influence the social and economic impact assessments generated by the hurricane model.
- Be able to identify and apply best practices for most effectively using the hurricane model to support emergency management.

**Program Area(s):** Hazus-MH and GIS; Multi-Hazard Mitigation Planning

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Federal, state, local, and tribal emergency managers and GIS specialists; planners; and others who support wind mitigation and response activities and who wish to expand their Hazus Multi-Hazard skills beyond those developed in E0313, *Basic Hazus Multi-Hazard*.

**Required Prerequisites:** E0313, *Basic Hazus Multi-Hazard*, and skills equivalent to those taught in E0190, *ArcGIS for Emergency Managers*.

**Course Length:** 4 days

**CEUs:** 2.8

### E0172 Hazus Multi-Hazard for Flood

This course builds on the information provided in E0313, *Basic Hazus Multi-Hazard*, by providing an in-depth exploration of the Hazus Flood model. An overview of the flood-related inventory components is provided. An emphasis is placed on techniques for defining a flood hazard, adjusting parameters for identifying economic and social impacts from floods, and interpreting and applying model outputs. Best practices for using the flood model to support emergency management are identified. Course instruction includes lectures, demonstrations, and multiple hands-on individual and group activities.

#### Course Objectives:

- Explain the key components of the methodology employed in the Hazus Multi-Hazard flood model for defining the flood hazard as well as options that users have for refining the flood hazard definition.
- Identify the key parameters that influence the social and economic impact assessments generated by the flood model.
- Identify and apply best practices for most effectively using the flood model to support emergency management.

**Program Area(s):** Hazus-MH and GIS; Multi-Hazard Mitigation Planning

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Federal, state, local, and tribal emergency managers and GIS specialists; planners; and others

who support flood mitigation and response activities and who wish to expand their Hazus Multi-Hazard skills beyond those developed in E0313, *Basic Hazus Multi-Hazard*.  
**Required Prerequisites:** E0313, *Basic Hazus Multi-Hazard*, and skills equivalent to those taught in E0190, *ArcGIS for Emergency Managers*.

**Course Length:** 4 days

**CEUs:** 2.8

### E0174 Hazus Multi-Hazard for Earthquake

This course builds on the information provided in E0313, *Basic Hazus Multi-Hazard*, by providing an in-depth exploration of the Hazus Earthquake model. An overview of the earthquake-related inventory components is provided. An emphasis is placed on techniques for defining an earthquake hazard, adjusting parameters for identifying economic and social impacts from earthquakes, and interpreting and applying model outputs. Best practices for using the earthquake model to support emergency management are identified. Course instruction includes lectures, demonstrations, and multiple hands-on individual and group activities.

#### Course Objectives:

- Explain the key components of the methodology employed in the Hazus Multi-Hazard earthquake model for defining the earthquake hazard as well as options that users have for refining the earthquake hazard definition.
- Identify the key parameters that influence the social and economic impact assessments generated by the earthquake model.
- Identify and apply best practices for most effectively using the earthquake model to support emergency management.

**Program Area(s):** Hazus-MH and GIS; Multi-Hazard Mitigation Planning

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Federal, state, local, and tribal emergency managers and GIS specialists; planners; and others who support earthquake mitigation and response activities and who wish to expand their Hazus Multi-Hazard skills beyond those developed in E0313, *Basic Hazus Multi-Hazard*.

**Required Prerequisites:** E0313, *Basic Hazus Multi-Hazard*, and skills equivalent to those taught in E0190, *ArcGIS for Emergency Managers*.

**Course Length:** 4 days

**CEUs:** 2.8



## E0176 Hazus Multi-Hazard for Floodplain Managers

This course provides in-depth instruction and hands-on activities that develop the skills needed by floodplain managers and emergency planners to effectively use Geographic Information Systems (GIS) tools, with emphasis on Hazus Multi-Hazard, for modeling the impacts on communities from riverine and coastal flooding. Those who complete this course will understand the roles that Floodplain Managers support as well as how geospatial technologies such as Hazus Multi-Hazard can be used to protect communities beyond the minimum standards that Floodplain Managers are responsible for implementing.

### Course Objectives:

- Define the roles and responsibilities of floodplain managers that can be supported by geospatial tools and data.
- Explain how the capabilities of Hazus Multi-Hazard can support floodplain management practitioners.
- Identify strategies for improving Hazus Multi-Hazard inputs and other related GIS data in order to derive the most benefit from GIS tools when applied to floodplain management.

**Program Area(s):** Hazus-MH and GIS; Multi-Hazard Mitigation Planning

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Floodplain Managers, GIS Specialists, local planners, and others with interest in floodplain management who wish to learn how to understand and apply GIS tools and data to support floodplain management goals.

**Required Prerequisites:** E0313, *Basic Hazus Multi-Hazard*, and skills equivalent to those taught in E0190, *ArcGIS for Emergency Managers*.

**Recommended Prerequisites:** E0317, *Comprehensive Data Management for Hazus Multi-Hazard*; and E0172, *Hazus Multi-Hazard for Flood*

**Course Length:** 4 days

**CEUs:** 2.8

## E0179 Application of Hazus Multi-Hazard for Disaster Operations

This course builds valuable skills for effectively using Geographic Information Systems (GIS) tools, with emphasis on Hazus Multi-Hazard, to support disaster operations. Participants learn the roles and responsibilities of the disaster management team as well as how GIS can support the activities that they perform. Particular emphasis is placed on strategies for identifying, acquiring, and analyzing appropriate GIS compatible data for disaster operations. Numerous hands-on activities provide examples of effective applications of GIS tools, with a focus on Hazus Multi-Hazard. These activities address areas such as debris management, sheltering, and infrastructure damage assessment. Participants also complete a capstone activity that provides an opportunity to use Hazus Multi-Hazard to support a realistic disaster scenario that is based on a community of interest to the participants.

### Course Objectives:

- Define the roles and responsibilities of the disaster operations team that can be supported by geospatial tools and data.
- Explain how the capabilities of Hazus Multi-Hazard can support disaster operations activities.
- Identify strategies for improving Hazus Multi-Hazard inputs and other related GIS data in order to derive the most benefit from GIS tools when applied to disaster operations.

**Program Area(s):** Hazus-MH and GIS; Multi-Hazard Mitigation Planning

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** FEMA Mitigation staff, Mitigation Disaster Reservists, and state Building Science and GIS professionals; additionally, Federal, state, local, and tribal officials who have a role and responsibility in the JFO, with priority given to Mitigation, IA, and PA. The course also targets select decision-makers on the NRCC, in the Regional Operations Center, and the state Emergency Operations Center.

**Required Prerequisites:** E0313, *Basic Hazus Multi-Hazard*, and skills equivalent to those taught in E0190, *ArcGIS for Emergency Managers*.

**Recommended Prerequisites:** E0317, *Comprehensive Data Management for Hazus Multi-Hazard*; E0170, *Hazus Multi-Hazard for Hurricane*; E0172, *Hazus Multi-Hazard for Flood*; and E0174, *Hazus Multi-Hazard for Earthquake*

**Course Length:** 4 days

**CEUs:** 2.8

### E0180 Core Principles for Hazard Mitigation Insurance Specialists

This course will provide a learning environment where participants will gain the knowledge and skills necessary to demonstrate required behaviors and activities in the Hazard Mitigation (HM) Insurance Specialist Position Task Book and in the Job Task List.

#### Course Objectives:

- Describe the position-specific job tasks of the HM Insurance Specialist and the behaviors/activities to demonstrate job qualification.
- Access resources that provide guidance and support for completing HM Insurance Specialist job tasks.
- Explain the National Flood Insurance Program (NFIP) General Rules to stakeholders in the Joint Field Office (JFO), the Disaster Recovery Centers (DRCs), and at the state and community levels during disaster recovery operations.
- Explain the basics of an NFIP standard flood insurance policy and the claims process, as applicable in the post-disaster setting.
- Identify and define how the HM Insurance Specialist can achieve post-disaster NFIP objectives established through National and JFO collaboration.
- Identify, acquire, and analyze essential disaster-related information in accordance with the Privacy Act.
- Assess and respond to requests for post-disaster flood insurance information in accordance with the Privacy Act.
- Demonstrate in a class activity the planning required and the best methods for interacting with the public to achieve NFIP goals in the post-disaster environment.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This course is designed for FEMA Disaster Workforce employees who will serve as HM Insurance Specialists during a disaster. Floodplain Management leaders will also benefit from this course.

**Required Prerequisites:** E0207 or DF-128, *Introduction to Hazard Mitigation Field Operations*; E0165, *Hazard Mitigation Insurance in Disaster Operations*; HM Insurance Specialist; and at least one deployment as an HM Insurance Specialist or, at a minimum, at least one shadow assignment with a trained HM Insurance Specialist.

**Recommended Prerequisite:** E0162, *Hazard Mitigation Floodplain Management in Disaster Operations*

**Course Length:** 3 days

**CEUs:** 2.1

### E0181 Hazard Mitigation Community Education and Outreach Specialist in the Disaster Recovery Center: Flood

This course will enable FEMA Hazard Mitigation (HM) Advisors to perform job tasks effectively in Disaster Recovery Centers (DRCs) or in other outreach activities.

#### Course Objectives:

- Explain the disaster assistance programs and services available at a DRC.
- Explain basic post-disaster flood insurance information.
- Identify and describe hazard mitigation activities applicable to homeowners, renters, and/or business owners as they rebuild and recover from this disaster.
- Role-play a systematic and empathetic approach to providing insurance and hazard mitigation information and advice to individuals affected by this disaster.
- Refer to the appropriate job aid(s) for guidance in performing HM Advisor tasks.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This course is intended for FEMA employees who have been recently hired in HM Community Education and Outreach, or FEMA employees with other job titles who have been assigned to fulfill HM responsibilities in a DRC.

**Required Prerequisite:** E0207 or DF-128, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 1 day

**CEUs:** 0.7

### E0182 Hazard Mitigation Community Education and Outreach Specialist in the Disaster Recovery Center: Hurricane

This course will enable FEMA Hazard Mitigation (HM) Advisors to perform job tasks effectively in Disaster Recovery Centers (DRCs) or in other outreach activities.

#### Course Objectives:

- Explain the disaster assistance programs and services available at a DRC.

- Explain basic post-disaster flood insurance information.
- Identify and describe hazard mitigation activities applicable to homeowners, renters, and/or business owners as they rebuild and recover from this disaster.
- Role play a systematic and empathetic approach to providing insurance and hazard mitigation information and advice to individuals affected by this disaster.
- Refer to the appropriate job aid(s) for guidance in performing HM Advisor tasks.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This course is intended for FEMA employees who have been recently hired in HM Community Education and Outreach, or FEMA employees with other job titles who have been assigned to fulfill HM responsibilities in a DRC.

**Required Prerequisite:** E0207 or DF-128, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 1 day

**CEUs:** 0.7

### **E0183 Hazard Mitigation Community Education and Outreach Specialist in the Disaster Recovery Center: Tornado**

This course will enable FEMA Hazard Mitigation (HM) Advisors to perform job tasks effectively in Disaster Recovery Centers (DRCs) or in other outreach activities.

#### **Course Objectives:**

- Explain the disaster assistance programs and services available at a DRC.
- Explain basic post-disaster flood insurance information.
- Identify and describe hazard mitigation activities applicable to homeowners, renters, and/or business owners as they rebuild and recover from this disaster.
- Role-play a systematic and empathetic approach to providing insurance and hazard mitigation information and advice to individuals affected by this disaster.
- Refer to the appropriate job aid(s) for guidance in performing HM Advisor tasks.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This course is intended for FEMA employees who have been recently hired in HM Community Education and Outreach, or FEMA employees with other job titles who have been assigned to fulfill HM responsibilities in a DRC.

**Required Prerequisite:** E0207 or DF-128, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 1 day

**CEUs:** 0.7

### **E0184 Hazard Mitigation Community Education and Outreach Specialist in the Disaster Recovery Center: Earthquake**

This course will enable FEMA Hazard Mitigation (HM) Advisors to perform job tasks effectively in Disaster Recovery Centers (DRCs) or in other outreach activities.

#### **Course Objectives:**

- Explain the disaster assistance programs and services available at a DRC.
- Explain basic post-disaster flood insurance information.
- Identify and describe hazard mitigation activities applicable to homeowners, renters, and/or business owners as they rebuild and recover from this disaster.
- Role-play a systematic and empathetic approach to providing insurance and hazard mitigation information and advice to individuals affected by this disaster.
- Refer to the appropriate job aid(s) for guidance in performing HM Advisor tasks.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This course is intended for FEMA employees who have been recently hired in HM Community Education and Outreach, or FEMA employees with other job titles who have been assigned to fulfill HM responsibilities in a DRC.

**Required Prerequisite:** E0207 or DF-128, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 1 day

**CEUs:** 0.7

### E0185 Hazard Mitigation Community Education and Outreach Specialist in the Disaster Recovery Center: Wildfire

This course will enable FEMA Hazard Mitigation (HM) Advisors to perform job tasks effectively in Disaster Recovery Centers (DRCs) or in other outreach activities.

#### Course Objectives:

- Explain the disaster assistance programs and services available at a DRC.
- Explain basic post-disaster flood insurance information.
- Identify and describe hazard mitigation activities applicable to homeowners, renters, and/or business owners as they rebuild and recover from this disaster.
- Role-play a systematic and empathetic approach to providing insurance and hazard mitigation information and advice to individuals affected by this disaster.
- Refer to the appropriate job aid(s) for guidance in performing HM Advisor tasks.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This course is intended for FEMA employees who have been recently hired in HM Community Education and Outreach, or FEMA employees with other job titles who have been assigned to fulfill HM responsibilities in a DRC.

**Required Prerequisite:** E0207 or DF-128, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 1 day

**CEUs:** 0.7

### E0190 ArcGIS for Emergency Managers

This course teaches new GIS users how to apply the ArcGIS for Desktop software to support disaster mitigation, response, recovery, and risk management. ArcGIS for Desktop allows users to analyze their data and create geographic knowledge to examine relationships, test predictions, and ultimately make better decisions. Course participants complete numerous hands-on activities that help them learn to develop informative maps as well as to use tools that answer questions based on where things are located and what is known about them. It also develops a variety of skills that can be used to create, edit, manage, and analyze both spatial and tabular data. While this course does not provide hands-on instruction specifically on Hazus Multi-Hazard, all activities use Hazus Multi-Hazard inventory and analysis outputs.

#### Course Objectives:

- Learn how GIS can be used by emergency management professionals.
- Develop a working knowledge of the most commonly used ArcGIS tools—particularly those related to creating maps and asking questions.
- Identify examples of advanced GIS tools and techniques that are available for exploration outside of this course.

**Program Area(s):** Hazus-MH and GIS; Multi-Hazard Mitigation Planning

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Federal, state, local, and tribal emergency managers as well as specialists responsible for risk assessment, response, recovery, and other emergency management related activities that have an interest in using ArcGIS to support their needs.

**Course Length:** 4 days

**CEUs:** 2.8

### E0194 Advanced Floodplain Management Concepts

This advanced aspects of floodplain management course provides a dynamic and interactive instruction that covers the following four topics in detail:

- Local Floodplain Manager Roles and Responsibilities (1 day).
- National Flood Insurance Program Floodplain Rules and Regulations in Depth (1 day).
- Letter of Map Change—Procedures for Applying and Floodplain Management Implications (1 day).
- Preparing for Post-Disaster Responsibilities (1 day).

Each topic is designed to be discussed and reviewed in greater detail than the basic course. Developed and real-life scenarios will be examined and activities will be conducted in each section to make sure participants not only understand the rules and regulations but also why they are in place and how to apply them in the particular topic areas. This course is activity-rich and participants can expect to be engaged throughout the course.

#### Course Objectives:

- Describe activities and programs that can be used to promote floodplain planning and mitigation measures.

- Identify NFIP requirements for structures, floodway and encroachment standards, common problems encountered during the construction of various building types, and ways to address these problems.
- Describe NFIP requirements that apply to approximate A zones, agricultural and accessory structures, fuel tanks, and recreational vehicles.
- Explain the basic purpose and procedures of Letters of Map Change (LOMCs) and describe the role of the local official. Evaluate the floodplain management implications of LOMCs.
- Describe the elements of pre-disaster planning needed to prepare for Substantial Damage operations.
- Identify contents of SOP for post-disaster operations. Outline steps to carry out Substantial Damage responsibilities.
- Describe methods to obtain compliance with Substantial Damage determinations. List possible sources of funding to assist with Substantial Damage losses.

**Program Area(s):** Floodplain Management; Multi-Hazard Mitigation Planning; Planning

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Certified Floodplain Managers or community officials with 2 years of full-time floodplain management experience. Federal, state, tribal, and local officials will take precedence.

**Recommended Prerequisite:** E0273, *Managing Floodplain Development through the National Flood Insurance Program*

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management or Homeland Security

**Course Length:** 4 days

**CEUs:** 2.6

**CECs:** 12 (Core)

### E0197 Integrating Access and Functional Needs into Emergency Planning

This course will provide participants responsible for providing Emergency Planning with the information necessary to utilize disability and access and functional needs-inclusive practices, as well as the additional updated skills and knowledge they will need to prepare for, respond to, and recover from emergencies.

#### Course Objectives:

- Define access and functional needs and disabilities.

- Define key terms related to inclusive planning.
- Identify resources to assist in planning with and for adults and children with disabilities and access and functional needs.
- Identify the essentiality of inclusive practices.
- Learn how to incorporate access and functional needs in all phases of emergency management.

**Program Area(s):** Citizen Preparedness; Disability Integration

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Emergency managers and planners; first responders, including law enforcement, fire protection, and emergency medical services; resource agencies including transportation, communications, public works, and public health; government organizations and non-government organizations (NGOs) who have, as a primary part of their mission, emergency planning, response, and/or recovery; and planners and managers of mass transit, paratransit, rural transit, and NGO and private transit operators (taxi, shuttle services, non-emergency medical, etc.).

**Required Prerequisite:** IS-0230.d, *Fundamentals of Emergency Management*

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; and IS-0700.a, *National Incident Management System, An Introduction*

**Course Length:** 2 days

**CEUs:** 1.4

### E0201 Debris Technical Specialist

This course provides the basic knowledge and tools necessary for FEMA Public Assistance (PA) Staff to perform the duties and responsibilities associated with disaster debris operations.

#### Course Objectives:

- Demonstrate the ability to apply PA Program Guidance for debris-related activities.
- Demonstrate the ability to formulate project worksheets for debris.

**Program Area(s):** FEMA Public Assistance—Federal

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** FEMA PA Group Supervisors, PA Task Force Leader, Public Assistance Coordinator Crew Leader, PA Project Specialist.

**Required Prerequisite:** E0381, *Project Specialist*, or IS-0631, *Public Assistance Operations I*, prior to October 1, 2009.

**Course Length:** 3 days

**CEUs:** 1.8

## E0202 Debris Management Planning for State, Tribal, and Local Officials

This course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris-generating event with emphasis on state, local, and tribal responsibilities. Developed from a pre-disaster planning perspective, the course includes debris staff organizations; compliance with laws and regulations; contracting procedures; debris management site selection; volume-reduction methods; recycling; special debris situations; and supplementary assistance.

### Course Objectives:

- Apply knowledge of planning for, implementing, and managing debris activities.
- Address debris planning, response, and recovery concepts.

**Program Area(s):** Response and Recovery

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** State, local, and tribal Emergency Management personnel, including Public Works and Waste Management staffs, who are responsible for planning and/or implementing debris removal and disposal actions.

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 1

**ACE: Curriculum:** Emergency Management, Civil Engineering, or Environmental Science

**Course Length:** 4 days

**CEUs:** 2.4

## E0203 Hazard Mitigation Functional Group Supervisors in Disaster Operations

This course provides a healthy learning environment in which participants acquire management skills and adopt leadership principles to create and accomplish the Hazard Mitigation (HM) Strategy in a disaster. Experienced HM Supervisors for this course must be nominated by the Regional Cadre Coordinator and/or Regional Mitigation Division Director for this training. The course is highly interactive, encouraging peer discussion across the Regions.

### Course Objectives:

- Define the role of a specific Functional Group Supervisor position in a Level I/II disaster as described in the behaviors/activities in the Position

Task Book, the major tasks in the Task List, and the Hazard Mitigation Field Operations Guide (HMFOG).

- Describe how to work within JFO operational requirements to meet functional Hazard Mitigation Strategy objectives.
- Describe an approach for identifying allies and building critical partnerships to maximize mitigation opportunities during recovery from a Level I/II disaster event.
- Describe a strategic leadership approach to inspire stakeholders and motivate staff to achieve function-specific Hazard Mitigation Strategy objectives.
- Explain how to build and maintain a cohesive and productive staff throughout the phases of long disaster deployments.
- Apply advanced subject matter knowledge of Hazard Mitigation programs and course concepts to develop innovative solutions to achieve mitigation objectives in complex disaster-recovery situations.
- Participants will demonstrate the terminal learning objectives of this course during a group activity based on a hypothetical Level I/II disaster operation.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA employees approved by the Regional Hazard Mitigation Cadre Coordinator.

**Required Prerequisites:** E/L/B0204, *Hazard Mitigation Task Force Leader*, and prerequisites; E0537, *Strategic Problem-Solving for the Workplace*; and E0564, *Managing in Disaster Operations—Preparing the Middle Manager*.

**Course Length:** 5 days

**CEUs:** 3.5

## E0206 Hazard Mitigation Disaster Operations Train-the-Trainer

The goal of conducting Hazard Mitigation Disaster Operations training is to provide a practical, application-based learning experience that enables participants, upon completion, to deliver Hazard Mitigation courses and workshops that meet the needs of the Hazard Mitigation cadre.

### Course Objectives:

- Describe the mission and functions of the Hazard Mitigation Branch in disaster operations.
- Explain their role in achieving excellence in the Hazard Mitigation disaster workforce.

- Discuss basic adult learning principles as they apply to new Hazard Mitigation field staff.
- Describe the key steps of instructional preparation.
- Explain and practice key functions of instructional delivery.
- Demonstrate instruction and facilitation skills by presenting a half-hour portion of a Hazard Mitigation course or workshop.
- Describe the organizational and logistical arrangements of the Hazard Mitigation courses or workshops for which they will be responsible.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA employees approved by the Regional Hazard Mitigation Cadre Coordinator.

**Required Prerequisite:** E0207, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 4 days

**CEUs:** 2.8

### E0207 Introduction to Hazard Mitigation Field Operations

This course provides new Hazard Mitigation (HM) Disaster Workforce employees with a practical, applications-based opportunity to learn the basic concepts, principles, and practices needed to be successful in HM disaster assignments.

#### Course Objectives:

- Recognize characteristics of the post-disaster environment.
- Explain basic hazard mitigation concepts.
- Provide examples of mitigation actions that advance sustainable disaster recovery.
- Explain communities' role in mitigating the risk of future disaster damage.
- Explain Hazard Mitigation's role in a disaster operation.
- Describe how the FEMA/state Hazard Mitigation Strategy for the disaster guides the management of the Hazard Mitigation operation.
- Identify the mission and major responsibilities of all functional components in Hazard Mitigation and their interrelationships.
- Describe how to be a good public servant and a successful member of the Hazard Mitigation disaster workforce.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This course is intended primarily for FEMA employees who have already been assigned to HM disaster operations positions, and those who have been working in such positions without formal HM training. A secondary audience includes state employees who have recently been assigned to disaster operations positions in the HM component of their organization, and those who have been working in such positions, but have never received training in FEMA HM field operations.

**Course Length:** 3 days

**CEUs:** 2.4

### E0208 State Coordinating Officer

This course provides key state staff with updated information on the disaster assistance process and programs. The focus is on management issues the State Coordinating Officer (SCO) may face in relationship with Federal, state, local, and tribal partners in the Joint Field Office (JFO) and Emergency Operations Center (EOC).

#### Course Objectives:

- Establish priorities through joint action planning with disaster response and recovery partners.
- Implement and manage state and Federal disaster response and recovery organizations.
- Build partnerships among the state and other disaster response and recovery organizations.
- Apply interpersonal skills to develop positive working relationships.
- Supervise state staff in the JFO or state EOC during a disaster response.
- Manage the state's role in long-term recovery.

**Program Area(s):** Hurricane Preparedness; Incident Command System; National Response Framework; Planning; Response and Recovery; Tribal; Voluntary Organizations

**Delivery Location:** NETC

**Selection Criteria:** State and FEMA staff who have disaster management responsibilities such as an SCO, Deputy SCO, Tribal Coordinating Officer, Governor's Authorized Representative, Federal Coordinating Officer (FCO), and Deputy FCO.

**Required Prerequisite:** IS-0208.a, *State Disaster Management*, completed through the Independent Study Program

**Course Length:** 4 days

**CEUs:** 3.2

### E0212 Unified Hazard Mitigation Assistance: Developing Quality Application Elements

The goal of this course is to enable Unified Hazard Mitigation Assistance (HMA) grant applicants and sub-applicants to develop eligible mitigation projects and submit successful applications.

#### Course Objectives:

- Explain and apply mitigation concepts.
- Identify eligible mitigation activities.
- Develop quality planning and project applications.
- Identify and explain HMA programs that fund mitigation activities.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Personnel of local jurisdictions, tribal governments, and Private Non-Profit organizations that are eligible applicants for Unified HMA grants; state Mitigation staffs responsible for assisting Unified HMA sub-applicants; FEMA employees who assist state Mitigation staff and/or who are responsible for reviewing Unified HMA applications and/or monitoring Unified HMA grant awards; and staffs of public or private sector organizations that offer consulting services to Unified HMA grant applicants.

**Required Prerequisites:** IS-0393.a, *Introduction to Hazard Mitigation*; and IS-0212.a, *Introduction to Unified Hazard Mitigation Assistance*

**Course Length:** 4 days

**CEUs:** 2.8

**CECs:** 12 (CORE)

### E0213 Unified Hazard Mitigation Assistance: Application Review and Evaluation

This course equips participants with the knowledge and skills required for effective grant application and sub-application review and evaluation, and with a general knowledge of how a grant is awarded.

#### Course Objectives:

- Describe the HMA grant program application review and evaluation process in accordance with regulatory requirements, the Hazard Mitigation Assistance Unified Guidance Hazard Mitigation Grant Program, Pre-Disaster Mitigation Program, and Flood Mitigation Assistance Program (hereafter referred to

as “the current guidance”), and the Addendum to the Hazard Mitigation Assistance Unified Guidance Hazard Mitigation Grant Program, Pre-Disaster Mitigation Program, and Flood Mitigation Assistance Program (hereafter referred to as the Addendum).

- Conduct an application eligibility review for both planning and project subapplications to ensure compliance with eligibility and completeness, hazard mitigation plan, and scope of work, schedule and cost estimate requirements.
- Describe the details of the technical review process for project applications to ensure compliance with cost-effectiveness, feasibility and effectiveness, and Environmental and Historic Preservation (EHP) requirements.
- Describe the Request for Information (RFI) process and timelines.
- Make a final determination on grant subapplications, and select for award.
- Issue a Large Project Notification (LPN) when required.
- Issue grant award packages with the appropriate components.

**Program Area(s):** Multi-Hazard Mitigation Planning; FEMA Mitigation

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** The primary audience for this course are personnel of state and tribal Mitigation staffs responsible for assisting Unified Hazard Mitigation Assistance (HMA) sub-applicants; FEMA employees who assist state Mitigation staff and/or who are responsible for reviewing Unified HMA applications and/or monitoring Unified HMA grant awards; and staffs of public or private sector organizations that offer consulting services to Unified HMA grant applicants. The secondary audience for this course includes tribal liaisons, Mission Support personnel, Grants Program Directorate staff, and Fiscal Managers.

**Required Prerequisite:** E0212, *Unified Hazard Mitigation Assistance: Developing Quality Application Elements*

**Recommended Prerequisite:** E0276, *Benefit-Cost Analysis: Entry-Level*

**Course Length:** 2 days

**CEUs:** 1.5

**CECs:** 12 (CORE)



**E0214 Unified Hazard Mitigation Assistance: Project Implementation and Closeout**

This course will provide course participants with the knowledge and skills required for effective implementation and closeout of a project.

**Course Objectives:**

- Describe general project management principles that apply to project implementation and closeout.
- Apply project management principles to project implementation.
- Identify the procedural steps to accomplish project implementation and closeout.
- Apply project management principles to close out a project.
- Identify the drivers and barriers that impact successful closeout.

**Program Area(s):** Multi-Hazard Mitigation Planning; FEMA Mitigation

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** The primary audience for this course includes personnel of local jurisdictions, tribal governments, and Private Non-Profit organizations that are eligible applicants for Unified Hazard Mitigation Assistance (HMA) grants; state Mitigation staffs responsible for assisting Unified HMA sub-applicants; FEMA employees who assist state Mitigation staff and/or who are responsible for monitoring Unified HMA grant awards; and staffs of public or private sector organizations that offer consulting services to Unified HMA grant applicants. The secondary audience for this course includes state and tribal liaisons, Environmental Planning and Historical Preservation staff, Federal Coordinating Officers, and Grants Program Directorate staff.

**Required Prerequisite:** E0212, *Unified Hazard Mitigation Assistance: Developing Quality Application Elements*

**Recommended Prerequisite:** E0276, *Benefit-Cost Analysis: Entry-Level*

**Course Length:** 2 days

**CEUs:** 1.3

**CECs:** 12 (CORE)

**E0215 Unified Hazard Mitigation Assistance: Developing Quality Application Elements Train-the-Trainer**

This course will prepare participants to deliver Unified Hazard Mitigation Assistance (UHMA) curricula. Specifically, this course will equip subject matter experts with the knowledge and skills necessary to instruct adult learners on the development of eligible mitigation application elements and submitting successful applications.

**Course Objectives:**

- Identify the course goals and objectives for E/L/B0212 and E/L/B0215 (Unit 1).
- Explain the elements of the Instructor Guide (IG) for E/L/B0212 (Unit 1).
- Apply the basic elements of adult learning to E/L/B0212 delivery (Unit 2).
- Demonstrate effective platform skills for E/L/B0212 delivery (Unit 3).
- Demonstrate how to conduct a classroom activity (Unit 3).
- Recognize cultural awareness matters across regional boundaries (Unit 4).
- Implement environmental, logistical, and staffing contingencies (Unit 4).
- Conduct a mock training session for E/L/B0212 (Unit 5).
- Prepare trainer material including outlines, notes, examples, references, and responses to commonly-asked questions before teaching the E/L/B0212 course (Units 1–5).

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA and state employees nominated by their respective FEMA Mitigation Branch Chief who assist state mitigation staff and/or who are responsible for reviewing UHMA applications and/or monitoring UHMA grant awards. The secondary audience for this course includes FEMA contractors. However, FEMA employees take precedence in registration for the course.

**Required Prerequisites:** IS-0393.a, *Introduction to Hazard Mitigation*; IS-0212.a, *Introduction to Unified Hazard Mitigation Assistance*; E0212, *Unified Hazard Mitigation Assistance: Developing Quality Application Elements*; and E0276, *Benefit-Cost Analysis: Entry-Level*

**Recommended Prerequisite:** IS-0242.b, *Effective Communication*

**Course Length:** 4 days

**CEUs:** 2.6

### E0216 Unified Hazard Mitigation Assistance: Application Review and Evaluation Train-the-Trainer

This course will prepare participants to deliver Unified Hazard Mitigation Assistance (UHMA) curricula. Specifically, this course will equip participants with the knowledge and skills necessary to instruct adult learners on effective grant application, subapplication review and evaluation, and general knowledge of how a grant is awarded.

#### Course Objectives:

- Identify the course goals and objectives for E/L/B0216 (Unit 1).
- Explain the elements of the Instructor Guide (IG) for E/L/B0213 (Unit 1).
- Apply the basic elements of adult learning to E/L/B0213 delivery (Unit 2).
- Demonstrate effective platform skills for E/L/B0213 delivery (Unit 3).
- Demonstrate how to conduct a classroom activity (Unit 3).
- Recognize cultural awareness matters across regional boundaries (Unit 4).
- Implement environmental, logistical, and staffing contingencies (Unit 4).
- Conduct a mock training session for E/L/B0213 (Unit 5).
- Prepare trainer material including outlines, notes, examples, references, and responses to commonly-asked questions before teaching the E/L/B0213 course (Units 1–5).

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA employees who assist state mitigation staff and/or who are responsible for reviewing UHMA applications and/or monitoring UHMA grant awards. The secondary audience for this course includes FEMA contractors. However, FEMA employees take precedence in registration for the course.

**Required Prerequisites:** IS-0393.a, *Introduction to Hazard Mitigation*; IS-0212.a, *Introduction to Unified Hazard Mitigation Assistance*; E0212, *Unified Hazard Mitigation Assistance: Developing Quality Application Elements*; E0213, *Unified Hazard Mitigation Assistance: Application Review and Evaluation*; and E0276, *Benefit-Cost Analysis: Entry-Level*

**Recommended Prerequisite:** IS-0242.b, *Effective Communication*

**Course Length:** 4 days

**CEUs:** 2.6

### E0217 Equal Rights Advisor Update

This course explains changes in Equal Employment Opportunity and Civil Rights laws and policies through a series of presentations and activities.

#### Course Objectives:

- Inform the audience of new laws and procedures that impact the Equal Rights Advisors.
- Provide required annual Equal Employment Opportunity training.
- Provide Equal Rights Advisors with an opportunity to interact with members of various program areas and address questions and issues.

**Program Area(s):** FEMA Equal Rights

**Delivery Location:** NETC

**Selection Criteria:** Current Equal Rights Officers

**Course Length:** 4 days

**CEUs:** 2.8

### E0229 FEMA Documentation Unit

This course serves as a training opportunity for FEMA personnel to identify and practice the essential core competencies required when performing the duties of the Documentation Unit Leader (DOCL) and Reports Specialist (RESP) positions, in alignment with the FEMA DOCL and RESP Position Task Book and Qualification Sheet.

**Program Area(s):** Incident Command System; Planning; Response and Recovery; FEMA Planning; FEMA Employee Training

**Delivery Location:** NETC; CDP; Resident Offsite; JFO

**Course Length:** 4 days

### E0236 National Training and Exercise Symposium Roundtable

This activity is designed to provide state and select Federal representatives an opportunity to research and identify topics and speakers for the annual *National Training and Exercise Symposium* (E0237).

#### Course Objectives:

- Develop the symposium objectives and research.
- Identify topics and speakers for the symposium agenda.
- Assist in scheduling plenary and breakout sessions.

**Program Area(s):** Symposiums; Universal Emergency Preparedness

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Participation is limited to FEMA Protection and National Preparedness staff; State Training Officers and Exercise Training Officers (STOs/ETOs); State Administrative Agency (SAA) Training and Exercise Officers; Tribal Emergency Managers; FEMA Regional Training Managers and Regional Exercise Officers (RTMs/REOs); and FEMA Headquarter Training and Exercise Program Staff.

**Course Length:** 2½ days

### E0237 National Training and Exercise Symposium

This annual symposium highlights new FEMA training and exercise initiatives and state best practices, lessons learned, and case studies related to Emergency Management training and exercises.

#### Course Objectives:

- Participants will be able to identify best practices for sustaining capabilities in their communities.
- Participants will be able to discuss and explain the impacts and effects of changes to national doctrine on training and exercise programs.
- Participants will be able to identify strategies to engage the whole community in training and exercising.
- Participants will be able to identify or validate best practices to balance training needs with trainee time, budgetary, and other constraints.

**Program Area(s):** Symposiums; Universal Emergency Preparedness

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Participation is limited to state Emergency Management and Administrative Agency Training and Exercise Officers and tribal and territorial officials. Federal participation by FEMA's Federal Preparedness Coordinators, Regional Training Managers, Regional Exercise Officers, Regional National Incident Management System Points of Contact, and FEMA Headquarters Training and Exercise Program staff is encouraged. Others may be admitted as space is available.

**Course Length:** 3 days

**CEUs:** 1.8

### E0239 406 Hazard Mitigation

This course is designed to educate Public Assistance (PA) staff about the use of Mitigation assistance provided under Section 406 of the Robert T. Stafford Act. Course topics include coordination with other Federal programs, Hazard Mitigation methods and practices, mitigation measures by disaster type, Benefit-Cost Analysis, and document preparation.

#### Course Objectives:

- Demonstrate the ability to research, cite, and apply relevant policies.
- Demonstrate the ability to apply mitigation practices to a PW with a mitigation project.

**Program Area(s):** FEMA Public Assistance—Federal

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** FEMA PA Group Supervisors, PA Task Force Leaders, PAC Crew Leaders, PA Project Specialists, and PA Technical Specialists.

**Required Prerequisites:** IS-0631, *Public Assistance Operations I*, prior to October 1, 2009; or E0381, *Project Specialist*

**Course Length:** 2 days

**CEUs:** 1.2

### E0241 Cooperating Technical Partners: Special Topics

This course is specifically designed for communities and regional and state agencies that are participating in the Cooperating Technical Partners (CTP) Programs. This course is designed and tailored based on partners' needs, and its goal is to address specific areas of the CTP Program that are complex or involve new technology in order to give the partners a more advanced level of specific technical training. Examples of topics include topographic data development; base mapping and digital flood maps; and map production and processing procedures.

#### Course Objectives:

- Demonstrate an understanding of the technical aspects of the CTP.
- Demonstrate an understanding of FEMA guidance and standards for NFIP flood maps.

**Program Area(s):** Floodplain Management; Hazus-MH and GIS

**Delivery Location:** NETC

**Selection Criteria:** Federal, state, and local staff responsible for implementing and overseeing the CTP initiative. The course is intended for current CTP members who

are active mapping partners, and who are responsible for administering the CTP Program for a state or regional agency, or local community partner, and/or managing the technical aspects of mapping activities.

**Required Prerequisite:** Participants must have signed a Partnership Agreement and Mapping Activity Statement with FEMA to be eligible to attend this course. Only those approved by the FEMA Headquarters Point of Contact will be considered for the course.

**Course Length:** 4 days

**CEUs:** 2.8

### E0247 Executive Orders 11988 and 11990: Floodplain Management and Wetlands Protection Train-the-Trainer

Executive Orders (EOs) 11988 and 11990 on Floodplain Management and Wetlands Protection require Federal agencies to avoid actions in or adversely affecting floodplains and wetlands unless there is no practicable alternative. EOs 11988 and 11990 establish an eight-step process that agencies should carry out as part of their decision-making on projects that have the potential to impact floodplains.

**Course Objectives:** To prepare Environmental and Historic Preservation (EHP) staff for the field delivery of E0727, *Executive Orders 11988 and 11990: Floodplain Management and Wetlands Protection*, to the EHP Cadre, and focus on effective training strategies.

**Program Area(s):** FEMA Environmental/Historic Preservation

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is only open to EHP Cadre members who have approval from the Office of Environmental Planning and Historic Preservation Headquarters and/or FEMA Regional Environmental Officers.

**Required Prerequisite:** IS-0253.a, *Overview of FEMA's Environmental and Historic Preservation Review*

**Recommended Prerequisites:** L0253, *Introduction to Environmental and Historic Preservation Compliance*; working knowledge of FEMA's Programs; and working knowledge of EHP laws, regulations, and Executive Orders

**Course Length:** 3 days

**CEUs:** 2.1

### E0248 Environmental and Historic Preservation Management Information System

FEMA is standardizing the electronic data collection and storage of all Environmental and Historic Preservation (EHP) reviews. The Environmental and Historic Preservation Management Information System (EMIS) is an Internet-based system that facilitates the process of evaluating FEMA-funded projects for potential impacts to natural and cultural resources and for documenting project compliance with EHP laws, Executive Orders, and other requirements.

**Course Objective:** To prepare the EHP staff to complete the project reviews within EMIS.

**Program Area(s):** FEMA Environmental/Historic Preservation

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is only open to EHP Cadre members who have approval from the Office of Environmental Planning and Historic Preservation Headquarters and/or FEMA Regional Environmental Officers.

**Required Prerequisite:** IS-0253.a, *Overview of FEMA's Environmental and Historic Preservation Review*

**Recommended Prerequisites:** L0253, *Introduction to Environmental and Historic Preservation Compliance*; working knowledge of FEMA's Programs; and working knowledge of EHP laws, regulations, and Executive Orders

**Course Length:** 2 days

**CEUs:** 1.4

### E0249 Planning and Products Basic

This course is part of the Policies, Procedures and Practice for External Affairs Program. It focuses on the Planning and Products component of FEMA's External Affairs operation under the Emergency Support Function #15 (ESF #15). The course teaches tasks outlined in the various task lists for Specialist positions outlined by the ESF #15 Standard Operating Procedures.

**Course Objectives:**

- Describe the purpose and structure of component-specific training related to Planning and Products.
- Describe the participant's role and responsibilities in this training.
- Describe the role of Planning and Products in support of the ESF #15 External Affairs mission.

- Describe the primary functions under Planning and Products.
- Describe processes used to manage information.
- Differentiate between the Joint Information System (JIS) and Joint Information Center (JIC).
- Describe the role of the JIC in support of the ESF #15 External Affairs mission.
- Describe the primary functions under the JIC.
- Describe how objective-driven communication relates to the decision to write a news release.
- Identify the characteristics of an effective news release.
- Relate the concept of “social marketing” to FEMA’s communication efforts.
- Describe FEMA’s 8-step Strategic Communication Model.
- Write a news release using the accepted FEMA format.
- Write talking points using the accepted FEMA format.
- Write a blog post using the accepted FEMA format.
- Create a PowerPoint using the accepted FEMA format.
- Identify and access resources—including web sites and reference materials—in support of External Affairs activities.
- Demonstrate the ability to navigate the Internet to locate information pertaining to the ESF #15 mission.
- Identify location of component toolkits on External Affairs SharePoint.
- Describe FEMA’s transparency guidelines including media access and spokesperson policies.
- Provide feedback on the training and complete an evaluation.
- Complete course post-test.
- Review documentation provided for use during capstone exercise.

**Program Area(s):** FEMA External Affairs—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** New Specialists assigned to positions within a FEMA Joint Field Office, External Affairs Planning and Products component. All participants must have the requisite open FEMA Qualification System Position Task Book.

**Required Prerequisites:** This course is run in conjunction with E0750, *Policies, Procedures and Practice for External Affairs, Part I*; and E0753, *Policies, Procedures and Practice for External Affairs—Capstone*. It requires approval of the External Affairs National Reservist Program Manager.

**Recommended Prerequisite:** E0750, *Policies, Procedures and Practice for External Affairs, Part I*

**Course Length:** 2½ days

**CEUs:** 2

### E0252 Environmental and Historic Preservation Cadre Training

The National Environmental Policy Act requires all Federal agencies to consider the effects of their actions on the environment and to comply with all applicable Federal Environmental and Historic Preservation (EHP) laws, regulations, and Executive Orders (EOs). Topics include: Coordination with Public Assistance and Individual Assistance; Geospatial Information Systems Training for EHP Specialists; Tribal Consultations; and Cadre Management Tools (Standard Operating Procedures, Task Books, etc.). The course stresses consistency and best practice approaches to EHP incident operations and management.

**Course Objective:** To provide the EHP Cadre with training on specialized issues related to the implementation of EHP laws and management of cadre staff that cannot be addressed in detail in other EHP courses.

**Program Area(s):** FEMA Environmental/Historic Preservation

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** FEMA EHP staff and Non-EHP FEMA Program staff with approval of the Office of Environmental Planning and Historic Preservation Headquarters or Regional Environmental Officer.

**Required Prerequisites:** L0253, *Introduction to Environmental and Historic Preservation Compliance*; IS-0253.a, *Overview of FEMA’s Environmental and Historic Preservation Review*; knowledge and experience with FEMA’s programs; and working knowledge of EHP laws, regulations, and EOs that dictate environmental compliance

**Course Length:** 3½ days

**CEUs:** 2.8

### E0253 Introduction to Environmental and Historic Preservation Compliance

This course is usually delivered in the field and provides an introduction to FEMA’s Environmental and Historic Preservation (EHP) compliance responsibilities.

**Course Objectives:**

- Have a basic knowledge of Federal EHP laws.
- Be able to outline FEMA's responsibilities under these laws.
- Know how to access EHP resources and staff.
- Be able to identify and address EHP issues where they arise in FEMA projects.

The goal is not necessarily to provide participants with all the skills and knowledge needed to successfully assume the duties and responsibilities of an Environmental, Historic Preservation, or Floodplain Management Specialist.

**Program Area(s):** FEMA Environmental/Historic Preservation; FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA Program Managers and staff, EHP Specialists, state Emergency Management Program staff, FEMA's Technical Assistance Contractors, and any others who require a basic knowledge of FEMA's EHP compliance process.

**Recommended Prerequisite:** Participants are expected to possess a basic knowledge of FEMA's Public Assistance and Mitigation programs prior to taking this course.

**Course Length:** 2½ days

**CEUs:** 1.8

### E0255 Environmental and Historic Preservation System (eGrants) Train-the-Trainer

FEMA's Environmental and Historic Preservation (EHP) Section uses an independent web-based system to review and document EHP compliance for FEMA disaster and non-disaster programs that are submitted to eGrants or Emergency Management Mission Integrated Environment (EMMIE).

**Course Objectives:** To prepare EHP staff for the field delivery of Environmental and Historic Preservation Management Information System (EMIS) Training to the EHP Cadre, and focus on EMIS functionality and effective training strategies.

**Program Area(s):** FEMA Environmental/Historic Preservation

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is only open to EHP Cadre members who have approval from the Office of Environmental Planning and Historic Preservation Headquarters and/or FEMA Regional Environmental Officers.

**Required Prerequisite:** IS-0253.a, Overview of FEMA's Environmental and Historic Preservation Review

**Recommended Prerequisites:** L0253, Introduction to Environmental and Historic Preservation Compliance; working knowledge of FEMA's programs; working knowledge of EHP laws, regulations, and Executive Orders

**Course Length:** 3 days

**CEUs:** 2.1

### E0257 State Director Training Course

One of FEMA's most important stakeholders is the state Emergency Management Agency. These state agencies are responsible for implementing FEMA's programs. FEMA's EMI conducts training for new state Emergency Management Directors. The Resident training course at EMI is conducted in cooperation with the National Emergency Management Association (NEMA), an organization which represents the State Directors. The training is designed to bring new State Directors together at EMI for opportunities to learn about FEMA programs, what NEMA has to offer, and to further develop skills necessary to lead their departments.

**Course Objectives:**

- Provide state Emergency Management Directors and Deputy Directors with the information, resources, and tools they need to effectively lead and manage their agencies and programs.
- Identify current and emerging issues, challenges, and trends in all-hazards emergency management and help identify and develop effective strategies to deal with them.
- Encourage innovation in emergency management and homeland security through public policy discussion and debate.
- Develop leadership and management skills for a constantly changing environment.

**Program Area(s):** National Response Framework; Public Assistance—State

**Delivery Location:** NETC

**Selection Criteria:** State Emergency Management Directors and Deputy Directors who have not previously taken this course. A limited number of FEMA Federal Coordinating Officers are also eligible to attend.

**Required Prerequisite:** Participation in pre-course Webinars

**Course Length:** 2½ days

**CEUs:** 1.9

## E0260 Dam Security and Protection Technical Seminar

This Seminar presents information on the fundamental aspects of security and protection concepts for dams and waterways, and how these can have a substantial impact on the severity of consequences, or even prevent an incident from occurring entirely.

This seminar provides a foundation for effective security and protection programs and is designed to be practical and provide adequate support for implementation of learned objectives outside the classroom.

### Course Objectives:

- Discuss the purpose of risk assessment methodologies and results.
- Identify potential threats to the Dams Sector.
- Describe security programs and protective measures applicable to dams, levees, hydropower plants, and related critical infrastructure.
- Describe steps in designing and implementing a crisis management program.
- Describe the basic foundation of cybersecurity.
- Define risk.
- Identify threat, vulnerability, and consequence as elements of risk.
- Discuss the purpose of risk assessment results.
- Describe techniques and references for enhancing security awareness for individuals and organizations.
- Describe the characteristics of the Incident Command System (ICS).
- Describe available tools for designing and conducting activities.

**Program Area(s):** Dam Safety; Terrorism; Tribal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** The audience for this course is limited to dam owners, professional staff of Dam Safety and Security programs, and Emergency Managers at the Federal, state, local, tribal, and territorial levels, as well as Dam Safety, Dam Security, and Incident Management personnel from the private sector.

**Course Length:** 2 days

**CEUs:** 1.2

**CECs:** 6 (PARALLEL)

## E0261 Consequences of Dam Failure

This course provides dam owners, Emergency Managers, and other relevant stakeholders with information needed to define and estimate consequences for dam failure scenarios. The course will provide participants with an overview and description of current consequence estimation methodologies, including information on the technical capability and resource requirements for each.

The course will highlight the importance of defining dam failure scenarios and assessing consequences through the presentation of case studies. The full range of social, institutional, and environmental consequences will be addressed during the course, including focus on direct and indirect economic consequences and loss-of-life estimation. Specific instructions and detailed examples for computing economic and loss-of-life consequences will be provided for some of the more commonly used procedures and methodologies. Participants will be provided with the concepts of how consequence assessment is an important part of Risk Management strategies, how to establish initial priorities using consequence data, and how consequence estimation plays an important role in emergency Preparedness efforts.

### Course Objectives:

- Loss of life and damage resulting from past dam failures.
- How potential consequences can be estimated.
- Describe the potential economic consequences of dam failure.
- Assess other consequences of dam failure, including social, institutional, and environmental consequences and identify other costs or benefit losses of dam failure and how they may affect a community.
- State the difference between a consequence assessment and risk assessment.
- Explain how GIS can be used to estimate the number and value of structures that might be damaged, and to estimate the population at risk of being affected by dam failure as well as populations that may need assistance should evacuation be mandated.
- Identify factors that affect the decision to evacuate.
- Analyze a scenario to determine potential consequences of dam failure.
- Recognize the skills to develop an overall assessment of the potential consequences of dam failure.

- Understand how consequence assessment is used in managing risk.
- Identify the role that consequence estimates play in emergency preparedness.
- Identify, describe, and employ various methods that can be used to estimate potential loss of life associated with a dam failure.
- Describe the various methods that can be used to estimate direct and indirect economic consequences of dam failure.
- Assess social impacts of dam failure on the community, impacts of dam failure on community institutions, impacts of dam failure on the environment.

**Program Area(s):** Dam Safety; Terrorism; Tribal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** The audience for this course is limited to dam owners, professional staff of Dam Safety and Security programs, and Emergency Managers at the Federal, state, local, tribal, and territorial levels, as well as Dam Safety, Dam Security, and Incident Management personnel from the private sector.

**Course Length:** 2 days

**CEUs:** 1.25

**CECs:** 12 (CORE)

### E0262 Instructional Delivery for Subject Matter Experts

This course is a dynamic, interactive, and educational 4-day course designed for subject matter experts who are called upon to deliver training or provide presentations in their area of expertise. Participants will learn, in the first 2 days of the course, how to account for such things as room design, material organization, classroom/meeting room technology, learner/attendee influences, and the impact of the instructor/presenter on the environment. The second 2 days are for practice training/briefing delivery sessions with constructive feedback from fellow participants and the course instructors.

Participants will be responsible for delivering two 10-minute presentations on their area of expertise—one on Wednesday and one on Thursday. Presentations will be videotaped so participants can critique themselves at a later date. Participants must bring the PowerPoint or other materials they use in their presentations to the practice sessions. If the course is to be delivered for a particular audience, i.e., a specific FEMA program office,

the course material will be geared toward that function and the delivery method they use, i.e., presentation or instruction.

**Course Objectives:** This course is designed to provide participants who are responsible for delivering instruction or presentation the requisite skills necessary to deliver the information in an interesting, affirming manner in keeping with adult education/training principles. Participants become familiar with the ways in which the training environment is prepared, how to organize material, what learner attributes and attitudes impact the delivery, and how the instructor influences the outcomes.

**Program Area(s):** Level II Master Continuity Practitioner Program; Master Trainer Program—Basic Instructor Certificate

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participants with a requirement to provide presentations or teach information to any variety of publics, from internal briefings to teaching courses or providing presentations on their project they are working on at the time OR those seeking COOP Level II Master Professional Continuity Practitioner certification. Federal, state, and local attendees should receive priority admission for this course, followed by contractors.

**Course Length:** 4 days

**CEUs:** 2.4

### E0265 Advanced Methods of FEMA's Historic Preservation Program

This course provides in-depth training needed to implement the regulations of the National Historic Preservation Act and other related Historic Preservation (HP) laws required for FEMA's programs/activities.

**Course Objectives:**

- Describe, interpret, and apply all HP laws that apply to FEMA's programs/activities.
- Explain/implement their roles/responsibilities in the HP process.
- Coordinate all affected parties in the HP compliance process.
- Describe how the compliance process fits into the broader FEMA mission.

**Program Area(s):** FEMA Environmental/Historic Preservation

**Delivery Location:** NETC; Resident Offsite



**Selection Criteria:** Environmental and Historic Preservation (EHP) Cadre HP Specialists and EHP Task Force/Crew Leaders. FEMA Technical Assistance Contractors who support the EHP Cadre and state/tribal representatives may attend with approval from the Office of Environmental Planning and Historic Preservation Headquarters or the FEMA Regional Environmental Officer.

**Required Prerequisites:** L0253, *Introduction to Environmental and Historic Preservation Compliance*; IS-0253.a, *Overview of FEMA's Environmental and Historic Preservation Review*; ACHP Section 106 Essentials; knowledge and experience of FEMA's programs; and working knowledge of historic preservation laws and regulations

**Course Length:** 4½ days

**CEUs:** 2.8

### **E0272 Managing the Floodplain Post-Disaster**

This course was developed in response to requests from FEMA regions for assistance in meeting the unique challenges of post-disaster floodplain management. The course is designed to enable the FEMA Disaster Workforce staff, especially in the Floodplain Management and Insurance Group in the Hazard Mitigation (HM) Branch, to motivate and assist community officials and other stakeholders to fully administer their responsibilities in achieving post-disaster floodplain management objectives and addressing the particular challenges that face a Floodplain Manager post-disaster.

#### **Course Objectives:**

- Explain post-disaster floodplain management objectives and requirements to local officials, and suggest approaches to motivate “buy-in.”
- Identify key players in post-disaster floodplain management and collaborate with them to achieve floodplain management objectives.
- Assess the status of floodplain management in disaster-affected communities and determine the need for technical assistance to meet post-disaster objectives.
- Explain and assist with post-disaster mapping processes and issues to advance risk information and recovery.
- Explain Substantial Damage requirements and assist in identifying resources for reducing flood risk during post-disaster recovery.

- In collaboration with HM Insurance Specialists, demonstrate the benefits to communities of risk insurance available through the National Flood Insurance Program (NFIP).
- Describe state/tribal-specific floodplain management issues and mitigation priorities for post-disaster recovery.
- Demonstrate mastery of course concepts through successful completion of class activities and the post-course exam.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is intended for HM Floodplain Management Specialists, HM Floodplain Management Team Leaders, and HM Floodplain Management and Insurance Group Supervisors in FEMA's Disaster Workforce. A secondary audience is HM Insurance Specialists, HM Insurance Team Leaders, and other specialists from the Hazards and Performance Analysis Group who will support floodplain management initiatives.

**Required Prerequisites:** E0207, *Introduction to Hazard Mitigation Field Operations*; and E0162, *Hazard Mitigation Floodplain Management in Disaster Operations*—specifically, participants must be familiar with all regulations and policy as well as the job tasks of a Floodplain Management Specialist contained in the course.

**Course Length:** 3 days

**CEUs:** 2

**CECs:** 12 (CORE)

### **E0273 Managing Floodplain Development through the National Flood Insurance Program**

This course provides an organized training opportunity for local officials responsible for administering their local floodplain management ordinance. The course will focus on the NFIP and concepts of floodplain management, maps and studies, ordinance administration, and the relationship between floodplain management and flood insurance.

**Course Objectives:** This course is designed to provide important aspects of basic floodplain management practices necessary to begin a participant's floodplain management career and to provide a basic understanding of some of the range of topics necessary to manage a locally based floodplain management program.

**Program Area(s):** Building Science; Floodplain Management; Multi-Hazard Mitigation Planning; Planning; FEMA Mitigation

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Local officials responsible for administering local floodplain management ordinances, including but not limited to Floodplain Management Administrators, Building Inspectors, Code Enforcement/Zoning Officers, Planners, City/County Managers, Attorneys, Engineers, and Public Works officials. Federal/state/regional Floodplain Managers also are encouraged to attend. The course is designed for those officials with limited floodplain management experience. Attendance will be limited to two participants from any state for each offering. Participants should have less than 3 years of full-time experience in the field of floodplain management.

**Required Prerequisites:** Participants must have knowledge of computers (basic Windows and spreadsheet programs). Participants must complete the following online tutorials:

- Flood Insurance Rate Map tutorial at [www.fema.gov/media/fhm/firm/ot\\_firm](http://www.fema.gov/media/fhm/firm/ot_firm) (30 minutes)
- Federal Insurance Studies tutorial at [www.fema.gov/media/fhm/fis/ot\\_fis](http://www.fema.gov/media/fhm/fis/ot_fis) (40 minutes)

**ACE: Credit Hours:** 1

**Course Length:** 4 days

**CEUs:** 2.4

**CECs:** 12 (CORE)

### E0274 National Dam Safety Program Technical Seminar

The National Dam Safety Program Technical Seminar (NDSPTS) is a 2-day seminar held each year in February. A topic is selected by the training subcommittee of the National Dam Safety Review Board (NDSRB) that highlights relevant issues in Dam Safety engineering and safety.

**Course Objectives:** Upon completion of this course, participants should be able to describe the topic(s) that is selected by the training subcommittee of the NDSRB that highlights relevant issues in dam safety engineering and safety.

**Program Area(s):** Dam Safety; Symposiums

**Delivery Location:** NETC

**Selection Criteria:** The audience for this course is limited to professional staff of Dam Safety programs at the Federal, state and tribal levels, professional staff of Dam Safety programs at the local level who are nominated to represent their State by their State Dam Safety Officer, and also those from the private sector, such as engineering firms.

**Course Length:** 2 days

**CEUs:** 1.4

**CECs:** 12

### E0276 Benefit-Cost Analysis: Entry-Level

This course is designed as an introduction to the fundamental concepts of benefit-cost (BC) analysis. Participants will learn how to obtain BC data and conduct analyses using the latest version of the Benefit Cost Toolkit. This course will not teach how to conduct level-two BC analyses.

#### Course Objectives:

- Demonstrate their knowledge of the basic BCA theory.
- Demonstrate their knowledge of the basic flood concepts.
- Describe features of the BCA Tool.
- Complete a BCA using the Flood Module.
- Explain each screen and important data fields in the Flood Module.
- Complete the independent case study assignment.
- Use supplemental tools and techniques in the BCA Tool in response to different scenarios, which include: Multiple Structures, Displacement Costs Calculation, Loss of Function Calculation, BCR Just Below 1.0, Types of Basements.
- Explain key DFA concepts.
- Identify eligible hazards.
- Explain the DFA Module data and documentation requirements.
- Complete a DFA Module BCA.
- Explain Tornado Safe Room, Hurricane Wind, Hurricane Safe Room, Wildfire, and Earthquake Module data and documentation requirements.
- Complete a Tornado Safe Room, Hurricane Wind, Hurricane Safe Room, Wildfire, and Earthquake Module BCA.

**Program Area(s):** Building Science; Planning; FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** The primary audience for this course is Federal, state, local, and tribal hazard mitigation staff; applicants/grantees; subapplicants/subgrantees; and personnel who are involved in the grant application development process and provide technical assistance.

**Required Prerequisites:** Participants must have knowledge of computers (basic Windows and spreadsheet programs). Participants must complete the following online tutorials:

- Flood Insurance Rate Map tutorial at [www.fema.gov/media/fhm/firm/ot\\_firm](http://www.fema.gov/media/fhm/firm/ot_firm) (30 minutes)
- Federal Insurance Studies tutorial at [www.fema.gov/media/fhm/fis/ot\\_fis](http://www.fema.gov/media/fhm/fis/ot_fis) (40 minutes)
- IS-0276, *Benefit-Cost Analysis Fundamentals*

**Course Length:** 2 days

**CEUs:** 1.4

**CECs:** 12 (CORE)

### E0278 National Flood Insurance Program/Community Rating System

This course covers the Community Rating System (CRS), a nationwide initiative of FEMA's National Flood Insurance Program (NFIP). It describes activities eligible for credit under the 2013 CRS Coordinator's Manual, how a community applies, and how a community modifies an application to improve its classification.

#### Course Objectives:

- Describe Activities Eligible for CRS credit.
- Understand how a community joins the CRS program.
- Identify how to modify an application to improve classification.

**Program Area(s):** Building Science; Dam Safety; Floodplain Management; Hurricane Preparedness; Multi-Hazard Mitigation Planning; FEMA Mitigation

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is intended for a wide range of participants including FEMA Regional Office staff, NFIP State Coordinators, regional planning officials, local and tribal government officials, those who perform floodplain services for local governments, and others interested in learning about the CRS in order to provide technical assistance to communities seeking to apply for CRS credit. Attendance will be limited to two participants from any one community in any fiscal year.

**Required Prerequisites:** Must be a Certified Floodplain Manager, or have completed E0273, *Managing Floodplain Development through the National Flood Insurance Program*, or be a full-time Floodplain Manager with more than 2 years of full-time floodplain management experience, as demonstrated through work in a floodplain management, codes enforcement, or building code field and

through work specifically related to floodplain management. Participants must have an understanding of the NFIP and floodplain management principles. The course material will be difficult to follow without a participant being well-versed in basic concepts of floodplain management.

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management or Public Administration

**Course Length:** 4 days

**CEUs:** 3

**CECs:** 12 (CORE)

### E0279 Retrofitting Flood-Prone Residential Buildings

This course provides engineering and economic guidance to architects, engineers, and local code enforcement officials in retrofitting existing 1- to 4-family residential structures situated in flood-prone areas. The retrofitting measures presented are creative, practical, compliant with applicable floodplain regulations, and satisfactory to most homeowners.

#### Course Objectives:

- Identify basic retrofitting methods that are appropriate for residential structures in flood-prone areas.
- Identify National Flood Insurance Program (NFIP) policy, regulations, building codes, and standards that govern retrofitting projects.
- Evaluate the suitability of retrofitting measures for individual residential structures in terms of technical parameters; homeowner preferences; and Federal, state, and local regulations.
- Understand the analyses that are necessary to determine flood- and non-flood-related forces and other site-specific characteristics that control the design of retrofitting measures.
- Apply basic analysis and design methods to implement the following retrofitting techniques:
  - Elevation of structures (buildings) on solid perimeter walls or open foundations such as posts, columns, piles, or piers
  - Relocation of existing structures outside the floodplain

- Placement of small floodwalls, levees, or berms to protect individual structures (including the installation of temporary or permanent closures for openings)
- Strengthening of foundations, walls, and floors to make them resist flood and flood-related loads
- Installation of temporary or permanent shields or sealants over exterior elements to make structures watertight
- Making building components, including utilities, structural and non-structural components, and contents, water- and damage-resistant during periods of internal flooding of the structure
- Conduct a detailed Benefit-Cost Analysis (BCA) of retrofitting alternatives in order to select an alternative that is both cost-effective and technically feasible.

**Program Area(s):** Building Science; Floodplain Management; Planning

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** The primary audience for this course is engineers and architects. Floodplain Managers and Building Code Officials are also encouraged to attend. Hazard Mitigation, Planning, Zoning, Public Works, and other building officials with building science knowledge and also those from the private sector, such as engineering firms, may also apply.

**Recommended Prerequisites:** Participants should complete IS-0279, *Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures*; and IS-0386.a, *Introduction to Residential Coastal Construction*. Taking these courses should also help potential participants establish whether they have the necessary level of building science knowledge to take the more advanced resident courses.

**ACE: Level:** Upper Division

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Civil Engineering or Emergency Management

**Course Length:** 4 days

**CEUs:** 2.8

**CECs:** 12 (CORE)

## E0282 Advanced Floodplain Management Concepts II

This advanced floodplain management course is a dynamic and interactive instruction that covers the following four topics in detail:

- Placement of Manufactured Homes and Recreational Vehicles in the Floodplain (1 day).
- National Flood Insurance Program Flood Insurance Principles for the Floodplain Manager (1 day).
- Higher Standards in Floodplain Management (1 day).
- Hydrology and Hydraulics for the Floodplain Manager (1 day).

Each topic is designed to be discussed and reviewed in greater detail than the basic course. Developed and real-life scenarios will be examined and activities will be conducted in each section to make sure participants not only understand the rules and regulations but also why they are in place and how to apply them in the particular topic areas. This course is activity-rich and participants can expect to be engaged throughout the course.

**Course Objectives:** This course is designed to provide participants with the requisite knowledge to more effectively address issues concerning:

- Placement of manufactured homes and recreational vehicles in the floodplain;
- National Flood Insurance Program Flood Insurance Principles for the Floodplain Manager;
- Higher Standards in Floodplain Management; and
- Hydrology and Hydraulics for the Floodplain Manager.

**Program Area(s):** Floodplain Management

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Certified Floodplain Managers or community officials with 2 years of full-time floodplain management experience. Federal, state, local, and tribal officials will take precedence.

**Recommended Prerequisite:** Participants should have completed E0273, *Managing Floodplain Development through the National Flood Insurance Program*.

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management or Homeland Security

**Course Length:** 4 days

**CEUs:** 2.4

**CECs:** 12 (CORE)

## E0283 Disaster Field Training Operations Orientation

This course focuses on the knowledge and skills needed to serve as a Disaster Field Training Operations Training Specialist, Training FEMA Qualification System (FQS) Specialist, or Training Support Specialist.

### Course Objectives:

- Identify FEMA incident management and support doctrine, legal authorities, and FEMA strategic mission and apply them to the Disaster Field Training Operations (DFTO) Cadre mission.
- Demonstrate understanding of the FEMA Qualification System in group activities.
- Explain the Presidential disaster declaration process and identify the FEMA disaster assistance programs and Emergency Support Functions that are important to disaster response.
- In a computer lab environment, demonstrate ability to use online tools and perform Training Unit-related tasks within the FEMA Employee Knowledge Center.
- Demonstrate understanding of the Training Specialist's role in supporting the Training Unit.

**Program Area(s):** FEMA Disaster Field Training Operations

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA employees with position titles of Training Specialist, Training FQS Specialist, or Training Support Specialist.

**Course Length:** 4 days

**CEUs:** 3.2

## E0284 Advanced Floodplain Management Concepts III

This advanced floodplain management course is a dynamic and interactive instruction that covers the following five topics in detail:

- Floodway Standards (1 day).
- Disconnects between National Flood Insurance Program Regulations and Insurance (1 day).
- Common Noncompliance Issues (½ day).
- Digital Flood Insurance Rate Maps (DFIRMs) (½ day).
- Substantial Improvement/Substantial Damage (1 day).

Each topic is designed to be discussed and reviewed in greater detail than the basic course. Developed and real-life scenarios will be examined and activities will be conducted in each section to make sure participants not only understand the rules and regulations but also why they are in place and how to apply them in the particular topic areas. This course is activity-rich and participants can expect to be engaged throughout the course.

### Course Objectives:

- Explain floodway concept and purpose.
- Identify regulatory requirements including higher standards.
- Describe methodologies to comply with no-rise certification requirements and map change options for floodway modifications.
- Identify basic rating elements including Lowest Floor Elevation and Base Flood Elevation (LFE/BFE).
- Identify compliance and rating elements for enclosures, A-Zones without BFEs, and floodproofing.
- Identify common floodplain management compliance issues.
- Describe effective messages, administration, and enforcement measures to gain compliance.
- Identify resources that the local Floodplain Manager (FPM) can use to resolve noncompliance issues.
- Describe floodplain mapping purpose, process, and coordination.
- Demonstrate how DFIRMs and backup data can be used.
- Describe map change processes, impact, and cost consequences.
- Explain Substantial Improvement and Substantial Damage (SI/SD) regulations, roles, and responsibilities under the NFIP.
- Describe how to administer SI/SD in participating communities.
- Identify resources for SI/SD and mitigation assistance.

**Program Area(s):** Building Science; Floodplain Management

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Certified Floodplain Managers or community officials with 2 years of full-time floodplain management experience. Federal, state, local, and tribal officials will take precedence.

**Recommended Prerequisite:** E0273, *Managing Floodplain Development through the National Flood Insurance Program*

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management or Homeland Security

**Course Length:** 4 days

**CEUs:** 2.6

**CECs:** 12 (CORE)

### **E0285 Providing Post-Disaster Substantial Damage Technical Assistance to Communities**

This course provides formal training for FEMA staff to learn how to provide Substantial Damage Technical Assistance to Communities in a disaster operation. Within FEMA's disaster workforce, various Hazard Mitigation (HM) staff have different roles in providing this assistance to communities. The HM Field Operations Guide includes Task Lists and an Operating Procedure, which describes how FEMA staff provide Post-Disaster Substantial Damage Technical Assistance.

Substantial Damage regulations are important mechanisms of the National Flood Insurance Program designed to reduce flood risks. FEMA has taken substantial steps to improve the capability of communities to comply with Substantial Damage regulations, including the development of FEMA 758, Substantial Improvement/Substantial Damage Desk Reference; FEMA 784, Substantial Damage Estimator (SDE 2.0); the FEMA 784 CD, which includes the SDE 2.0 tool; training for how to use the SDE 2.0 tool; and the SDE 2.0 User's Manual and Field Workbook.

#### **Course Objectives:**

- Identify the Position Task Book (PTB) tasks for HM Floodplain Management Specialists related to Substantial Damage technical assistance.
- Differentiate among the post-disaster responsibilities of communities, states, and FEMA in ensuring that NFIP Substantial Damage requirements are implemented.
- Assess community need for technical assistance to meet post-disaster Substantial Damage requirements.
- Explain the responsibilities of FEMA HM Floodplain Management Specialists in implementing the "Operating Procedure for Supporting Communities in Substantial Damage Data Collection."
- Identify options communities may select to make Substantial Damage determinations.

- Explain the Substantial Damage Estimator (SDE 2.0) as a tool that can be used as part of the process of Substantial Damage determination.
- Explain the use of Substantial Damage data to make decisions about flood hazard mitigation.
- Apply principles of effective verbal and written communication to explain Substantial Damage topics to local officials.
- Explain how to coordinate with contractor staff to assure quality Substantial Damage data collection that meets contract scope requirements.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA HM Floodplain Management Specialist Trainees, and Qualified HM Floodplain Management Specialists who have not already completed the course. HM Floodplain Management Specialist Experts and HM Floodplain Management Substantial Damage Crew Leaders who have not completed the course will also benefit from the training, but are not the primary audience.

**Required Prerequisites:** E0272, *Managing the Floodplain Post-Disaster*; and IS-0284, *Using the Substantial Damage Estimator 2.0 Tool*

**Course Length:** 1 day

**CEUs:** 0.65

**CECs:** 4 (CORE)

### **E0287 Voluntary Agency Liaison: Functions and Methods**

This course is designed to help participants learn and share skills among a team of partners so they can provide consistent delivery of service to communities impacted by disasters. Throughout the 5 full days of class, participants are challenged to do more than simply memorize and recall information. They will be expected to apply information in many different ways. Through the activities and information presented, they will appraise, argue, choose, defend, estimate, judge, predict, select, value, and evaluate. By the end of the week, critical thinking will be the foundation for all the work participants will do as a Voluntary Agency Liaison (VAL)!

#### **Course Objectives:**

- Recommend disaster assistance programs from the Sequence of Delivery to meet the needs of disaster survivors for a given scenario.
- Propose partnerships with National VOAD members to address problems associated with a given scenario.

- Interpret the cultural geography of a community.
- Develop a long-term recovery group's action plan for a given scenario.
- Determine field applications of various resources in the VAL Toolkit.
- Explain how a Joint Field Office job function supports the work of a VAL.
- Relate information gathered during course interviews to the VAL position in general.
- Compose a presentation that uses field examples to explain the VAL's role in supporting partner organizations during a specific function of the emergency management cycle.

**Program Area(s):** Integrated Emergency Management; Response and Recovery; Voluntary Organizations

**Delivery Location:** NETC; CDP; Resident Offsite; Frederick Distribution Center

**Selection Criteria:** FEMA VALs, state VALs, and representatives from voluntary organizations who have an interest in learning more about the work of VALs in disasters. The course is not recommended for individuals with less than 6 months of experience working with voluntary agencies in disaster, or for those who have fewer than 3 months of deployment experience.

**Required Prerequisites:** IS-0007, *A Citizen's Guide to Disaster Assistance*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0230.d, *Fundamentals of Emergency Management*; IS-0244.b, *Developing and Managing Volunteers*; IS-0288, *The Role of Voluntary Organizations in Emergency Management*; IS-0403, *Introduction to Individual Assistance*; IS-0700.a, *National Incident Management System, An Introduction*; IS-0800.b, *National Response Framework, An Introduction*; IS-0806, *Emergency Support Function (ESF) #6—Mass Care, Emergency Assistance, Housing, and Human Services*; and DF-115, *Applicant Services in the Disaster Recovery Center*

**Recommended Prerequisites:** G0108, *Community Mass Care and Emergency Assistance*; and G0288, *Local Volunteer and Donations Management*

**ACE: Level:** Upper Division

**ACE: Credit Hours:** 3

**ACE: Curriculum:** Emergency Management and Public Administration

**Course Length:** 5 days

**CEUs:** 3.5

## E0288 Local Volunteer and Donations Management

The course is designed to strengthen the abilities of local jurisdictions to successfully prepare for and handle volunteer and donations management issues that may arise. The course content and activities may also serve as a template, thereby enhancing uniformity in addressing areas of donated unsolicited goods, unaffiliated volunteers, and undesignated cash. This training also provides information regarding the state's volunteer and donations management responsibilities, which are designed to help build relationships between government and Non-Governmental Organizations.

### Course Objectives:

- Develop an effective public education and information structure to support the successful management of unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.
- Identify how to effectively manage the surge of unsolicited goods.
- Gather information from organizations, agencies, volunteers, media, and others for donations intelligence purposes.
- Facilitate the matching of unaffiliated volunteers with appropriate organizations or agencies during program implementation.
- List the planning considerations for cash donations. Incorporate technology needed to successfully manage information on unaffiliated volunteers and unsolicited goods.
- Relate volunteer and donations management program responsibilities to the planning components of the annex.
- Identify key organizations and individuals who have a role in managing unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.
- Identify specific agencies and organizations and how they collaborate to form a Volunteer and Donations Coordination Team (VDCT).

**Program Area(s):** Integrated Emergency Management; Response and Recovery

**Delivery Location:** NETC; Resident Offsite; State Delivered

**Selection Criteria:** Local Emergency Managers and representatives of voluntary organizations

**Course Length:** 1½ days

**CEUs:** 1

## E0289 State Volunteer and Donations Management

This course teaches the components of a volunteer and donations management program to be administered at the state level during a large-scale disaster. Course participants will be equipped to prepare a program for their state to effectively manage unaffiliated volunteers, unsolicited donations of goods, and offers of undesignated cash. The course content and activities also serve as a plan template, thereby increasing continuity among states and their voluntary agency partners. This training also provides information regarding FEMA's volunteer and donations management responsibilities and helps build relationships between government and non-profit organizations.

### Course Objectives:

- Gather information from organizations, agencies, volunteers, media, and others for donations intelligence purposes.
- Facilitate the matching of unaffiliated volunteers with appropriate organizations or agencies during program implementation.
- List the planning considerations for cash donations.
- Incorporate technology needed to successfully manage data and information on unaffiliated volunteers and unsolicited goods.
- Relate volunteer and donations management program responsibilities to the planning components of the annex.
- Identify key organizations and individuals who have a role in managing unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.
- Identify specific agencies and organizations and how they collaborate to form a Volunteer and Donations Coordination Team (VDCT).
- Develop an effective public education and information structure to support the successful management of unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.
- Identify how to effectively manage the surge of unsolicited goods.

**Program Area(s):** Integrated Emergency Management; Response and Recovery; Voluntary Organizations

**Delivery Location:** NETC; Frederick Distribution Center; Resident Offsite

**Selection Criteria:** Priority will be given to states that send a team of participants: the state Volunteer/Donations Coordinator and leading stakeholders of statewide voluntary organizations. Each FEMA region is invited to send a Human Services staff member. Other invitees include Federal, state, tribal, and territorial Emergency Managers.

**Required Prerequisite:** IS-0288, *The Role of Voluntary Organizations in Emergency Management*

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0230.d, *Fundamentals of Emergency Management*; and IS-0700.a, *National Incident Management System, An Introduction*

**Course Length:** 3½ days

**CEUs:** 2.5

## E0291 Community Dam Safety, Preparedness and Mitigation

Dam safety is not just the responsibility of the owner and operator of the dam. The best way to reduce, mitigate, or eliminate the risks of flooding resulting from normal dam operations and dam failure is for the entire community to work together to reduce the effects of a potential dam failure by increasing preparedness, reducing potential consequences, improving communications, and land use planning.

This course will teach dam owners; emergency service providers; emergency planners and managers; land use and transportation planners; community leaders; and other members of the community to work together through upfront planning to reduce the risks and mitigate the consequences resulting from a dam failure, and to recover more effectively in the event of a failure.

### Course Objectives:

- Identify the steps necessary for an effective Dam Safety Emergency Action Planning Process.
- Identify the key stakeholders, their roles and responsibilities in contributing to effective Dam Safety Emergency Action Planning, and community resilience to dam flood risk. (Key stakeholders include but may not be limited to dam owners, dam safety officials, emergency managers, first responders, local officials, land use professionals, and planners.)
- Recognize the importance of the National Incident Management System on and its role within Dam Safety Emergency Action Planning, Response Planning, and Recovery Planning.



- Recognize the importance that effective monitoring and Emergency Level determination has on local emergency response activities.
- Identify tools and resources commonly available to the local dam safety community, emergency management community, and local government officials to identify populations and critical infrastructure and resources at risk from dam-related flooding.
- Recognize how information from dam inundation studies and dam risk assessments is used to identify populations and critical infrastructure at risk from dam-related flooding as well as to inform evacuation planning, shelter-in-place strategies, and response and recovery planning efforts.
- Develop an evacuation plan based on information drawn from dam inundation studies and dam risk assessments.
- Recognize the importance of effective Dam Safety tabletop and functional Emergency Action Plan activities.

**Program Area(s):** Dam Safety; Floodplain Management; Planning; Response and Recovery

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is designed for stakeholders in communities that could be affected by a dam breach or failure. Applicants should have experience in one or more of the following areas: dam ownership, dam operations, emergency action planning, emergency response, land use planning, or transportation planning.

**Course Length:** 4 days

**CEUs:** 2.8

### E0294 Managing Training in Disaster Operations

This course provides FEMA Reservists with the ability to serve as Training Managers in a disaster field setting. The course focuses on the primary competencies and tasks needed to perform in this position.

#### Course Objectives:

- Analyze FEMA documents and relate them to the DFTO function.
- Demonstrate understanding of the DFTO Cadre Field Operations Guide and Standard Operating Procedures.
- In a computer lab environment, demonstrate ability to use online tools and perform Training Unit-related tasks.

- In a capstone activity, demonstrate the leadership skills required for managing training activities during disaster operations.

**Program Area(s):** FEMA Disaster Field Training Operations

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA employees with DFTO Cadre position title of Training Manager.

**Required Prerequisite:** E0283, *Disaster Field Training Operations Orientation*

**Course Length:** 4 days

**CEUs:** 3.2

### E0296 Application of Hazus Multi-Hazard for Risk Assessment

This course provides mitigation planners with the skills to use Geographic Information Systems (GIS) tools, with an emphasis on Hazus Multi-Hazard, to create and update the flood, hurricane, and earthquake components of community risk assessments. A combination of individual as well as group activities lead the class through the step-by-step process of conducting a risk assessment including hazard identification, profiling of hazards, developing asset inventories, estimating losses, and prioritizing mitigation options.

#### Course Objectives:

- Define the components of the mitigation planning process with a focus on risk assessment that can be supported by geospatial tools and data.
- List specific examples of how the capabilities of Hazus Multi-Hazard, as well as Hazus Multi-Hazard model inputs, can support risk assessments for floods, earthquakes, hurricanes, and other types of hazards.
- Identify strategies for improving Hazus Multi-Hazard inputs and other related GIS data in order to derive the most benefit from GIS tools when applied to risk assessment and other aspects of mitigation planning.

**Program Area(s):** Hazus-MH and GIS; Multi-Hazard Mitigation Planning

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Federal, state, local, and tribal emergency management professionals who are responsible for developing flood, earthquake, or hurricane hazard risk.

**Required Prerequisites:** E0313, *Basic Hazus Multi-Hazard*, and skills equivalent to those taught in E0190, *ArcGIS for Emergency Managers*.

**Course Length:** 4 days

**CEUs:** 2.8

### E0300 ICS-300: Intermediate Incident Command System for Expanding Incidents

This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS-100 and ICS-200 courses.

#### Course Objectives:

- Describe how the National Incident Management System Command and Management component supports the management of expanding incidents.
- Describe the Incident/Event Management process for supervisors and expanding incidents as prescribed by the ICS.
- Implement the Incident Management process on a simulated Type 3 incident.
- Develop an Incident Action Plan for a simulated incident.

**Program Area(s):** Incident Command System

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Individuals who may assume a supervisory role in Type 1, 2, or 3 level incidents. **Note:** During a Type 3 incident, some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. These incidents may extend into multiple Operational Periods.

**Required Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Recommended Prerequisite:** Experience using concepts and principles from ICS-100 and ICS-200 in a response or exercise

**Course Length:** 3 days

**CEUs:** 1.8

### E0302 Division Supervisor

This activity-based, 5-day course provides requisite technical knowledge for FEMA personnel fulfilling the role of Division Supervisor (DIVS) at the incident management level. The course provides the target audience training opportunities to identify and practice the essential behaviors required when performing the duties of the DIVS position, in alignment with the FEMA DIVS Position Task Book, the FEMA Incident Management Handbook, and FEMA incident management doctrine. This course is one of the required steps to becoming an FQS-qualified FEMA DIVS.

#### Course Objectives:

- Describe the relationship between the FEMA DIVS, local officials, and the disaster staff.
- Describe how information is shared within a Division and with the disaster staff.
- Describe resource management within a division.
- Describe how a division is established and organized.
- Describe the relevant authorities and doctrine for a FEMA Division Supervisor.

**Program Area(s):** Response and Recovery; FEMA Federal Coordinating Officer; FEMA Mitigation; FEMA Operations–Federal; FEMA Public Assistance–Federal  
**Delivery Location:** NETC; CDP; Resident Offsite Multiple Locations, i.e., FLETC

**Selection Criteria:** FEMA Division Supervisor Trainee or Candidate; other positions may attend with permission from the Operations Cadre Management.

**Required Prerequisite:** Current FQS status as either a Division Supervisor Trainee or Candidate

**Course Length:** 5 days

**CEUs:** 3.5

### E0312 Fundamentals of Building Science

This course is designed to present information on the risks posed by natural hazards, and the basic scientific and engineering concepts for hazard-resistant buildings and facilities. The course reviews information pertaining to impacts of wind, flood, earthquake, and wildland/urban interface fire on the constructed environment, and explains key performance and construction issues related to floods, wind, wildfires, and earthquakes.

#### Course Objectives:

- Understand the characteristics of each hazard.
- Identify sources of information concerning critical properties of each hazard; e.g., hazard size and intensity classification systems.
- Recognize the damage risk to the constructed environment for each hazard.
- Recognize hazard resistant design provisions in the model building codes for each hazard.
- Identify mitigation options and technologies for each hazard.
- Identify current and emerging critical issues for each hazard.

- Identify resources of technical information helpful in developing and evaluating proposed mitigation strategies for each hazard.
- Describe FEMA Building Sciences Branch roles and responsibilities in advancing hazard resilient communities, its programs, and activities for pre- and post-disaster hazard mitigation.
- Recognize key issues of wind, flood, earthquake, and wildland/urban fire hazards and respective hazard mitigation.
- Describe potential risk synergies present in multi-hazard environments, key issues in recognizing and managing risk associated with multi-hazard environments.

**Program Area(s):** Building Science; Floodplain Management; Hurricane Preparedness; Multi-Hazard Mitigation Planning; FEMA Mitigation

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** The audience for this course is FEMA Disaster Reservists, Cadre of On-Call Response/Recovery Employees, and FEMA Permanent Full-Time Employees whose work assignments require disaster-resistant building science knowledge. Only those participants nominated by their regions will be enrolled.

**Course Length:** 4 days

**CEUs:** 2.8

**CECs:** 12 (CORE)

### E0313 Basic Hazus Multi-Hazard

This course offers a hands-on introduction to Hazus Multi-Hazard, FEMA's GIS-based tool for analyzing the social and economic impacts from natural hazards including hurricanes, earthquakes, and floods (riverine and coastal). Impact assessments for each hazard include shelter needs, short and long term economic losses, and debris estimations. Hazus Multi-Hazard can also assess impacts on transportation and utilities, agricultural losses, and vehicle losses for selected hazards.

Topics addressed in this course include overviews of building and population inventory components; options for describing the magnitude and extent of modeled hazards; loss estimation methodologies; and options for creating maps, tables, and reports that describe hazard impacts. Particular emphasis is given to exploring and interpreting the outputs that Hazus Multi-Hazard can generate as well as discussing how that information can be applied to support emergency management needs and goals. All activities are based on Hazus Multi-Hazard provided inputs.

After completing this course participants can optionally take additional Hazus Multi-Hazard courses to learn to refine loss estimations by adjusting model parameters or by integrating their own inventory and hazard data.

#### Course Objectives:

- Learn the types of information that Hazus Multi-Hazard can produce as well as how that information relates to emergency management.
- Know how to navigate the Hazus Multi-Hazard software user interface.
- Develop a basic understanding of how Hazus generates information about exposure and losses related to flood, earthquake, and hurricane hazards.

**Program Area(s):** Hazus-MH and GIS; Multi-Hazard Mitigation Planning

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Federal, state, local, and tribal specialists, researchers, insurance companies, utilities, and others who are involved with or interested in understanding the social and economic impacts associated with floods, hurricanes, or earthquakes.

**Required Prerequisite:** Skills equivalent to those taught in E0190, *ArcGIS for Emergency Managers*

**Course Length:** 4 days

**CEUs:** 2.8

### E0317 Comprehensive Data Management for Hazus Multi-Hazard

This course provides an in-depth exploration of the Hazus Multi-Hazard inventory, which describes the buildings, infrastructure, and populations that are at risk from hurricanes, floods, and earthquakes. It includes an overview of the methodologies that were used to develop and compile the Hazus Multi-Hazard-provided inventory. However, the focus of the course is on developing the technical skills for updating and maintaining the inventory with user-provided data.

Participants will work extensively with a variety of data management tools including ArcGIS. It is expected that they will have experience with ArcGIS prior to attending the course. Those without this experience will be challenged to successfully engage in course activities.

#### Course Objectives:

- Describe the structure of Hazus Multi-Hazard inventory including file locations and contents.

- Know how to use the Comprehensive Data Management System to improve the Hazus Multi-Hazard inventory with user-provided data.
- Prioritize the most important parts of the Hazus Multi-Hazard inventory that require updating based on project needs.
- Identify typical sources of information that can be used to update the Hazus Multi-Hazard inventory.

**Program Area(s):** Hazus-MH and GIS; Multi-Hazard Mitigation Planning

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Federal, state, local, and tribal emergency managers, planners, and GIS Specialists who want to learn how to integrate user-developed building and other non-hazard inventory data into the Hazus Multi-Hazard modeling process. A working knowledge of ArcGIS, including the ability to create and manipulate data, is required.

**Required Prerequisites:** E0313, *Basic Hazus Multi-Hazard*, and skills equivalent to those taught in E0190, *ArcGIS for Emergency Managers*.

**Course Length:** 4 days

**CEUs:** 2.8

### E0321 Management of Individual Assistance

This course gives participants the tools needed to provide the best service to disaster survivors based on the New FEMA vision of being the Nation's pre-eminent Emergency Management Agency. The primary audience for this course is FEMA nationwide Individual Assistance (IA) staff, including IA Branch Directors and IA Group Supervisors, as well as Operations Section Chiefs and Federal Coordinating Officers.

#### Course Objectives:

- Locate, describe, and/or apply laws, regulations, and policies authorizing IA Programs and Services.
- Describe the relationship between IA Programs with regards to the "Whole Community" concept.
- Discuss the structure and roles of IA at the Division, Branch, and Field Operations levels.
- Describe IA Programs and Services.
- Identify IA planning and reporting requirements.
- Demonstrate software applications and resource tools necessary to support the management of IA Programs and Services.

**Program Area(s):** FEMA Individual Assistance—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participants should have served in one disaster operations field position as Group Supervisor or Team Lead or Task Force Lead and Crew Lead.

**Course Length:** 4 days

**CEUs:** 3.2

### E0337 Posting Integrated Financial Management Information System Transactions

This course trains participants to post financial transactions to the Integrated Financial Management Information System (IFMIS). Classes are conducted using the computer laboratory. Participants will be instructed by an expert system user about transactions for the following: disaster assistance, travel advances, receiving reports, invoices, expenditures, approvals, reports, and more. For each type of transaction, participants will be guided through an activity, and then given a similar activity to perform on their own. Successful completion of the course is required before access to the system will be granted.

**Course Objective:** To provide the participant with the tools needed to use the IFMIS system in performing their jobs through lecture and hands-on activities.

**Program Area(s):** FEMA Financial Management

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Required for any FEMA financial staff member who needs to record transactions to the accounting system as part of his or her duties. Reservists who have the course on their FEMA Qualification Sheet have first priority.

**Course Length:** 3 days

**CEUs:** 2.1

### E0348 Orientation to Mission Assignments for FEMA Staff and Interagency Partners

This course is intended to provide FEMA and its partners with the knowledge of how to request Federal assistance through the resource request and mission assignment processes including reimbursement, billing, and close-out.

#### Course Objectives:

- Demonstrate the process of requesting Federal assistance utilizing the resource request process.
- Describe the mission assignment (MA) roles, responsibilities, and authorities.
- Provide a working knowledge of the MA process and MA types.

- Identify reporting requirements.
- Identify steps in billing, reimbursement and closeout.

**Program Area(s):** Response and Recovery; FEMA Comptroller; FEMA Logistics; FEMA National Disaster Recovery Support (NDRS); FEMA Operations–Federal; FEMA Operations–Other Federal Agencies; FEMA Public Assistance–Federal; FEMA Employee Training

**Delivery Location:** NETC; Resident Offsite; FEMA Regions/HQ

**Selection Criteria:** FEMA Regional staff, Other Federal Agency (OFA) staff, and state Emergency Management staff.

**Required Prerequisite:** Completion of IS-0293, *Mission Assignment Overview*, or at the approval of the FEMA Headquarters/Region or EMI Course Manager

**Course Length:** 2 days

**CEUs:** 1.4

### E0349 Mission Assignment Processing

The 4-day course is intended to provide FEMA staff with the skills, tools, and competencies to become proficient in managing and processing Mission Assignments (MAs).

#### Course Objectives:

- Demonstrate proficient skills in the use of mission assignment (MA) systems to create and process a mission assignment.
- Construct, organize, and maintain MA records for the life cycle of a MA.
- Distinguish the transition from the RRCC to the JFO and to the Region.
- Manage mission assignments and MA staff.

**Program Area(s):** Response and Recovery; FEMA Operations–Federal

**Delivery Location:** NETC; may be offered off campus as required

**Selection Criteria:** Those who have the course on their FEMA Qualification Sheet and have completed E0348, *Orientation to Mission Assignments for FEMA Staff and Interagency Partners*.

**Required Prerequisites:** IS-0293, *Mission Assignment Overview*; and E0348, *Orientation to Mission Assignments for FEMA Staff and Interagency Partners*

**Course Length:** 4 days

**CEUs:** 2.8

### E0352 Crisis Counseling Assistance and Training Program Training State Trainers

This course provides states, U.S. territories, or Federally recognized tribal organizations with a cadre of trainers who have the knowledge and tools necessary to conduct standardized trainings for the Crisis Counseling Assistance and Training Program (CCP). After this class, participants will train grant-supported crisis counselors to carry out individual and group crisis counseling, basic education and support, referral, community networking, and public education for disaster survivors and affected communities.

#### Course Objectives:

- Recognize ways in which traditional classroom approaches differ from approaches that support adult learning.
- Describe ways in which trainers can prepare a training environment that supports the learning process.
- Identify five principles of adult learning.
- Describe auditory, visual, and kinesthetic learning styles.
- Explain the key concepts of the CCP Model.
- Describe your roles and responsibilities as a CCP trainer.
- Demonstrate knowledge of the Trainer’s Toolkit components.
- Describe the CCP data collection forms and how they are used.
- Identify Level One and Level Two of evaluation in the CCP Trainer’s Toolkit.
- Demonstrate the use of principles and techniques of adult learning in delivering ISP and RSP training content.

**Program Area(s):** Response and Recovery

**Delivery Location:** NETC

**Selection Criteria:** Individuals who are selected by or who are state and territory Disaster Behavioral Health Coordinators. These individuals should be experienced trainers and knowledgeable and experienced in the CCP. Final selection will be jointly authorized by FEMA and the Substance Abuse and Mental Health Services Administration.

**Course Length:** 4 days

**CEUs:** 2.8

### E0354 Crisis Counseling Program (Grants Training) for State Mental Health Authorities

This course provides mental health departments of states, U.S. territories, or Federally recognized tribal organizations with the knowledge and tools necessary to successfully complete the Crisis Counseling Program (CCP) Grant applications in order to manage a CCP during a Presidentially declared disaster. Training topics include the CCP Grant application process, grant reporting requirements, disaster mental health concepts, and organizational aspects of disaster response. **Note:** This course does not provide instruction on crisis counseling or stress management techniques.

**Course Objectives:** During the course, the participant will learn about:

- Who is a Crisis Counseling Assistance and Training Program (CCP) qualified applicant;
- The Immediate Services Program (ISP) application; and
- Responsibilities of the SMHA after a disaster.

**Program Area(s):** Individual Assistance—State; Response and Recovery

**Delivery Location:** NETC

**Selection Criteria:** State Mental Health personnel who, following a qualifying Presidential declaration of disaster, are responsible for preparing the CCP Grant application on behalf of the state, territory, or Federally recognized tribal organization, and have first-hand knowledge of the state, territory, or tribal mental health system. Enrollment is by nomination from state, territory, or tribal mental health authorities.

**Course Length:** 4 days

**CEUs:** 2.8

### E0357 State Individual Assistance Operations

This course is designed for state-level staff responsible for coordinating and administering Individual Assistance (IA) to those affected by emergencies or disasters. It is intended to enable participants to coordinate state Response and Recovery operations for individuals and families.

**Course Objectives:**

- Define IA operations during response to and recovery from Presidentially declared emergencies and disasters.

- Differentiate between short- and long-term disaster assistance.
- Describe IA programs and administration requirements.
- Demonstrate program authority and eligibility.
- Demonstrate the sequence of service delivery.
- Highlight partnerships and information-sharing.

**Program Area(s):** Individual Assistance—State

**Delivery Location:** NETC; Resident Offsite

**Course Length:** 4 days

**CEUs:** 3.2

### E0359 Individual Assistance Other Needs Assistance Specialist

This course provides training to FEMA Individual Assistance (IA) personnel to enable them to initiate, operate, and transition Other Needs Assistance (ONA) during a Presidentially declared event in a Joint Option State.

**Course Objectives:**

- Describe the legislation that provides FEMA the authority for ONA.
- Identify the Sequence of Delivery and how it impacts ONA.
- List the Administrative Options and funding for ONA.
- List ONA setup requirements.
- Describe responsibilities of Inspection Services and how they relate to ONA.
- Describe main organizations listed in the Joint Field Office (JFO) organizational structure and ONA partners.
- List the responsibilities of ONA Specialists.
- Describe case processing procedures for a FEMA Option.
- Describe case processing procedures for a Joint Option.

**Program Area(s):** FEMA Individual Assistance—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** The primary audience for this course is FEMA IA ONA Specialists and trainees, Human Services Managers, and State ONA (Joint Option States only).

**Course Length:** 4 days

**CEUs:** 3.2

### E0361 Multi-Hazard Emergency Planning for Schools

This 4-day course provides school district teams with the knowledge, skills, and tools needed to develop, review, enhance, and sustain an all-hazards/threats district/school emergency operations plan (EOP). In every unit, emphasis is placed on working with the whole community—including parents/guardians and outside agencies such as law enforcement, fire, and emergency management—on planning for and mitigating all threats and hazards, including active shooter/mass casualty incidents. Through this course, participants will learn how to leverage existing relationships and build new working relationships with community-based protection, response, and recovery organizations to help their schools better plan for, protect against, mitigate, respond to, and recover from emergencies.

#### Course Objectives:

- Leverage working relationships with community organizations for planning.
- Conduct assessments to identify threats, hazards, and vulnerabilities.
- Develop or refine your district/school EOP.
- Develop response and recovery protocols.
- Conduct effective training and exercises.
- Develop an action plan for sustaining your district/school EOP.

**Program Area(s):** Citizen Preparedness; Incident Command System; Planning; Preparedness for Schools/Children/Higher Education/Houses of Worship; Response and Recovery; Tribal

**Delivery Location:** NETC

**Selection Criteria:** School district/county/state teams. Teams consist of the following: First Responders: Police/SRO; Fire; Emergency Management; Emergency Medical Services/Public Health. School Administrators: Superintendent/Assistant Superintendent/Risk Manager; Principal/Assistant Principal; Public Information Officer; Security Official/School Safety Coordinator/School Safety Team member/Facility Manager/Building Engineer; Transportation Coordinator; Food Service Coordinator; and School Nurse/School Counselor/Psychologist.

**Required Prerequisite:** Teams must bring their school district/school Emergency Operations Plan to training.

**Recommended Prerequisites:** Completion of IS-0100.SCa (or ICS-0100.SC or ICS-0100), *Introduction to the Incident Command System (ICS-100) for Schools*; and IS-0700.a, *National Incident Management System, An Introduction*

**Course Length:** 4 days

**CEUs:** 2.8

### E0362 Train-the-Trainer for G0364, Multi-Hazard Emergency Planning for Schools

This course introduces G0364, *Multi-Hazard Emergency Planning for Schools*, field course materials, and prepares participants to deliver G0364 within their states or local regions.

#### Course Objectives:

- Demonstrate an awareness of the G0364 course materials.
- Identify appropriate instructional techniques for the delivery of the G0364 course.
- Identify critical teaching points, participant challenges, and desired outputs for the G0364 course.
- Explain how to coordinate and execute G0364 course deliveries in their state.

**Program Area(s):** Citizen Preparedness; Planning

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** The target audience for this course includes school administrators; state and local Emergency Managers; and first responders. Participants must demonstrate a working knowledge of school planning through experience and training, and must be experienced in adult education.

**Required Prerequisites:** Completion of the following: IS-0100.b, *Introduction to the Incident Command System, ICS-0100*; or IS-0100.SCa, *Introduction to the Incident Command System (ICS-100) for Schools*; IS-0700.a, *National Incident Management System, An Introduction*; IS-0362.a, *Multi-Hazard Emergency Planning for Schools*

**Recommended Prerequisite:** Completion of E0361, *Multi-Hazard Emergency Planning for Schools* (version November 2010 or November 2013)

**Course Length:** 3 days

**CEUs:** 2.4

### E0364 Multi-Hazard Emergency Planning for Schools

This 3-day course provides school teams with the knowledge, skills, and tools needed to develop or update an all-threats/hazards school emergency operations plan (EOP), and to identify how to train and exercise the school EOP. This course follows the guidance set forth in FEMA Comprehensive Preparedness Guide (CPG-101) for developing an EOP and explains how to engage the whole community—including parents/guardians and outside agencies such as law enforcement, fire, public health, and emergency management—in school preparedness and planning for and mitigating all threats and hazards. Throughout the course, participants will have the opportunity to review their existing EOP and identify areas for improvement and have an opportunity to build partnerships and develop positive working relationships among first responders and school staff.

#### Course Objectives:

- Refine or develop a school emergency operations plan (EOP).
- Identify how to train and exercise their school EOP.

**Program Area(s):** Citizen Preparedness; Planning; Preparedness for Schools/Children/Higher Education/Houses of Worship; Tribal

**Delivery Location:** NETC

**Selection Criteria:** School teams consisting of 3–5 individuals such as: Principals, Assistant Principals, Risk Managers, School Board members, School Safety Coordinators, Transportation and Food Service Coordinators, Facility Managers/Building Engineers, Nurses, Counselors, Public Information Officers, Teachers representing their school safety committee, and local first responders.

**Required Prerequisite:** School teams must bring their school emergency operations plan (EOP) to training.

**Recommended Prerequisites:** IS-0100.SCa (or IS-0100.SC, or IS-0100.b), *Introduction to the Incident Command System (ICS-100) for Schools*; and IS-0700.a, *National Incident Management System, An Introduction*

**Course Length:** 3 days

**CEUs:** 1.9

### E0366 Planning for the Needs of Children in Disasters

This course enables participants to improve their community's Mitigation and Emergency Operations Plan (EOP) specifically regarding the needs of children. The course will provide participants with the information needed to address the unique needs of children prior to, during, and following disasters. It will also provide them guidance and direction on how to form coalitions and how to become advocates for the unique needs of children in all aspects of Emergency Management.

#### Course Objectives:

- Articulate the importance of providing for the needs of children in disasters in their community's current Emergency Management Plan.
- Explain what is required to keep children safe in emergencies and why those needs are unique.
- Explain the assumptions, concept of operations, and organization and assignment of responsibilities that address the unique needs of children prior to, during, and following disasters.
- Explain the Planning components necessary to address the unique needs of children prior to, during, and following disasters.
- Create an annex to a community's EOP, addressing the unique needs of children in disasters.
- Identify stakeholders and organizations that can assist in preparing for the needs of children in disasters.
- Initiate steps to form coalitions and build teams that have a stake in keeping children safe in disasters.

**Program Area(s):** Citizen Preparedness; Multi-Hazard Mitigation Planning; Response and Recovery; Voluntary Organizations

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** The target audience for this course is state and local Emergency Managers and Planners, Child Services Agencies, Non-Governmental Organizations, Childcare Providers, Schools, and Faith-Based Organizations.

**Course Length:** 6 hours

**CEUs:** 0.6



**E0368 Congressional Affairs Basic**

This course is part of the Policies, Procedures and Practice for External Affairs Program. It focuses on the Congressional Affairs (CA) component of FEMA's External Affairs operation under the Emergency Support Function #15 (ESF #15). The course teaches tasks outlined in the various task lists for Specialist positions outlined by the ESF #15 Standard Operating Procedures.

**Course Objectives:**

- Describe the course purpose and the CA mission.
- Describe the philosophy and operating guidelines that provide guidance to Congressional Affairs Specialists as they execute their responsibilities.
- Describe the techniques used by CA Specialists to develop and maintain situational awareness.
- Describe techniques for prioritizing goals.
- Describe the importance of developing partnerships with Congressional customers.
- Describe guidelines for handling inquiries and turning them into opportunities.
- Describe how to strategically plan a briefing.
- Practice delivering a briefing.
- Describe how CR Specialists contribute to and use information networks within the JFO.
- Describe problem-solving approaches that can help CR Specialists turn problems into opportunities.
- Provide the participants with an opportunity to receive clarification on any of the component training content presented, and any other aspects of the Congressional Affairs Specialist position.

**Program Area(s):** FEMA External Affairs—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** New Specialists assigned to positions within a FEMA JFO, External Affairs Congressional Affairs component. All participants must have the requisite open FEMA Qualification System Position Task Book.

**Recommended Prerequisite:** E0750, *Policies, Procedures and Practice for External Affairs, Part I*

**Course Length:** 2½ days

**CEUs:** 2

**E0374 Public Assistance Group Supervisor**

This course focuses on the duties and responsibilities of a Public Assistance (PA) Group Supervisor and PA Task Force Leader by providing a review of legislation, regulations, policies, and guidance governing the PA Program.

**Course Objectives:**

- Demonstrate the ability to develop an effective Public Assistance Management Plan.
- Identify the major responsibilities, duties, and tasks of a Public Assistance Group Supervisor.
- Develop and apply an effective disaster transition and closeout strategy.

**Program Area(s):** FEMA Public Assistance—Federal

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** FEMA PA Staff who have performed or may be expected to perform the duties of a PA Group Supervisor or PA Task Force Leader during a disaster event.

**Required Prerequisites:** E0381, *Project Specialist*, or IS-0631, *Public Assistance Operations I*, prior to October 1, 2009; L0378, *Public Assistance Preliminary Damage Assessment*; E0380, *Public Assistance Task Force Leader*; and E0382, *Public Assistance Coordinator Crew Leader*

**Course Length:** 4 days

**CEUs:** 2.4

**E0376 State Public Assistance Operations**

This course provides state, local, and tribal staff with an overview of FEMA's Public Assistance (PA) Program, process, and policies. Course topics include introduction to program laws, regulations, and policies; PA process; grants management; eligibility; Hazard Mitigation in the PA Program; compliance with other Federal laws and regulations; and project formulation.

**Course Objectives:**

- Identify, explain, and apply Public Assistance Program laws, regulations, and policies.
- Describe the milestones of the Public Assistance Program process and explain the Grantees role.
- Demonstrate basic knowledge of Public Assistance eligibility.

**Program Area(s):** Public Assistance—State

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** State, local, and tribal government personnel responsible for administering Public Assistance grants.

**Required Prerequisite:** IS-0634, *Introduction to FEMA's Public Assistance Program*

**Course Length:** 4 days

**CEUs:** 2.4

### E0380 Public Assistance Task Force Leader

This course focuses on the duties and responsibilities of a Task Force Leader in the Public Assistance (PA) Program. It is intended to teach participants a process by which to organize, manage, use, support, and understand available guidance and tools to carry out those responsibilities.

#### Course Objectives:

- Demonstrate the ability to manage Public Assistance Crew Leaders.
- Demonstrate the ability to perform the duties of a Task Force Leader in accordance with operational goals and requirements.

**Program Area(s):** FEMA Public Assistance—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA Public Assistance Staff who have performed or may be expected to perform the duties of a PA Task Force Leader during a disaster event.

**Required Prerequisites:** E0381, *Project Specialist*; or IS-0631, *Public Assistance Operations I*, prior to October 1, 2009; and E0382, *Public Assistance Coordinator Crew Leader*

**Course Length:** 2 days

**CEUs:** 1.2

### E0381 Project Specialist

This course focuses on the duties and responsibilities of a Public Assistance (PA) Project Specialist. Topics include initial operations, program eligibility, project formulation, and special considerations.

#### Course Objectives:

- Demonstrate the basic knowledge to perform the tasks of a Project Specialist in support of the Public Assistance Program.
- Demonstrate the ability to formulate a Project worksheet.

**Program Area(s):** FEMA Public Assistance—Federal

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** FEMA Public Assistance (PA) Group Supervisors, PA Task Force Leader, PAC Crew Leader, PA Project Specialist.

**Course Length:** 4 days

**CEUs:** 2.4

### E0382 Public Assistance Coordinator Crew Leader

This course focuses on the duties and responsibilities of a Public Assistance Coordinator (PAC) Crew Leader. Topics include Public Assistance eligibility, special considerations, and process management tools.

#### Course Objectives:

- Demonstrate the ability to apply Public Assistance Program eligibility and special considerations regulations and policies.
- Demonstrate the ability to utilize FEMA reference documents, software, and guidance when dealing with program-specific issues.

**Program Area(s):** FEMA Public Assistance—Federal

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** FEMA Public Assistance staff who will perform the duties of a PAC Crew Leader only.

**Required Prerequisite:** E0381, *Project Specialist*; or IS-0631, *Public Assistance Operations I*, prior to October 1, 2009

**Course Length:** 4 days

**CEUs:** 2.4

### E0386 Residential Coastal Construction

This course is designed to train participants to effectively use FEMA P-55, *Coastal Construction Manual* (4<sup>th</sup> Edition). The course and publication provide a comprehensive approach to planning, siting, designing, constructing, and maintaining homes in the coastal environment. The course contains in-depth descriptions of design, construction, and maintenance practices that, when followed, will increase the durability of residential buildings in the harsh coastal environment and reduce economic losses associated with coastal natural disasters.

#### Course Objectives:

- Understand the basic principles of designing in coastal environment: design premise, design framework, constraints, defining a “successful” building.
- Understand the differences in design requirements and expected performance between coastal construction and inland construction.
- Understand the significance and “lessons” of historical events at the coast.
- Describe minimum requirements and “best practices” for coastal construction.

- Identify coastal hazards at potential building sites and identify where to obtain pertinent information.
- Understand how to calculate design loads and conditions.
- Understand the continuous load path principle.
- Identify siting, design, construction, and maintenance defects that result in vulnerable buildings.

**Program Area(s):** Building Science; Floodplain Management; Hurricane Preparedness; Multi-Hazard Mitigation Planning; FEMA Mitigation

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** The primary audience for this course is engineers and architects. Floodplain Managers and Building Code Officials are also encouraged to attend. Hazard Mitigation, Planning, Zoning, Public Works, and other Building Officials with building science knowledge and also those from the private sector, such as engineering firms, may also apply.

**Recommended Prerequisites:** Participants should complete IS-0279, *Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures*; and IS-0386.a, *Introduction to Residential Coastal Construction*. Taking these courses should also help potential participants establish whether they have the necessary level of building science knowledge to take the more advanced resident courses.

**ACE: Level:** Upper Division

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Coastal Residential Construction Practices, Emergency Management Hazard Mitigation Techniques, or Civil Engineering

**Course Length:** 4 days

**CEUs:** 2.8

**CECs:** 12 (CORE)

### E0388 Advanced Public Information Officers Course

This advanced course builds on the foundations established in the G0290, *Basic Public Information Officers Course*, by focusing on Public Information Officer (PIO) responsibilities in large-scale emergency situations. This is accomplished through a series of lectures and simulation exercises. Topics include legal issues, risk communication, interpersonal skills, and effective communication in emergencies, media relations, social media, and use of the Joint Information System.

### Course Objectives:

- Operate effectively in day-to-day activities that involve fostering public awareness and emergency preparedness.
- Operate effectively at local emergencies (local flooding, warehouse fire, train derailment, weather emergency) where the level of emergency operation requires a command post or emergency operations center activation and involves local media coverage.
- Operate effectively during disasters (such as earthquakes or hurricanes) that exceed local resources, require extensive coordination among Public Information Officers within a Joint Information Center, and which may involve national media attention.

**Program Area(s):** Integrated Emergency Management; FEMA External Affairs–Federal

**Delivery Location:** NETC

**Selection Criteria:** Full- and part-time Public Information personnel who have completed the *Basic Public Information Officers Course (G0290)*. This recommended requirement can be waived for those individuals who have extensive experience in public information activities. Waiver requests must be in writing and submitted to Admissions.

**Required Prerequisite:** G0290, *Basic Public Information Officers Course*

**Recommended Prerequisites:** IS-0029, *Public Information Officer Awareness*; or G0289, *Public Information Officer Awareness Training*; G0291, *Joint Information System/Center Planning for Tribal, State, and Local Public Information Officers*; and E0952, *NIMS ICS All-Hazards Public Information Officer Course* (or pre-approved EMI waiver)

**Course Length:** 4 days

**CEUs:** 3.2

### E0390 Integrating Emergency Management Education into Your Institution

This workshop provides information about Emergency Management (EM) and the benefits of and resources available for integrating EM degree programs and EM course offerings at institutions of higher education. It is a facilitation-driven workshop focused on creating an Action Plan to be applied within each participant's academic department. During the session, participants will be inspired to see the importance of EM and will create an Action Plan that they can use, along with a toolkit of additional resources that will be provided, when they return to their schools to increase their school's EM-related offerings.

**Course Objectives:**

- Examine the benefits for an institution and a community provided by EM-related offerings.
- Construct the process for creating a new certificate or degree program in emergency management.
- Estimate and perform a needs assessment based on the size and scale of course offerings.
- Describe the mutually beneficial relationship between an institution of higher education and the community it serves with regard to emergency management.
- Assess the cost and revenue impact associated with implementing emergency management program offerings.
- Discuss where emergency management courses can fit within an existing college curriculum and departmental structure.
- Develop cost-effective staffing strategies for initiating emergency management programs.
- Create a marketing approach suitable for emergency management programs within their communities.
- Identify opportunities particular to minority-serving institutions expanding their emergency management offerings.
- Create and practice an action plan customized to implementing emergency management course offerings at their institutions.

**Program Area(s):** Citizen Preparedness; Planning; Preparedness for Schools/Children/Higher Education/Houses of Worship

**Delivery Location:** NETC

**Selection Criteria:** Department Chairs of Emergency Management-related disciplines (such as Sociology, Geography, Public Administration, or Psychology, etc.) from Historically Black Colleges and Universities, Tribal Colleges and Universities, and Hispanic-Serving Institutions.

**Course Length:** 2 days

**CEUs:** 1.6

### E0392 Emergency Management Higher Education Symposium

The primary purpose of this Symposium is to encourage and support inter-school dialogue on a variety of issues and topics related to Hazard, Disaster, and Emergency Management higher education, as well as to facilitate direct dialogue between the Emergency Management Higher Education Program and representatives of

colleges and universities with Emergency Management programs. A secondary purpose of the Symposium is to provide information to the faculty and administrators of Emergency Management collegiate programs that could be used in the development of new Emergency Management college courses and programs or in the modification of existing courses—akin to an “educate the educator” posture.

**Course Objectives:**

- Describe current issues, problems, and potential solutions related to hazard, disaster, emergency management, and homeland security higher education.
- Discuss information which could be used in the development of new emergency management courses or programs or the modification of current courses or programs.
- Discuss recent changes to laws, policies, and regulations affecting emergency management.
- Discuss the latest developments in emergency management and homeland security research.
- Describe the skills, knowledge, and abilities graduates will need in order to build a more disaster resistant and resilient Nation.

**Program Area(s):** Symposiums

**Delivery Location:** NETC

**Selection Criteria:** Faculty and administrators with colleges and universities which (1) have a Hazard, Disaster, or Emergency Management academic program in place, (2) are investigating or developing a Hazard, Disaster, or Emergency Management academic program, or (3) FEMA is seeking to interest in developing such a program. In addition, a small number of participants are FEMA Emergency Management Higher Education Program materials developers and representatives of stakeholder organizations.

**Course Length:** 4 days

**CEUs:** 3.2

### E0400 Advanced Incident Command System for Command and General Staff—Complex Incidents

This course provides training for personnel who require advanced application of the Incident Command System (ICS) within a Type 1 or Type 2 level incident or event. This course expands upon information covered in ICS-100 through ICS-300 courses, which are prerequisites for the ICS-400 course.

**Course Objectives:**

- Explain how major incidents engender special management challenges.
- Describe the circumstances in which an Area Command is established.
- Describe the circumstances in which Multi-Agency Coordination Systems are established.

**Program Area(s):** Incident Command System

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Senior personnel who are expected to perform in a management capacity in an Area Command or Multi-Agency Coordination Entity.

**Required Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; E/G0300, *ICS-300: Intermediate Incident Command System for Expanding Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Recommended Prerequisites:** Experience using concepts and principles from ICS-100, ICS-200, and ICS-300 in a response or exercise

**Course Length:** 2 days

**CEUs:** 1.4

### E0410 Mass Care/Emergency Assistance Task Force Leaders

This new course is designed to enhance the knowledge and skills of experienced FEMA Mass Care staff. It will focus on expanding participants' knowledge of Mass Care at the Federal, state, local, and Non-Governmental Organizations levels; providing practical Mass Care exercises; integrating best practices of Mass Care services; and assisting in the development and credentialing of FEMA Mass Care staff assigned to Area Field Offices, Joint Field Offices, and Regional Response Coordination Centers.

**Course Objectives:**

- Explain the principles/doctrine that pertains to the Mass Care and Emergency Assistance (MC/EA) Group (Unit 1).
- Describe the primary tasks and activities the MC/EA Task Force Leader (MCTL) will be required to execute in order to manage the task force effectively (Unit 2).
- Develop and implement objectives to meet the strategic goals of the Mass Care Group (Unit 2).
- Identify reporting requirements for each MC/EA Task Force (Unit 2).

- Demonstrate how to develop and maintain a staffing plan (Unit 3).
- Demonstrate how to engage the whole community (Unit 4).
- Explain the characteristics of the various partners and their respective roles (Unit 4).
- Describe how MCTL can build and maintain successful working relationships with the whole community (Unit 4).
- Explain how to use the Mission Assignment process to support the MC/EA mission (Unit 5).
- Demonstrate how to utilize the Federal procurement process and Decision Tree for MC/EA support (Unit 5).
- Identify various Federal partners who can provide resources (Unit 5).
- Describe the indicators for when to transition a task force (Unit 6).
- Demonstrate what to include in a transition plan (Unit 6).

**Program Area(s):** FEMA Individual Assistance—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA Mass Care Task Force Leaders

**Course Length:** 3 days

**CEUs:** 2

### E0411 Mass Care/Emergency Assistance Support for Field Operations

This course provides the history and context of Mass Care and Emergency Assistance (MC/EA), FEMA's and other organizations' roles in MC/EA, the roles and responsibilities of FEMA staff assigned to MC/EA missions, and provides training on the tasks performed by the MC/EA Specialist.

**Course Objectives:**

- Describe the history and development of MC/EA.
- Describe MC/EA support activities.
- Describe roles and responsibilities of FEMA, MC/EA staff, and stakeholders.
- Describe the tasks performed by and the tools available to MC/EA staff during disaster operations.

**Program Area(s):** FEMA Individual Assistance—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA Mass Care Specialists

**Course Length:** 4 days

**CEUs:** 2.8

**E0415 Mass Care Group Supervisors**

This new course is designed to enhance the knowledge and skills of experienced FEMA staff serving in Mass Care (MC) leadership positions at the Joint Field Office (JFO) or Area Field Office (AFO). It will focus on providing tools to expand attendees' knowledge of MC supervisory responsibilities. The course will include information on the integration of MC operations at the Federal, state, local, and tribal Non-Governmental Organization levels; focus on the functions of an MC group in a JFO setting; provide practical MC exercises for a hands-on instructional approach; and integrate best practices of MC services.

**Course Objectives:**

- Lead the Mass Care and Emergency Assistance (MC/EA) Group in achieving operational goals.
- Manage the MC/EA Task Force Leader who oversees function-specific task forces that support MC/EA services.
- Establish goals and operational requirements for the MC/EA Group.
- Oversee development of assigned personnel.
- Coordinate, communicate, and report information between staff and leadership.
- Develop supervisory-level knowledge of MC/EA programs and processes.
- Engage the Whole Community stakeholders and facilitate coordination of the provision of MC/EA services.
- Initiate, review, and monitor Federal Resource Requests.
- Demonstrate the role of the Mass Care Group Supervisor (MCGS) during the demobilization of Task Forces and transition phase of the MC/EA operation.

**Program Area(s):** FEMA Individual Assistance–Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA MCGSs

**Course Length:** 3.5 days

**CEUs:** 2.4

**E0416 Individual Assistance Housing Group Supervisor**

The goal of this course is to provide FEMA Housing Assistance staff with the practical knowledge, skills, and resources to satisfy position task book requirements in order to become a qualified Housing Task Force Leader or Housing Group Supervisor (HGS).

**Course Objectives:**

- List governing laws for the Housing Provision of the Individual and Households Program (IHP).
- Define the major responsibilities of the HGS.
- Identify internal and external partners with whom the HGS coordinates.
- Describe the different types of financial projections.
- List the systems and resources the HGS uses for trend analysis.
- Define the Privacy Act and information sharing processes.
- Describe and list the elements of a Housing Plan.
- Identify Direct Housing options.
- Identify how to implement the recertification process.
- Describe the responsibilities of the HGS as it relates to implementation of Sales and Donation.
- Identify the process for terminating assistance.

**Program Area(s):** FEMA Individual Assistance–Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Housing Group Supervisor Candidates

**Course Length:** 4 days

**CEUs:** 2.9

**E0417 Mass Care/Emergency Assistance Shelter Field Guide Training**

This course was developed by the American Red Cross and FEMA to train a variety of participants in sheltering practices and techniques. It is designed for use with its companion piece, the Shelter Field Guide.

**Course Objectives:**

Describe how to perform the following:

- Opening a shelter
- Operating a shelter
- Closing a shelter
- Special considerations surrounding sheltering
- Ways you can prepare to open and operate a shelter

**Program Area(s):** FEMA Individual Assistance–Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Mass Care Professionals

**Course Length:** 1 day

**CEUs:** .7

## E0427 Community Emergency Response Team Program Manager

This course prepares participants to establish and sustain an active local Community Emergency Response Team (CERT) Program. The responsibilities of a local CERT Program Manager are various. This course defines the core components of a local CERT Program and focuses on effective practices for:

- Planning and interacting with a broad range of stakeholders;
- Managing program resources;
- Sustaining the program course topics, including:
  - Developing local CERT Program goals and a related strategic plan;
  - Promoting a local CERT Program;
  - Orienting, managing, and retaining CERT members;
  - Recruiting, funding, managing, and retaining CERT trainers;
  - Acquiring and managing program resources;
  - Delivering and managing effective training and exercises;
  - Developing policies and procedures for operating a local CERT Program; and
  - Evaluating and sustaining the program.

The CERT Program Manager course is delivered at EMI sequentially during the same week with E0428, *Community Emergency Response Team Train-the-Trainer*. Participants who wish to take both courses must submit a separate application for each course. Although either course may be taken separately, EMI encourages participants to take both courses the same week.

### Course Objectives:

- Define the purpose and core components of a local CERT program.
- Use strategic planning to define the mission and goals for a local CERT program.
- Describe the purposes and strategies for promoting a local CERT program.
- Establish a process for working with volunteers.
- Establish a process for working with instructors.
- Establish a process for acquiring and managing program resources.

- Build a plan for delivering and managing safe training and exercises.
- Describe the role of policies and procedures in operating a local CERT program.
- Develop a process for evaluating a local CERT program.
- Describe how to sustain a local CERT program.

**Program Area(s):** Citizen Preparedness; Voluntary Organizations

**Delivery Location:** NETC; Resident Offsite; State Delivered

**Selection Criteria:** Professionals and volunteers who are designated to be or are interested in being appointed a local CERT Program Manager and those who are already in the CERT Program Manager position.

**Required Prerequisites:** A referral from a CERT-sponsoring agency, typically a state, local, or regional government agency, and completion of the CERT Basic Training course or IS-0317, *Introduction to Community Emergency Response Team*, which can be found at [www.citizen corps.fema.gov/cert/IS-317](http://www.citizen corps.fema.gov/cert/IS-317).

**Course Length:** 2 days

**CEUs:** 1.2

## E0428 Community Emergency Response Team Train-the-Trainer

This course prepares participants to deliver FEMA's Community Emergency Response Team (CERT) Basic Training course. This Train-the-Trainer course focuses on preparing instructors to:

- Deliver CERT Basic Training.
- Convey the messages and intent of the CERT Program (e.g., safety, teamwork, place in overall community Emergency Operations Plan).
- Assure that participants achieve the objectives of CERT Basic Training.
- Create a comfortable yet managed learning environment.

Course topics include:

- CERT history, program purpose, and values.
- Materials and requirements for the CERT Basic Training course.
- Roles of the CERT instructor.
- Effective presentation of CERT Basic Training content.
- Effective coaching and demonstration of skills in the classroom.

- Practices to maximize learning.
- Effective evaluation of CERT training participants.

The CERT Train-the-Trainer course is delivered at EMI sequentially during the same week with E0427, *Community Emergency Response Team Program Manager*. Participants who wish to take both courses must submit a separate application for each course. Although either course may be taken separately, EMI encourages participants to take both courses the same week.

#### Course Objectives:

- Demonstrate knowledge of the CERT Basic Training course.
- Demonstrate the ability to present an assigned portion of the course (teach-back).
- Communicate the core values of the program.
- Demonstrate classroom management techniques.
- Demonstrate effective teaching techniques.
- Model appropriate behavior as an instructor.

**Program Area(s):** Citizen Preparedness; Voluntary Organizations

**Delivery Location:** NETC; Resident Offsite; State Delivered

**Selection Criteria:** Individuals who will serve as the Course Manager for the CERT Basic Training course and be CERT Basic Training course instructors.

**Required Prerequisites:** A referral from a CERT-sponsoring agency, typically a state, local, or regional government agency, and must have completed the CERT Basic Training or IS-0317, *Introduction to Community Emergency Response Team*, which can be found at [www.citizen corps.fema.gov/cert/IS-317](http://www.citizen corps.fema.gov/cert/IS-317).

**Course Length:** 3 days

**CEUs:** 1.8

### E0431 Understanding the Emergency Management Assistance Compact

This course enables Emergency Management personnel and Response and Recovery personnel from all political jurisdictions to more effectively understand, activate, implement, and utilize the Emergency Management Assistance Compact (EMAC) system. This course introduces participants to the EMAC process and assists them in gaining familiarity and competency with the EMAC system so that when an event occurs that requires activation of the EMAC system, they know how to proceed, and what documentation and sources of information to use for guidance in order to maximize use of all available resources.

#### Course Objectives:

- Describe and apply the legal authorizations and stipulations in the EMAC law.
- Describe the EMAC governance structure and member states roles and responsibilities.
- Apply the processes for requesting and offering assistance through the EMAC system.
- Implement the mission-ready packaging and cost-estimation methodology.
- Apply the recommended actions during each phase of the EMAC process.
- Explain the EMAC levels of operation and EMAC Operations Management System.
- Apply the processes and procedures for reimbursing Resource Providers.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Public Works; Response and Recovery; Tribal; Voluntary Organizations; FEMA Federal Coordinating Officer; FEMA Operations—Federal; FEMA Operations—Other Federal Agencies

**Delivery Location:** NETC

**Selection Criteria:** Emergency Management personnel and Response and Recovery personnel from all political jurisdictions who can be legally deployed through the EMAC system; persons officially responsible for requesting and providing EMAC assistance; and those individuals desiring a more comprehensive working knowledge of the EMAC system.

**Course Length:** 4 days

**CEUs:** 2.4

### E0449 Incident Command System Curricula Train-the-Trainer

This course prepares participants to deliver EMI's ICS curricula. While ICS-100, ICS-200, ICS-402, and G0191, *Emergency Operations Center/Incident Command System Interface*, courses are addressed, the major emphasis is on E/G0300, *ICS-300: Intermediate Incident Command System for Expanding Incidents*; and G0400, *ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents*.

#### Course Objectives:

- Explain the background of ICS training development.
- Identify key requirements and elements within the NIMS Training Program that relate to ICS training courses.



- Identify appropriate instructional techniques for the delivery of ICS curricula and facilitation of course activities.
- Identify critical teaching points, participant challenges, and desired outputs for each of the ICS training courses.
- Explain how to coordinate and execute course deliveries.

**Program Area(s):** Incident Command System

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Participants must demonstrate a working knowledge of ICS through experience and training and must be experienced in delivering adult education. Participants must have worked as IC, Command, or General Staff positions on incidents, planned events, or exercises that went longer than one Operational Period or involved a written Action Plan and involved Multi-Agency Coordination.

**Required Prerequisites:** IS-0100.b, *Introduction to the Incident Command System*, ICS-100; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; E/G0300, *ICS-300: Intermediate Incident Command System for Expanding Incidents*; G0400, *ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*.

**Note:** Participants must have taken the EMI, U.S. Department of Agriculture, National Fire Academy, or National Wildfire Coordinating Group ICS courses. Other ICS courses will be reviewed for consistency with the ICS objectives prescribed by the NIMS Integration Center.

**Note:** Persons who previously completed E0449, *Incident Command System Curricula Train-the-Trainer*, can deliver EMI's revised ICS curriculum without repeating E0449.

**Course Length:** 4 days

**CEUs:** 3.2

### E0451 Leadership I: Overview of Leadership in Emergency Management

This 4-day course is an interactive developmental course that will focus on leadership core competencies required to effectively operate in the Emergency Management environment.

This course is designed to introduce the qualities of an effective Emergency Management Leader, relevant management styles, strategic thinking, and decision-making. Leaders will understand and implement Emergency Management Program Evaluation, Situational Awareness, Planning, Mission and Vision Statements, and effectively address Human Resources issues. This

course will provide an awareness of the key attributes of communication and collaboration for an effective Emergency Management Leader along with inter- and intra-agency communication, public advocacy, change management, and personal strengths.

#### Course Objectives:

- Demonstrate an understanding of the following leadership concepts: strategic thinking, problem-solving, decision-making, strategic planning, budgeting, mission/vision statements, resource and risk management, stakeholder communication/collaboration/coordination, public advocacy/communication, and change management.
- Based on the instruction and Action Project review, participants begin to draft a problem statement and outline for their personal project.

**Program Area(s):** National Emergency Management Leaders Academy

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is designed for current and emerging leaders in Emergency Management. The target audience includes government, non-profit voluntary organizations, and private sector managers responsible for Emergency Management or Homeland Security, including:

- State, local, tribal, and territorial Emergency Management or Homeland Security Program Staff and Managers;
- Federal Department Heads and Branch Chiefs of Emergency Management or Homeland Security;
- Directors and Managers of non-profit voluntary organizations;
- Private Sector Managers leading Emergency Management offices and related programs; and
- Emergency Management Program Directors from all organizations listed above with significant authority and responsibilities.

**Required Prerequisite:** Application and acceptance into the Leaders Academy Program and designated Cohort

#### Recommended Prerequisites:

- Certified Emergency Manager (CEM);
- FEMA EMI National Emergency Management Basic Academy (Foundational Academy);
- Degree/advanced degree in emergency management or related field;

- FEMA EMI Professional Development Series and/or other relevant training; and
- At least 3 years of professional experience in the field of emergency management is required.

**Course Length:** 4 days

**CEUs:** 2.8

### E0452 Leadership II: Application of Personal Leadership in Emergency Management

Course Two addresses the same cross-cutting themes as E0451, looking at different or in some cases more advanced applications of the same themes: organizational management (organizational design, organizational structures, organizational planning—building on the management styles/qualities discussion in E0451); decision-making and problem-solving (group decision-making and consensus building—building on the basics of strategic thinking, problem solving, and decision-making covered in E0451); collaboration and communication (intergovernmental and interagency relations and collaborations; private sector/NGO interfaces—expanding upon the collaboration and communications discussions during E0451); resource management (fiscal, physical, staff—honing in on these three areas after the higher level discussion during E0451); planning (strategic planning, budgeting, and policy application); analysis and evaluation (program evaluation—building up on the introduction to evaluation in Emergency Management presented in E0451); and ethics as related to all of the above.

#### Course Objectives:

- Demonstrate a continued understanding of the cross-cutting leadership concepts from E0451, *Leadership I: Overview of Leadership in Emergency Management*, and apply during this course.
- Demonstrate an understanding of the following leadership concepts: organizational management; organizational planning; decision-making and problem-solving; consensus building; collaboration and communication; private sector/NGO interfaces; resource management, planning, analysis, and evaluation; and ethics as related to all of the above.
- Based on work in E0541, *Supervising in a Temporary Workplace*, continue to build and refine Action Project thesis.

**Program Area(s):** National Emergency Management Leaders Academy

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Available only to participants formally accepted into a Leaders Academy Cohort.

**Required Prerequisite:** Available only to participants formally accepted into a Leaders Academy Cohort.

#### Recommended Prerequisites:

- Certified Emergency Manager (CEM);
- FEMA EMI National Emergency Management Basic Academy (Foundational Academy);
- Degree/advanced degree in emergency management or related field;
- FEMA EMI Professional Development Series and/or other relevant training; and
- At least 3 years of professional experience in the field of emergency management is required.

**Course Length:** 4 days

**CEUs:** 2.8

### E0453 Leadership III: Leadership in the Emergency Management Organization

Course Three addresses the same cross-cutting themes as E0451 and E0452, looking at different or in some cases more advanced applications of the same themes: organizational management (EM organization stressors and stress management)—given the management styles, qualities, and organizational design/structure covered in E0451 and E0452; decision-making and problem-solving (crisis decision-making applicable to all phases of EM)—a specific application (crisis environment) of the E0451 and E0452 discussions on decision-making; collaboration and communication (Federal/state/local/tribal/territorial integration; public communications; change communications; NIMS); resource management (fiscal and physical resources; activation of human resources during an incident); planning (risks and challenges to strategic planning and budgeting); and situational awareness, intelligence, and information.

#### Course Objectives:

- Demonstrate a continued understanding of the cross-cutting leadership concepts from E0451, *Leadership I: Overview of Leadership in Emergency Management*, and E0452, *Leadership II: Application of Personal Leadership in Emergency Management*, and apply during this course.
- Demonstrate an understanding of the following leadership concepts: organizational management; decision-making and problem-solving; collaboration and communication; public communications; change communications; resource management;

planning; and situational awareness, intelligence, and information.

- Based on work in E0541, *Supervising in a Temporary Workplace*, continue to build and refine Action Project thesis.

**Program Area(s):** National Emergency Management Leaders Academy

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Available only to participants formally accepted into a Leaders Academy Cohort.

**Required Prerequisite:** Available only to participants formally accepted into a Leaders Academy Cohort.

**Recommended Prerequisites:**

- Certified Emergency Manager (CEM);
- FEMA EMI National Emergency Management Basic Academy (Foundational Academy);
- Degree/advanced degree in emergency management or related field;
- FEMA EMI Professional Development Series and/or other relevant training; and
- At least 3 years of professional experience in the field of emergency management is required.

**Course Length:** 4 days

**CEUs:** 2.8

### E0454 Leadership IV: Emergency Management Leadership in the Community and Profession

This 4-day course allows each participant to present his/her Action Project to the cohort and engage in discussion/Q&A. The course also includes a culminating simulation then transitions to a final piece to revisit change management as a theme for taking the Action Projects back to the workplace. Finally, participants will take the EMI course post-test.

**Course Objectives:**

- Demonstrate a continued understanding of the cross-cutting leadership concepts from E0451, *Leadership I: Overview of Leadership in Emergency Management*, E0452, *Leadership II: Application of Personal Leadership in Emergency Management*, and E0453, *Leadership III: Leadership in the Emergency Management Organization*, and apply during this course.
- Present his/her Action Project to the cohort and engage in discussion/Q&A.

**Program Area(s):** National Emergency Management Leaders Academy

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Available only to participants formally accepted into a Leaders Academy Cohort.

**Required Prerequisite:** Available only to participants formally accepted into a Leaders Academy Cohort.

**Recommended Prerequisites:**

- Certified Emergency Manager (CEM);
- FEMA EMI National Emergency Management Basic Academy (Foundational Academy);
- Degree/advanced degree in emergency management or related field;
- FEMA EMI Professional Development Series and/or other relevant training; and
- At least 3 years of professional experience in the field of emergency management is required.

**Course Length:** 4 days

**CEUs:** 2.8

### E0478 Public Assistance Grants Administration for Grantees

This course provides state/grantee Public Assistance and Grants Administration staff with an in-depth look at the pre-award, post-award, and closeout activities associated with the PA Program. Participants will learn to apply Federal regulations, assist with project identification, ensure financial reporting requirements are met, and outline documentation requirements.

**Course Objective:** Identify the four phases of the Public Assistance grant process and the Grantees role and responsibilities in each of the phases.

**Program Area(s):** Public Assistance—State

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Grantee staff responsible for administering the PA Program or those involved in PA grant administration.

**Required Prerequisite:** IS-0634, *Introduction to FEMA's Public Assistance Program*

**Course Length:** 4 days

**CEUs:** 2.4

### E0480 Public Assistance Cost Estimating Format

This course focuses on the understanding and use of the Public Assistance (PA) Cost Estimating Format (CEF) spreadsheet and is specifically designed for participants with a background and experience in engineering and construction estimating who will be called upon to apply CEF (for estimating and/or reviewing large PA projects) in the field.

#### Course Objectives:

- Demonstrate the ability to select appropriate project for CEF application.
- Develop accurate cost estimates for various project types involving various stages of design, completion, and types of work.

**Program Area(s):** FEMA Public Assistance—Federal

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** FEMA PA Project Specialists, Technical Specialists, and Public Assistance Coordinator Crew Leaders with experience in engineering and construction estimating who are responsible for estimating and/or reviewing large PA projects.

**Required Prerequisite:** E0381, Project Specialist; or IS-0631, Public Assistance Operations I, prior to October 1, 2009

**Course Length:** 3 days

**CEUs:** 1.8

### E0489 Management of Spontaneous Volunteers in Disasters

This course introduces the skills and planning considerations required to manage large numbers of people who are not affiliated with an experienced relief organization, but who want to help in disasters. These helpers or “spontaneous volunteers” are generally well motivated and sincerely want to help, but if their efforts and resources are not coordinated effectively, they could be counterproductive, wasteful, and often a strain on the disaster area.

#### Course Objectives:

- Identify issues and challenges in the management of spontaneous volunteers.
- Identify the elements of a spontaneous volunteer management plan.
- Identify best practices for the management of spontaneous volunteers in disasters.

- Develop and implement a spontaneous volunteer management plan.
- Explain the role of the Volunteer Reception Center (VRC) and virtual VRC in the transition from response to recovery.

**Program Area(s):** Response and Recovery

**Delivery Location:** NETC; Resident Offsite; State Delivered

**Selection Criteria:** Emergency Managers and voluntary organizations responsible for the management of spontaneous volunteers.

**Required Prerequisites:** All course participants should be familiar with their own state and local government Emergency Operations Plan Annex, if one exists, on the use of spontaneous volunteers and volunteers affiliated with relief organizations. In addition, the individuals should have a working knowledge of the Incident Command and National Incident Management Systems (IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*).

**Course Length:** 1 day

**CEUs:** 0.7

### E0491 Direct Housing Management

This course provides the Individual and Households Program/Direct Housing Assistance and other essential FEMA staff with the knowledge and skills necessary to manage a Direct Housing Assistance mission.

#### Course Objectives:

- Complete pre-operations planning and coordination activities.
- Identify Direct Housing operational requirements, resources, and trigger points.
- Describe how to manage manufactured housing unit supply chain and Direct Housing at private, commercial, and group sites.
- Explain how to customize and manage Installation, Maintenance, and Deactivation Contracts.
- Outline Direct Housing management’s role in the manufactured housing recertification process.

**Program Area(s):** FEMA Individual Assistance—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Direct Housing Management Personnel

**Course Length:** 4 days

**CEUs:** 3.0

### E0492 Direct Housing Specialist

This course will train Individual Assistance (IA) Direct Housing Specialists and Logistics Manufactured Housing Specialists on program planning; direct field operations on private sites, commercial sites, and group sites; contract technical monitoring; coordination of Housing Unit supply; and direct interaction with housing occupants for recertification and other administrative functions.

#### Course Objectives:

- Explain how to complete program planning tasks.
- Demonstrate how to identify, inspect, and determine feasibility of commercial, private, and group sites.
- Demonstrate how to complete a site, unit, recertification, and move-out inspection.
- Describe floodplain management, and environmental and historic preservation requirements with respect to mobile home sites.
- Describe how to monitor the work of Disaster Housing contracts/contractors.
- Describe how to document inspections.
- Describe the importance of creating daily field logs on inspections and tasks.
- Describe how to conduct interviews with applicants and occupants and document results.
- Demonstrate how to perform a land-use assessment to determine feasibility of a potential group site location.
- List examples of liaison activities between a Direct Housing Specialist and others (Logistics staff, other agency staff, private sector representatives, state and local agencies, other external inquirers).

**Program Area(s):** FEMA Individual Assistance–Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA personnel performing DH Specialist tasks

**Course Length:** 5 days

**CEUs:** 3.6

### E0493 Direct Housing Support Specialist

This course will train Individual Assistance Direct Housing Support Specialists in their role in supporting Direct Housing missions. The main topics of this course will include ensuring all Temporary Housing Unit transactions are complete and documented in HOMES, maintaining documentation supporting the mission, performing recertifications, and understanding how to fulfill program administration activities.

#### Course Objectives:

- Demonstrate the site administration and workflow processing actions required for providing manufactured housing units (MHUs) at preplaced and non-preplaced sites.
- Demonstrate how to differentiate between preplaced and non-preplaced work orders and the appropriate use for both types.
- Demonstrate how to use the “Work Order Results” and “Unit History” modules in the Housing Operations Management Enterprise System (HOMES) to look up unit and work order information.
- Demonstrate the ability to interpret a request for information and provide it accurately using the status codes found in HOMES.
- Demonstrate how to locate and communicate the status of any given unit.
- Demonstrate how to provide accurate information on the status of any given site, including types and quantities of pads and units.
- Demonstrate the use of the MHU sales and rent collection calculators.
- Demonstrate how to identify the correct letter templates for each stage of the MHU license revocation process.
- Explain the consequences of performing tasks outside the established processes.

**Program Area(s):** FEMA Individual Assistance–Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA personnel performing DH Support Specialist tasks

**Course Length:** 4 days

**CEUs:** 2.9

### E0495 Introduction to the World of the Voluntary Agency Liaison

This course will give Individual Assistance (IA) Voluntary Agency Liaison (VAL) trainees the knowledge, skills, and tools to establish strategic partnerships with internal and external entities and coordinate voluntary organizations to support preparedness, mitigation, response, and recovery functions.

#### Course Objectives:

- Define the role of the VAL and how it transitions throughout a disaster.
- Describe advantageous partnerships that a VAL may establish and maintain.
- Describe the Sequence of Delivery and its importance in coordination of government and voluntary organization services.
- Define the role of the VAL during the long-term recovery process.
- Describe the elements essential to the VAL mission.
- Analyze disaster-caused applicant needs and suggest resources to meet identified needs.
- Identify specific voluntary organizations and their roles in supporting each function.
- Identify and explain “Routine Use” requests commonly implemented by a VAL.
- Describe methods for managing and coordinating volunteers and donations.

**Program Area(s):** Response and Recovery

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Applicant Services Program Specialists with an open task book for the IA VAL Specialist position and for VAL trainees

**Required Prerequisites:** IS-0403, *Introduction to Individual Assistance*; E0836, *Applicant Services Program Specialist*; IS-0650.a, *Building Partnerships with Tribal Governments*; IS-0806, *Emergency Support Function (ESF) #6—Mass Care, Emergency Assistance, Housing, and Human Services*; and IS-0105, *Privacy Awareness*

**Course Length:** 3 days

**CEUs:** 1.7

### E0496 FEMA Volunteer and Donations Management

This course will provide FEMA employees with the knowledge, skills, and abilities necessary to support volunteer and donations management.

#### Course Objectives:

- Explain that volunteer and donations management principles have been developed over several decades.
- Explain the principles of volunteer and donations management.
- Explain characteristics and purpose of physical components that support volunteer and donations management.
- Differentiate among the roles of internal and external partners relative to volunteer and donations management.
- Analyze a state Plan or Annex on volunteer and donations management.

**Program Area(s):** Response and Recovery

**Delivery Location:** Resident

**Course Length:** 3.5 days

### E0537 Strategic Problem-Solving for the Workplace

This course guides participants in the use of strategic problem-solving skills that they can apply to various workplace situations that require analysis and/or planning as well as solving workplace disputes at the lowest level and at the earliest opportunity. The benefits of using strategic problem-solving include more efficient use of time and energy, a more satisfied workforce, and a better work environment.

#### Course Objectives:

- Define strategic problem solving.
- Describe the process of “strategic problem solving.”
- Demonstrate basic communication skills.
- Explain the role of non-verbal communications.
- Distinguish between positions and interests.
- Generate and evaluate options when practicing strategic problem solving.
- Explain the concepts of Best Alternative to a Negotiated Agreement and Worst Alternative to a Negotiated Agreement.
- Evaluate options when practicing strategic problem solving.

**Program Area(s):** FEMA Contracting/Acquisition; FEMA Disaster Field Training Operations; FEMA Environmental/Historic Preservation; FEMA External Affairs–Federal; FEMA Financial Management; FEMA Human Resources; FEMA Logistics; FEMA Long-Term Community Recovery; FEMA Mitigation; FEMA National Disaster Recovery Support (NDRS); FEMA Office of Chief Counsel; FEMA Planning; FEMA Public Assistance–Federal; FEMA Safety; FEMA Security; FEMA Employee Training

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** FEMA employees, either managerial or staff, who must apply strategic problem-solving skills in various workplace situations that require analysis and/or planning as well as solving workplace disputes at the lowest level and at the earliest opportunity.

**Course Length:** 3 days

**CEUs:** 1.8

### E0547 Continuity Exercise Design

This course is designed to provide participants with the tools and hands-on experience necessary to develop continuity exercises for their organization. This course begins by explaining the unique aspects of continuity exercise design. The course also provides instruction on how to develop a continuity exercise and allows participants to utilize what they learn to create continuity exercises in class.

#### Course Objectives:

- Explain the viable elements and phases of continuity.
- Apply the Homeland Security Exercise and Evaluation Program (HSEEP) methodology to develop continuity exercises.
- Explain the key aspects of designing a continuity exercise.
- Design continuity exercises. Create continuity exercise documents.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Level II Master Continuity Practitioner Program; Continuity of Operations; Planning

**Delivery Location:** NETC; CDP

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for Continuity of Operations Programs, planning, and planning continuity exercises. This also includes Information Technology (IT) managers, Training and Exercise Managers and Planners, Security Managers, and Emergency Managers.

**Required Prerequisites:** IS-0546.a, Continuity of Operations Awareness; IS-0547.a, Introduction to Continuity of Operations; E0550, Continuity of Operations Planning, or IS-0524, Continuity of Operations Planner's Workshop; E0548, Continuity of Operations Planning Program Manager Train-the-Trainer Course, or IS-0548, Continuity of Operations Program Manager

**Course Length:** 3 days

**CEUs:** 1.8

### E0548 Continuity of Operations Planning Program Manager Train-the-Trainer Course

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. This course is designed to acquaint experienced COOP practitioners and instructors with the COOP Program Managers course materials. The course will also refresh experienced instructors on instructional methodology and techniques.

#### Course Objectives:

- Define Continuity of Operations.
- Explain the benefits of developing a viable continuity program.
- Identify the elements of a viable continuity program.
- Identify the processes, resources, and tasks necessary to implement and manage a successful continuity program.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Continuity of Operations; Planning

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for Continuity of Operations.

**Required Prerequisites:** Participants must have knowledge of COOP Programs and the Federal Continuity Directives 1 and 2.

**Recommended Prerequisite:** IS-0547.a, Introduction to Continuity of Operations

**Course Length:** 3 days

**CEUs:** 1.8

**E0549 Reconstitution Planning Workshop**

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. The purpose of the Reconstitution Planning Workshop is to assist Federal Department and Agency, state, local, territorial, and tribal jurisdictions with the importance of developing effective and comprehensive reconstitution planning.

**Course Objectives:**

- Develop an effective and comprehensive understanding of:
  - Reconstitution requirements.
  - The different types of reconstitution planning.
  - Reconstitution planning teams.
  - Special considerations for reconstitution.
- Begin to develop a reconstitution plan or update and improve an existing plan.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Continuity of Operations; Planning

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for COOP and reconstitution planning.

**Required Prerequisites:** Participants must have knowledge of COOP Programs and the Federal Continuity Directives 1 and 2.

**Recommended Prerequisites:** IS-0547.a, *Introduction to Continuity of Operations*; and IS-0235.c, *Emergency Planning*

**Course Length:** 2 days

**CEUs:** 1.2

**E0550 Continuity of Operations Planning**

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. COOP Plans facilitate the performance of essential functions during any situation which may disrupt normal operations. This course provides the skills and knowledge to improve the overall quality and workability of COOP Plans.

**Course Objectives:**

- Correctly recognize the background and policy regarding continuity that affects development of continuity plans for reference in plan development.

- Develop a strategy to create a continuity plan using available requirements, guidance, and tools.
- Recognize and incorporate all the key elements of a viable continuity capability into an outline for their continuity plan.
- Explain the four phases of continuity and relate their application to the continuity planning process in your organization.
- Recognize factors that affect plan maintenance and distribution strategies based upon factors identified through best practices, requirements, and guidance.
- Demonstrate knowledge of key concepts and strategies for developing, implementing, and updating a continuity plan and adhering to requirements and guidance by passing the final exam with at least a score of 70%.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Continuity of Operations; Planning

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for managing a COOP Program.

**Required Prerequisite:** IS-0547.a, *Introduction to Continuity of Operations*; or E0548, *Continuity of Operations Planning Program Manager Train-the-Trainer Course*

**Recommended Prerequisite:** IS-0235.c, *Emergency Planning*

**Course Length:** 3 days

**CEUs:** 1.8

**E0551 Devolution Planning Workshop Train-the-Trainer**

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. This workshop is designed to provide participants with the hands-on experience necessary to develop a department or agency Devolution Plan as part of their overall COOP Program. Topics include conditions under which devolution would be appropriate, identifying special considerations for devolution planning, and how to develop a Devolution Plan.

**Course Objectives:**

- Identify the conditions under which devolution would be appropriate for their organizations.
- Describe the activation protocols—"triggers"—for devolution for their organizations.



- Tailor the Devolution Template to meet their organizations' needs.
- Identify special considerations for devolution planning.

**Program Area(s):** Level II Master Continuity Practitioner Program; Continuity of Operations; Planning

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for Continuity of Operations Programs and planning.

**Required Prerequisites:** IS-0547.a, *Introduction to Continuity of Operations*; and E0548, *Continuity of Operations Planning Program Manager Train-the-Trainer Course*

**Recommended Prerequisite:** IS-0235.c, *Emergency Planning*

**Course Length:** 3 days

**CEUs:** 1.8

### E0553 Resilient Accord Cyber Security Planning Workshop

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. The purpose of the Resilient Accord Workshop is to increase Federal Department and Agency, state, local, territorial, and tribal jurisdictional continuity of operations awareness and discuss how to execute continuity operations resulting from a cyber security event.

#### Course Objectives:

- Define the importance of an increased organizational awareness of incorporating cyber security into continuity planning.
- Discuss how critical Essential Functions (Efs) will continue through a cyber-security emergency and the planning required to perform those functions.
- Review the Essential Elements of a viable continuity capability.
- Identify solutions or alternative actions to challenges, gaps, or vulnerabilities in organizational continuity plans and procedures.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Level II Master Continuity Practitioner Program; Continuity of Operations; Planning

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees

responsible for managing a Continuity of Operations Program.

**Recommended Prerequisite:** IS-0546.a, *Continuity of Operations Awareness*; IS-0524, *Continuity of Operations Planner's Workshop*; or E/L0550, *Continuity of Operations Planning*

**Course Length:** 1 day

**CEUs:** 0.6

### E0554 Determined Accord Workshop

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. The goal of the Determined Accord tabletop exercise is to assist in increasing a department or agency's continuity readiness for a pandemic event. It also focuses on mitigating vulnerabilities during a continuity influenza pandemic outbreak and identifying gaps or weaknesses in pandemic planning in the organization of continuity plans, policies, and procedures.

#### Course Objectives:

- Increase the Federal, state, territorial, tribal, and local government agencies' awareness of the requirement to incorporate pandemic considerations and procedures into continuity planning.
- Identify special considerations for protecting the safety and health of employees and utilizing community mitigation measures while maintaining essential government functions and services during a pandemic outbreak.
- Discuss continuity plans and procedures for telework and social distancing during a pandemic and identify best practices and areas requiring improvement.
- Review the essential elements of a viable continuity capability and explore how they correspond to continuity pandemic planning.
- Identify solutions or alternative actions to address challenges, gaps, or weaknesses for continuity presented during a pandemic event.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Continuity of Operations; Planning

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for managing a Continuity of Operations Program.

**Course Length:** 1 day

**CEUs:** 0.6

### E0556 Guardian Accord Terrorism-Based Planning Workshop

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. The purpose of the Guardian Accord Workshop is to increase Federal Department and Agencies, state, local, territorial, and tribal jurisdictions' awareness about the importance of incorporating the specific risks of terrorism into continuity planning.

**Course Objectives:** The objective for this course is focused on improving continuity programs by addressing the unique planning considerations of terrorism. The following objectives support the overall course goal:

- Increase awareness of the sources, methods, and targets of terrorism.
- Explore the unique implications of a terrorist event on continuity programs and the ability to continue essential functions.
- Provide a forum to identify and correct gaps or vulnerabilities in organizational continuity plans and procedures.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Continuity of Operations; Planning  
**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for managing a Continuity of Operations Program.

**Course Length:** 1 day

**CEUs:** 0.6

### E0557 Mission Essential Functions Workshop (Continuity Guidance)

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. The Mission Essential Functions Workshop is to assist Federal, state, local, territorial, and tribal levels of government continuity personnel to develop Essential Functions (Efs) to support continuity of essential operations during and following a significant disruption to normal operations and reconstitution.

#### Course Objectives:

- Begin the process to identify essential functions.
- Recognize and incorporate all the key elements of a viable continuity capability into an outline for their continuity plan.
- Identify mission essential functions, identify essential supporting activities.
- Recognize factors that affect plan maintenance and distribution strategies based upon factors identified through best practices, requirements, and guidance.
- Conduct a business process analysis.
- Conduct a business impact analysis.
- Develop a mitigation strategy to reduce risk.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Continuity of Operations; Planning  
**Delivery Location:** NETC

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for managing a COOP Program.

**Course Length:** 2 days

**CEUs:** 1.6

### E0563 Basic Management in Disaster Operations—Preparing the First-Line Supervisor

This course is designed to equip participants with skills for transitioning into and out of a first-line supervisory position for purposes of incident management in a temporary environment. An overarching theme of the course is developing self, employee, and team-awareness to support the transition.

#### Course Objectives:

- Describe the importance of your role as a supervisor in a disaster operation.
- Explain how your role as a supervisor supports the FEMA mission and core values.
- Describe your personal preferences and their effect on your behavior development.
- Demonstrate communication strategies effective in the disaster operations environment.
- Describe the importance of motivation and strategies for motivating employees in disaster operations.
- Practice effective performance management techniques applicable to disaster operations.

- Identify employee rights pertaining to the disaster operations environment and supervisor actions for protecting those rights.
- Practice successful conflict management strategies.
- Identify effective strategies for managing change in the disaster operations environment.
- Describe best practices for supervising employees during demobilization.

**Program Area(s):** FEMA Employee Training

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA FQS Positions: Crew Leaders, Unit Leaders, Assistant Managers, Managers.

**Course Length:** 5 days

**CEUs:** 3.2

### E0564 Managing in Disaster Operations— Preparing the Middle Manager

This course is designed to develop FEMA managers based on and consistent with FEMA's capstone doctrine (Publication 1), particularly focusing on the areas of decision-making, problem solving, and relationship building.

#### Course Objectives:

- Describe the middle manager role in disaster operations.
- Describe the influence of FEMA's guiding principles on the responsibilities of middle managers.
- Support the FEMA incident action planning process through the use of "management by objectives" principles.
- Develop strategies for managing up and down in the organizational structure.
- Demonstrate how to plan and conduct effective meetings and briefings.
- Write effective reports and deployment appraisals.

**Program Area(s):** FEMA Employee Training

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FQS Positions: Unit Leader, Group Supervisor, Branch Director, Assistant Officer, Task Force Leader.

**Required Prerequisite:** E0563, *Basic Management in Disaster Operations—Preparing the First-Line Supervisor*

**Course Length:** 5 days

**CEUs:** 3.2

### E0565 Managing in Disaster Operations— Preparing Command and General Staff

The 5-day course is intended to provide FEMA staff designated as Command and General Staff with the skills, tools, and competencies to become more effective in managing as senior leaders during disaster operations.

#### Course Objectives:

- Describe the role of the command and general staff as senior leaders in disaster operations.
- Identify the leadership competencies critical to effectively perform as command and general staff.
- Describe best practices for leading joint teams and facilitating joint operations.
- Describe the best practices for thinking and acting strategically.
- Describe strategies for developing and maintaining trust as a foundation for political savvy.
- Describe the best practices for successful incident and crisis management.
- Describe the importance of effective finance management.
- Explain how to develop a vision/mission statement for the organization that supports disaster operations and objectives.
- Describe how to assess and establish the culture and values of your organization or unit.
- Develop a Leadership Development Plan (LDP) for furthering leadership competencies.

**Program Area(s):** FEMA Comptroller; FEMA Federal Coordinating Officer; FEMA Logistics; FEMA Operations—Federal; FEMA Planning; FEMA Employee Training  
**Delivery Location:** NETC; CDP; Resident Offsite Multiple Delivery Sites

**Selection Criteria:** FCO-Type II and Operations, Planning, Logistics, and Finance/Administration Section Chiefs-Type III.

**Required Prerequisite:** E0564, *Managing in Disaster Operations—Preparing the Middle Manager*

**Course Length:** 5 days

**CEUs:** 3.5

### E0580 Emergency Management Framework for Tribal Governments

This 4-day course will provide tribal representatives with the information and strategies to develop or improve Emergency Management programs and systems within their tribal community. The course promotes the integration of all aspects of Emergency Management—from Preparedness, Response, Recovery, and Mitigation—into the planning process. The course will provide the knowledge and skills needed to improve the overall response to emergencies regardless of hazard, size, or complexity, and improve the sustainability of their tribal community and better protect tribal citizens, lands, culture, and sovereignty.

#### Course Objectives:

- Describe the legal and financial responsibilities for emergency planning and management.
- Identify each emergency management phase and describe the tasks that are appropriate for each phase.
- Describe how each emergency management phase fits into the emergency planning process.
- Conduct a hazard analysis to quantify the risk to the tribe from the most common hazards.
- List critical capabilities required to minimize the risk to tribal members from identified hazards. Develop a list of areas in their emergency management systems that require updating based on the information and strategies.

**Program Area(s):** Tribal

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** The target audience for this course includes, but may not be limited to:

- Tribal personnel who are responsible for overseeing the Emergency Planning and Emergency Management processes.
- Tribal personnel who may be assigned to a leadership or support position in Emergency Management or operations.
- Tribal council members, tribal leaders, and others who are responsible for the safety and security of the tribal population.
- The course will be limited to Federally or state-recognized tribal government representatives. Exceptions are authorized by the Course Manager only.

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 days

**CEUs:** 2.4

### E0581 Emergency Operations for Tribal Governments

This 4-day course will provide tribal representatives with the information, skills, and strategies to improve overall emergency operations and make tribal governments more capable and self-sufficient during emergency operations. The course also promotes the integration of emergency operations across all functional lines in order to enhance the tribes' overall response for all emergencies, regardless of hazard, size, or complexity.

#### Course Objectives:

- Describe the advantages of developing and implementing an integrated emergency management and operations program.
- Describe operational activities for each phase of emergency management.
- Identify the key players in each operational activity and the role that each would have.
- Explain the process for implementing critical operational components of the Emergency Operations Plan (EOP).
- List the principles of the Incident Command System (ICS) and give one example of how each is applied.
- Describe the NIMS standard for resource management.

**Program Area(s):** Tribal

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** The target audience for this course includes, but may not be limited to:

- Tribal personnel who are responsible for overseeing the Emergency Planning and Emergency Management processes.
- Tribal personnel who may be assigned to a leadership or support position in Emergency Management or operations.
- Tribal council members, tribal leaders, and others who are responsible for the safety and security of the tribal population.

- The course will be limited to Federally or state-recognized tribal government representatives. Exceptions are authorized by the Course Manager only.

**Required Prerequisite:** E0580, *Emergency Management Framework for Tribal Governments*

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 days

**CEUs:** 2.4

**CECs:** 2.4

### E0582 Mitigation for Tribal Governments

This 4-day course will provide tribal representatives with an understanding of Mitigation opportunities and techniques, examples of Mitigation success stories to reduce future losses from natural or other hazards, and an overview of available FEMA Mitigation Programs. Primary emphasis is on helping tribal Emergency Managers and Planners recognize a successful planning process, identify Planning Team members, identify Mitigation planning requirements and effective Mitigation opportunities to improve the sustainability of their tribal community, and better protect tribal citizens, lands, culture, and sovereignty.

#### Course Objectives:

- Identify and organize technical experts and mitigation stakeholders to participate in the mitigation planning process.
- Identify hazards that pose a threat to the tribe and determine the probable degree of damage from each.
- Develop a tribal Mitigation Plan that prioritizes hazards and identifies, evaluates, and prioritizes mitigation actions and activities.
- Prepare an implementation strategy, implement the Mitigation Plan, and monitor its effectiveness over time.

**Program Area(s):** Tribal

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Tribal representatives involved in Emergency Management, planning, economic development, and tribal leaders/elected officials. The course will be limited to Federally or state-recognized tribal government representatives. Exceptions are authorized by the Course Manager only.

**Required Prerequisite:** E0580, *Emergency Management Framework for Tribal Governments*

**Recommended Prerequisite:** E0581, *Emergency Operations for Tribal Governments*

**Course Length:** 4 days

**CEUs:** 2.4

### E0590 Human Resources Basic Course

This 4-day course provides training for all FEMA disaster workforce personnel with the FEMA Qualification System (FQS) position title of Human Resources Specialist or Human Resources Specialist trainee. These workers include permanent full-time (PFT) employees, a cadre of on-call response/recovery employees (CORE), and reservists.

#### Course Objectives:

- Describe the Disaster Life Cycle.
- Discuss Mission Readiness principles.
- Describe Human Resource Organization.
- Provide oversight of HR deployment, recruitment and hiring, and time and attendance processes.
- Utilize systems required for each position.
- Organize recruiting and hiring from start to finish.
- List and recall policies relating to each specialist position.
- Troubleshoot HR issues and devise solutions in accordance with policies and acceptable practices.

**Program Area(s):** FEMA Human Resources

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** New Specialists assigned to positions within a FEMA Joint Field Office, Human Resources component. All participants must have the requisite open FQS Position Task Book.

**Course Length:** 4 days

**CEUs:** 3.2

### E0591 Human Resources Intermediate Course

This 4-day course provides training for all FEMA disaster workforce personnel with the FEMA Qualification System (FQS) position title of Human Resources (HR) Manager (HRMG). These workers include permanent full-time (PFT) employees, a cadre of on-call response/recovery employees (CORE), and reservists.

**Course Objectives:**

- Describe the role of an HRMG in the Joint Field Office (JFO).
- Identify position-specific roles and responsibilities.
- Distinguish between managing a function and carrying out position-specific duties.
- Explain the process for organizing and staffing an HR unit within the JFO.
- Apply leadership principles to real-world JFO HR-related situations.
- Demonstrate ways to foster effective communication practices when performing management-related tasks and in general.
- Identify ways to troubleshoot difficult HR issues.
- Identify effective ways to communicate in the JFO.
- Describe the role, functions, and structures of HR operations.

**Program Area(s):** FEMA Human Resources

**Delivery Location:** NETC; CDP; Resident Offsite

**Course Length:** 4 days

**CEUs:** 3.2

**E0592 Human Resources Advanced Course**

This 4-day course provides training for all FEMA disaster workforce personnel with the FEMA Qualification System (FQS) position title of Human Resources (HR) Unit Leader or Human Resources Unit Leader trainee. These workers include permanent full-time (PFT) employees, a cadre of on-call response/recovery employees (CORE), and reservists.

**Course Objectives:**

- Describe the role of an HR Unit Leader in the Joint Field Office (JFO).
- Identify position-specific roles and responsibilities.
- Distinguish between managing daily HR operations and leading the HR unit.
- Identify ways to empower HR managers to troubleshoot and resolve issues at the lowest possible level.
- Identify ways to support HR managers.

**Program Area(s):** FEMA Human Resources

**Delivery Location:** NETC; CDP; Resident Offsite

**Course Length:** 4 days

**CEUs:** 3.2

**E0597 FEMA Incident Workforce Academy—  
FEMA Incident Workforce Cadre Management**

The goal of this course is to educate and train newly appointed Cadre Coordinators and their support teams in the professional knowledge, management skills, and leadership required to successfully manage an operational cadre for FEMA, with particular emphasis on agency doctrine, policies, procedures, and operational readiness requirements.

**Course Objectives:**

- Relate agency doctrine, policy, and procedures to the management of FEMA operational cadres.
- Analyze cadre force structure and the diverse cadre management requirements associated with the Agency's various employee types (PFTs, TFTs, CORES, IM CORES, and Reservists).
- Describe the framework of communication initiatives, requirements, and expectations for cadre management.

**Program Area(s):** FEMA Employee Training

**Delivery Location:** NETC; Resident Offsite

**Course Length:** 5 days

**CEUs:** 3

**E0599 Introduction to FEMA Information  
Technology**

This course will provide all Information Technology (IT) staff with basic knowledge of FEMA IT and a foundation to effectively build up as they progress through their specialized fields of expertise.

**Course Objectives:**

- Explain the DHS strategic goals, FEMA's vision, and FEMA's core values and their importance for work in IT.
- Explain the FEMA organizational structure and IT organizational structure.
- Explain FEMA IT procurement, cabling, documentation, and customer support.

**Program Area(s):** FEMA Information Technology

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA IT Staff

**Course Length:** 4 days

**CEUs:** 2.8

## E0610 Introduction to Instructional Design Methods

This course provides participants an introduction to methods and theories used to develop and evaluate a training program effectively. Key topics include conducting a performance and needs analysis, designing and developing courses, and evaluating a training program.

### Course Objectives:

- Describe Instructional Design and explain the component parts of the ADDIE Model and how they relate to each other.
- Analyze performance problems and training needs.
- Using the job aids provided discuss the appropriate interventions.
- Explain the components of a Plan of Instruction (POI).
- Evaluate POIs.
- Identify components of the training development process.
- Evaluate course materials.
- List the components that make up implementation of training.
- Explain the application of effective training evaluation.
- Describe how to manage classroom interactions.
- Discuss the importance of identifying training liabilities during the ADDIE process.

**Program Area(s):** Master Trainer Program–Basic Instructional Design Certificate

**Delivery Location:** NETC

**Selection Criteria:** The primary audience for this course is composed of individuals assigned to curriculum design and development duties or positions.

**ACE: Level:** Upper Division

**ACE: Credit Hours:** 2

**Course Length:** 4 days

**CEUs:** 3.2

## E0611 Instructing and Facilitating in the Classroom and Online

This course provides instruction and practice in support of delivering successful training events, both as an instructor and as a facilitator in various learning environments. It emphasizes application of various aspects of science of learning theory in conducting presentations and facilitating learning through discussion in the classroom, meeting room, or online.

### Course Objectives:

- Identify how the competencies of an instructor are mapped to the course units and objectives.
- Evaluate their instructing skills.
- Explain the Five-Stage Experiential Learning Cycle.
- Distinguish the behaviors that indicate accountability and responsibility of instructors and students in the classroom.
- Distinguish the characteristics of adult learners.
- Categorize learning activities with Bloom's cognitive domain levels.
- Correlate Robert Gagne's Nine Events of Learning to a course outline.
- Arrange a list of activities in relation to the five levels of Kirkpatrick's Evaluation.
- Organize activities associated with the Five-Stage Experiential Learning Cycle.
- Choose Instructional Methods that are appropriate for adult learners.
- Relate Instructional Methods to Cognitive Domains.
- Design which methodologies to use when providing training on various topics.
- Associate different occupations with learning types according to Kolb's ELT theory.
- Identify the reasons that the Five-Stage Experiential Learning Cycle facilitates the transfer of learning to on the job behavior.
- Identify the possibilities for the types of teams formed for Team Training.
- Compare effective and non-effective Instructor teams.
- Differentiate the concepts of Feedback and Evaluation.
- Categorize test methods to cognitive domains.
- Recall the recommended parameters for conducting written tests.

- Distinguish proper paraphrasing from incorrect paraphrasing.
- Categorize synchronous and asynchronous training methods.
- Distinguish facilitating challenges represented by online courses.
- Differentiate the methods used to counteract potential security breaches during online training.

**Program Area(s):** Master Trainer Program–Instructor Certificate

**Delivery Location:** NETC

**Selection Criteria:** The primary audience for this course is composed of individuals assigned to instructor duties or positions.

**ACE: Level:** Upper Division

**ACE: Credit Hours:** 2

**Required Prerequisites:** Completion of the Master Trainer Program Basic Instructor Certificate and completion of the required Research Paper.

**Course Length:** 5 days

**CEUs:** 4

### E0612 Managing Courses and Classrooms

In addition to teaching and facilitating, instructors are required to manage student and training facilities to effectively deliver courses and other training events. This course provides the information and application of knowledge in selecting training sites, classroom design, classroom/meeting room technology, arranging logistics; promoting teamwork during training; and minimizing liability.

#### Course Objectives:

- Apply project management principles to managing courses.
- Describe planning and logistical considerations for managing courses and classrooms.
- Select the most qualified instructor or instructional team to support a course.
- Discuss policies and guidelines related to student management.
- Employ strategies for creating a training environment that promotes teamwork and trust.
- Manage both common and challenging situations in the classroom.
- Analyze course feedback and evaluations.
- Describe how to minimize training liability in courses.

**Program Area(s):** Master Trainer Program–Instructor Certificate

**Delivery Location:** NETC

**Selection Criteria:** The primary audience for this course is composed of individuals assigned to instructor duties or positions.

**ACE: Level:** Upper Division

**ACE: Credit Hours:** 2

**Required Prerequisites:** Completion of the Master Trainer Program Basic Instructor Certificate and completion of the required Research Paper.

**Course Length:** 4 days

**CEUs:** 3.2

### E0614 Analysis and Design of Training

An essential element of instructional design and curriculum development is the initial analysis of the need for training and the resulting design of training methods and content. This course provides the student the theory and application of analysis methods and course design. Key topics of the course will include analysis of training needs and requirements, development of analysis documents, and design of courses and training programs based upon the results and recommendations of an analysis.

#### Course Objectives:

- Explain why Performance and Needs Analysis (PNA) is an essential component of the Instructional System Design process.
- Develop a description of each stage of inquiry in a PNA.
- Select and use analysis techniques and information gathering tools that accomplish the purposes of the PNA.
- Analyze data and communicate the results of the PNA.
- Begin to prepare a list of tasks, conditions, and standards for the performance of the chosen job or project.
- Describe the importance of instructional design.
- Explain the elements and use them to design a Plan of Instruction.
- Conduct a Task Analysis to determine performance requirements for a job or function.
- Conduct an Instructional Analysis to determine what must be learned in order for someone to perform the tasks identified in a Task Analysis.
- Evaluate the target audience and identify characteristics and behaviors that impact the training design.



- Write performance objectives that meet standard criteria and correspond to previously conducted analysis.
- Determine an overall instructional strategy that accounts for the audience, resources, and learning conditions.
- Identify instructional methods for a variety of objectives, considering the audience, environment, and resource considerations.
- Identify appropriate training activities and media to support instructional methods.
- Use a systematic approach to organize the training.
- Write a Plan of Instruction that includes all course elements and unit elements, and complete all supporting analyses.

**Program Area(s):** Master Trainer Program—Instructional Design Certificate

**Delivery Location:** NETC

**Selection Criteria:** The primary audience for this course is composed of individuals assigned to curriculum development duties or positions.

**Required Prerequisites:** Completion of the Master Trainer Program Basic Instructional Design Certificate and the required Research Paper.

**Course Length:** 5 days

**CEUs:** 4

### E0615 Development and Evaluation of Training

Efficient development of course content and evaluation of curriculum and training program elements are key to the successful implementation and sustainment of training. Key topics of this course will include development of various types of training materials, student knowledge and skill assessments, and implementation of evaluation programs for courses, instructors, and training programs.

#### Course Objectives:

- Develop an instructor guide and visuals tailored to your target audience and subject matter that incorporate principles of good format and design.
- Develop a student manual and visuals that incorporate formatting principles and design and is appropriate for the target audience and subject matter.
- Develop job aids appropriate to the training situation and course content.
- Identify changes and revisions required throughout the development of course materials.
- Identify measurement indicators, develop evaluation tools, and implement a full evaluation plan.

**Program Area(s):** Master Trainer Program—Instructional Design Certificate

**Delivery Location:** NETC

**Selection Criteria:** The primary audience for this course is composed of individuals assigned to curriculum development duties or positions.

**Required Prerequisites:** Completion of the Master Trainer Program Basic Instructional Design Certificate and the required Research Paper.

**Course Length:** 4 days

**CEUs:** 3.2

### E0616 Training Program Management

This course discusses the essential elements of training program management, including program life-cycle requirements, financial requirements, managing training facilities, management of instructors, instructional technology, and other factors that support a quality training program.

#### Course Objectives:

- Determine objectives, set priorities, and delegate work.
- Hold self and others accountable for measurable high-quality, timely, and cost-effective results.
- Build and manage the workforce based on organizational goals, budget considerations, and staffing needs.
- Assess current and future staffing needs based on organizational goals and budget realities.
- Select and screen instructors.
- Obtain resources and make staffing assignments.
- Build collaborative relationships between the training program and other parts of the organization.
- Promote the importance/value of training to both internal and external stakeholders.
- Prepare, justify, and/or administer the budget for the training program, including lifecycle maintenance of courses and equipment.
- Develop functional requirements and a business case to justify resources for critical training programs.
- Use efficient and cost-effective approaches to integrate technology into the workplace/learning environment to improve program effectiveness.
- Establish systems for documenting training program data.

**Program Area(s):** Master Trainer Program–Training Management Certificate

**Delivery Location:** NETC

**Selection Criteria:** The primary audience for this course is composed of individuals assigned to training management duties or positions.

**ACE: Level:** Upper Division

**ACE: Credit Hours:** 2

**Required Prerequisites:** Completion of the Master Trainer Program Instructor Certificate or Instructional Design Certificate and the required Research Paper.

**Course Length:** 5 days

**CEUs:** 4

### E0617 Training Project Management

Key topics for this course support the management of development and acquisition projects for training programs, including course development, development and acquisition of supporting technology, and other projects. Emphasis is placed on use of project management knowledge, skills, and materials to successfully complete a project in an efficient manner.

#### Course Objectives:

- Initiate a training project.
- Plan a training project.
- Execute a training project.
- Control a training project.
- Close a training project.

**Program Area(s):** Master Trainer Program–Training Management Certificate

**Delivery Location:** NETC

**Selection Criteria:** The primary audience for this course is composed of individuals assigned to training management duties or positions.

**ACE: Level:** Upper Division

**ACE: Credit Hours:** 2

**Required Prerequisites:** Completion of the Master Trainer Program Instructor Certificate or Instructional Design Certificate and the required Research Paper.

**Course Length:** 4 days

**CEUs:** 3.2

### E0618 Strategic Issues in Training Management

This course facilitates discussion of the issues involved in translating an organization's mission and goals to effective training and development programs. Key topics include developing professionals within the organization, long-term development and support of programs, and program evaluation.

#### Course Objectives:

- Apply the best course of action for meeting organizational and stakeholder requirements through training to include developing a strategic plan and mitigating potential barriers.
- Identify the instructional design model used to develop training and identify key phases of the ADDIE model.
- Identify key funding considerations and whether training explained in the case study should receive funding. Participant will explain rationale behind decision to fund (or not fund) given training.
- Identify potential training liability and copyright issues, including legal issues and proper use of the TEACH Act and Fair Use.
- Identify potential ethical issues and explain the impact of ethics in education.
- Identify professional development opportunities, including contrasting the terms mentoring and coaching and listing venues available for professional development.

**Program Area(s):** Master Trainer Program–Executive Training Management Certificate

**Delivery Location:** NETC

**Selection Criteria:** The primary audience for this course is composed of individuals assigned to executive management duties or positions.

**ACE: Level:** Upper Division

**ACE: Credit Hours:** 1

**Required Prerequisite:** Applicants must hold an executive level position in their organization

**Course Length:** 2 days

**CEUs:** 1.6

### E0619 Fraud Awareness and Prevention Train-the-Trainer

This course will introduce participants to effective presentation skills, define fraud and explain FEMA's responsibility as good stewards of taxpayer dollars, and identify FEMA fraud indicators, both internally and externally, along with reporting fraud.

#### Course Objectives:

- Identify the key elements of being an effective instructor.
- Perform instructing within the class.
- Explain FEMA's responsibility as good stewards of taxpayer dollars.
- Identify fraud indicators both internally and externally.

**Program Area(s):** FEMA Security

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is designed for Regional Security Officers and Security Managers.

**Required Prerequisite:** Must be a Regional Security Officer or Senior Security Manager

**Course Length:** ¾ day

**CEUs:** 0.6

### E0662 Single Point Order Tracking

Single Point Order Tracking (SPOT) is defined as an Agency-wide integrated and standardized process to manage and track all resource orders for disaster supplies, equipment, services, personnel, and teams; from order to delivery to the end user or customer. This course provides the step-by-step process and business practices for SPOT and will provide opportunities to practice working in teams to apply the SPOT process.

#### Course Objectives:

- Describe the purpose of single point order tracking.
- Define the five types of orders.
- Identify the two major categories of requests.
- Describe the single point order tracking process from the point of order to delivery.
- Identify the different order methods.
- Define individual roles and responsibilities in the SPOT process.
- Describe the process to connect the order to the transportation and receipt of that order.

**Program Area(s):** Response and Recovery; FEMA Logistics

**Delivery Location:** NETC; CDP; Frederick Distribution Center; Resident Offsite

**Selection Criteria:** FEMA staff with responsibility to manage and track resource orders for disaster supplies, equipment, personnel, and teams.

**Required Prerequisites:** Field experience in support of multiple disaster field operations and pre-course reading assignment of the Single Point Order Management and Tracking Directive

**Course Length:** 3 days

**CEUs:** 1.8

### E0680 Emergency Management—A Leadership Challenge

The Emergency Management Institute (EMI), partnering with Harvard University, will deliver E0680, *Emergency Management—A Leadership Challenge*. This course is based on Meta-Leadership training developed by Harvard for the National Preparedness Leadership Initiative. Meta-Leadership provides the framework that strategically leverages the efforts of different organizational units. The course focuses on Whole Community and Meta-Leadership capabilities that enable effective leadership across organizational boundaries. The Five Dimensions of Meta-Leadership are: The Person of the Meta-Leader; the Situation; Leading Your Silo; Leading Up; and Leading Cross-Agency Connectivity. Other course topics include Terrorism; Mistakes You Will Make in a Crisis; and Negotiation and Conflict Resolution in Complex Crisis Environments. The course is highly interactive and includes relevant case studies and realistic simulation exercises.

#### Course Objectives:

- Lead and coordinate across jurisdictions, agencies, public, non-profit, and private sectors in order to significantly enhance the ability to prepare for, protect against, respond to, recover from, and mitigate all hazards using the Whole Community approach.
- Shape emergency management policy, decision-making, and execution by providing subject matter expertise and other specialized advice, and analysis to those higher in the chain of command.
- Lead direct reports toward goal directed and substantive actions that will measurably improve system preparedness and the capacity to act and execute during times of crisis.

- Assess unique challenges facing the emergency response system to enhance situational awareness during an emergency.
- Understand one's reactions to an emergency and that of other people in order to effectively manage the fast-changing, emotionally charged situations in a major crisis and direct oneself and others toward meaningful response activity.
- Identify and assess complex relationships among organizations with competing interests and develop policies, strategies, and processes to resolve disputes and better coordinate mutually interdependent activities.
- Apply different levels of "connectivity" (integrated, parallel, and competitive) and the meta-leadership model to enhance organizational and inter-organizational performance.

**Program Area(s):** National Emergency Management Executive Academy

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Formal acceptance into the Executive Academy is required.

**Required Prerequisite:** Acceptance into the National Emergency Management Executive Academy

**Course Length:** 4 days

**CEUs:** 3.2

### E0682 Emergency Management in the 21st Century

The Emergency Management Institute (EMI), partnering with the Center of Homeland Defense and Security at the Naval Postgraduate School, will deliver E0682, *Emergency Management in the 21<sup>st</sup> Century*. This course provides the Emergency Management Leader with historical, social, economic, legal, and ethical perspectives that shape policy and decision-making. Participants have the opportunity to explore and analyze technical and operational issues of the Homeland Security enterprise in order to create an understanding of the link between policy and action and vice versa. Participants further develop critical thinking skills and novel problem-solving techniques when dealing with the complexity and pressures that are associated with Emergency Management executive-level decision-making.

#### Course Objectives:

- Apply emergency management historical knowledge to better build, sustain, and improve the capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

- Leverage knowledge of economic factors, demographic drivers, political considerations, and emerging issues to shape emergency management policy and decision-making.
- Assess and apply societal factors, including sociology and social responsibility, when developing emergency management policies and strategies for disaster preparedness, mitigation, protection, response, and recovery.
- Establish communication strategies for developing and maintaining high-value partnerships across disciplines and sectors.
- Evaluate and apply concepts of complexity and strategy to address disasters and disaster preparedness.

**Program Area(s):** National Emergency Management Executive Academy

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Formal acceptance into the Executive Academy is required.

**Required Prerequisite:** Acceptance into the National Emergency Management Executive Academy

**Course Length:** 4.5 days

**CEUs:** 3.6

### E0684 Integrating Science into Emergency Management Policies and Decisions

The Emergency Management Institute (EMI), partnering with the University of Hawaii, National Disaster Preparedness Training Center, will deliver E0684, *Integrating Science into Emergency Management Policies and Decisions*. This course will focus on the tools and techniques for understanding and managing catastrophic disasters by examining the science and research that underlies current and emerging threats, hazards, and resulting consequences. Topics include sociological studies, organizational behavior theory and practice, and the use of models and studies in the analysis of complex and cascading disaster environments.

#### Course Objectives:

- Use risk analysis and decision trees in decision-making.
- Understand the special requirements of infrequent, cascading, ill-characterized, long-lived, and escalating events.
- Recognize ways to improve popular perceptions of risk and influence public behavior during hazard crises.

- Describe how science/technology is communicated and interpreted within the scientific community.
- Describe how emergency management executives can leverage science and technology to prepare for, prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risks.
- Identify, prioritize, engage, and utilize scientific and technology resources to enhance policy and decision-making in all key emergency management mission areas.
- Apply scientific and predictive modeling, data collection and analysis techniques, and technology to policy and decision-making.
- Tailor science and technology-based messaging to various segments of the Whole Community.
- Interpret and communicate science and technology information in a way that effectively informs and influences senior officials and other decision makers at local, state, tribal, Federal, and global levels.

**Program Area(s):** National Emergency Management Executive Academy

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Formal acceptance into the Executive Academy is required.

**Required Prerequisite:** Acceptance into the National Emergency Management Executive Academy

**Course Length:** 5 days

**CEUs:** 4

### E0686 Exercising Emergency Management Executive Policy and Decision-Making

The Emergency Management Institute (EMI), partnering with the Texas Engineering Extension Service, will deliver E0686, *Exercising Emergency Management Executive Policy and Decision-Making*. Management and leadership behaviors, including policy and strategy-level decision-making, are emphasized throughout the week. This course will place participants in difficult Emergency Management situations, resulting in personal stress, while exploring leadership, decision-making, and policy-making methodologies during adversity.

#### Course Objectives:

- Lead and coordinate using a Whole Community Emergency Management approach.
- Establish, maintain, interpret, and apply situational awareness.

- Manage emotionally charged situations.
- Implement effective strategies for leading up, down, and across organizational boundaries.
- Resolve disputes and better coordinate mutually interdependent activities.
- Apply critical thinking, innovation, and adaptive strategies to solve problems.
- Develop policy to mitigate 21<sup>st</sup> century risks and promote community resilience.
- Leverage social sciences, physical sciences, and technology in policy and decision-making.
- Communicate strategically.

**Program Area(s):** National Emergency Management Executive Academy

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Formal acceptance into the Executive Academy is required.

**Required Prerequisite:** Acceptance into the National Emergency Management Executive Academy

**Course Length:** 4 days

**CEUs:** 3.2

### E0692 FEMA Disability Integration Advisor

This course will provide the participant the skills needed to perform effectively as a trainee Disability Integration Advisor.

#### Course Objectives:

- Model disability inclusive behavior. Identify the roles and structures of field operations.
- Relate the role of a DISA to FEMA's and the ODIC's missions.
- Describe the types of internal and external actions a Disability Integration Advisor trainee is likely to perform during the initial days of a disaster deployment.
- Describe how to function effectively as a Disability Integration Advisor during daily operations.

**Program Area(s):** Disability Integration; FEMA Operations–Federal; FEMA Planning

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participants will be FEMA Disability Integration Advisors.

**Course Length:** 3 days

**CEUs:** 2.1

**E0695 FEMA Resources Unit Leader**

This course provides participants with the knowledge and skills to successfully perform Resources Unit Leader (RESL) position-specific tasks when assigned to a Joint Field Office (JFO).

**Program Area(s):** Hurricane Preparedness; Incident Command System; Planning; Response and Recovery; FEMA Planning; FEMA Employee Training

**Delivery Location:** NETC; CDP; Resident Offsite; JFO

**Selection Criteria:** Must be a trainee in this position (RESL) and have been issued the Position Task Book by a certifying Official, as outlined in the FEMA Qualification System.

**Required Prerequisites:** Proficiency in Microsoft Word, Excel, and PowerPoint, and an active Homeland Security Information Network account

**Recommended Prerequisites:** E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 days

**E0696 FEMA Mission Readiness**

This course is a cohort-style, in-residence course at NETC designed to give new employees a comprehensive understanding of FEMA's mission, culture, structure, and organizational responsibilities to help them navigate the organization. Although deployment is discussed, it is not a deployment preparedness course.

**Course Objectives:**

- Identify the course objectives and agenda.
- Describe course responsibilities.
- Determine pre-course competency levels.
- Describe the origins of Federal emergency management and FEMA.
- Identify FEMA authorities and key doctrine.
- Identify the FEMA mission and values.
- Describe the Why, What, Who, and How of FEMA.
- Describe how you can contribute individually toward achieving the Agency mission.
- Think about an elevator speech related to your FEMA career.
- Identify key events during a disaster and their relationship to the FEMA mission.

- Describe the process by which the Whole Community prepares for, mitigates against, responds to, and recovers from a disaster.
- Describe the purpose and function of emergency management.
- Explain the difference between capability and capacity in emergency management.
- Identify the differences between threats and hazards, and between threats/hazards and risk.
- Explain the variables of emergency management capability and disaster resilience.
- Explain the comprehensive emergency management system and its major components.
- Describe how FEMA fits into the DHS organization. Identify where you fit into the overall FEMA organization.
- Explain the role of data in ensuring FEMA works effectively.
- Describe how a flexible structure and workforce helps FEMA achieve its mission.
- Define preparedness.
- Explain how preparedness is integrated throughout the Whole Community and Nation.
- Describe the National Preparedness System.
- Explain key preparedness activities and programs at FEMA.
- Identify the importance of individual and family preparedness for Federal employees.
- Define mitigation.
- Explain key mitigation concepts.
- Describe as a component of the mitigation process: Risk analysis, Risk reduction, and Risk insurance.
- Explain major roles and responsibilities of the Office of Environmental Planning and Historic Preservation (OEHP).
- Explain hazard mitigation grants.
- Define response and its key activities.
- Identify key response partners.
- Identify how FEMA builds capacity to respond.
- Describe National and Regional response and support operations.
- Identify key functions and activities of field operations.
- Define recovery.

- Explain key disaster recovery principles and programs.
- Identify key partners in disaster recovery.
- Describe disaster operations field activities.
- Describe factors in successful recovery.
- Identify mission support functions.
- Describe the role and structure of the Mission Support Bureau.
- Identify the role of the Region within FEMA.
- Describe key functions and activities within the Regions.
- Explain the role of a Region in a disaster.
- Describe the role of the U.S. Fire Administration.
- Explain how U.S. Fire Administration programs relate to other FEMA entities.
- Explain the role of External Affairs.
- Demonstrate understanding of the different functions of External Affairs and how they might interact with these functions.
- Demonstrate awareness of some key responsibilities of External Affairs.
- Identify career management tools and activities that can be helpful in achieving personal career goals.
- Define work/life balance as a general concept and personal goal.

**Program Area(s):** FEMA Employee Training

**Delivery Location:** NETC

**Selection Criteria:** Permanent Full-Time (PFT), Temporary Full-Time (TFT), or Cadre of On-Call Response/Recovery Employee (CORE) FEMA hires are eligible. This means if you are employed as a Reservist, you are not currently eligible for this training. All FEMA PFTs, TFTs, and COREs are eligible for Mission Readiness with priority placement for new employees. This course is **required** for all new-to-FEMA PFT employees hired on or after July 1, 2010. It is not required of PFTs who are/were converted directly from a Reservist (previously “DAE”), CORE, or TFT position which they occupied prior to July 1, 2010.

**Travel Costs Procedure:** The cost of travel for those participants **required** (see above) to attend Mission Readiness will be paid through a central fund.

**Required Prerequisites:** IS-0100.b, Introduction to the Incident Command System, ICS-100; or IS-0100.FW.a, Introduction to the Incident Command System (ICS-100) for Federal Workers; IS-0700.a, National Incident Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction

**Recommended Prerequisites:** IS-0450, Emergency Preparedness for Federal Employees; IS-0450.NC, Emergency Preparedness for Federal Employees in the National Capital Region

**Course Length:** 4 days

**CEUs:** 2.8

### E0697 FEMA Planning Section Chief

This course provides participants with the knowledge and skills to successfully perform Planning Section Chief (PSC) position-specific tasks when assigned to a Joint Field Office.

**Program Area(s):** Hurricane Preparedness; Incident Command System; Planning; Response and Recovery; FEMA Planning; FEMA Employee Training

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Must be a trainee in the PSC position and have been issued the Position Task Book by a certifying Official, as outlined in the FEMA Qualification System.

**Required Prerequisites:** Proficiency in Microsoft Word, Excel, and PowerPoint

**Recommended Prerequisites:** E/G0300, ICS-300: Intermediate Incident Command System for Expanding Incidents; IS-0700.a, National Incident Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction

**Course Length:** 4 days

### E0698 FEMA Planning Support Unit Leader

This course provides participants with the knowledge and skills to successfully perform Planning Support Unit Leader (PLSL) position-specific tasks when assigned to a Joint Field Office.

**Program Area(s):** Hurricane Preparedness; Incident Command System; Planning; Response and Recovery; FEMA Planning; FEMA Employee Training

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Must be a trainee in the PLSL position and have been issued the Position Task Book by a certifying Official, as outlined in the FEMA Qualification System.

**Required Prerequisites:** Proficiency in Microsoft Word, Excel, and PowerPoint, and an active Homeland Security Information Network account

**Recommended Prerequisites:** E/G0300, ICS-300: Intermediate Incident Command System for Expanding Incidents; IS-0700.a, National Incident Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction

**Course Length:** 3 days

**E0705 Fundamentals of Grants Management**

This course is designed for FEMA grantees and sub-grantees. It includes discussion and activities to improve the ability of FEMA grantees to administer Federal grant funding.

**Course Objectives:**

- Improve collaboration across disciplines to integrate grants management functions.
- Review applicable Cost Principles and navigate and apply the FEMA Code of Federal Regulations and FEMA Information Bulletins.
- Apply sound business practices to increase efficiency and meet grants management priorities.
- Develop or revise policies, procedures, and practices in critical areas of grants management.
- Prepare for Federal monitoring and conduct subgrantee monitoring.

**Program Area(s):** FEMA Financial Management

**Delivery Location:** NETC; Resident Offsite—contact Course Manager for local offerings

**Selection Criteria:** Participants must be FEMA grantees or sub-grantees ONLY. Invitations and course announcements will be sent to grantees directly from the Grants Programs Directorate.

**Required Prerequisite:** Participants must be FEMA grantees or sub-grantees.

**Course Length:** 3 days

**CEUs:** 2.4

**E0706 Disaster Contracting**

This course is designed as basic training for any FEMA Joint Field Office (JFO) Contract Specialist, most specifically for members of the FEMA Acquisition/Procurement Disaster Workforce Cadre or any personnel with a FEMA Automated Deployment Database (ADD) deployment title of Procurement Unit Leader, Contract Specialist, or Procurement Specialist.

**Course Objectives:**

- Describe the responsibilities of key players in the disaster contracting process.
- Manage individual purchase cards.
- Analyze procurement requests to determine which method should be used.
- Procure goods and services during a disaster.

- Apply simplified acquisition procedures at a disaster.
- Describe flexibilities permitted for disaster contracting as well as limitations.

**Program Area(s):** FEMA Contracting/Acquisition

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This course is for any FEMA Acquisition/Procurement Disaster Workforce Cadre member who will serve as a Contract Specialist in JFO disaster operations or any personnel with a FEMA ADD deployment title of JFO Procurement Unit Leader, Contract Specialist, or Procurement Specialist. Approval to attend this course is made by the FEMA Acquisition/Procurement National Cadre Manager, or by a member of the Office of Procurement/FEMA Headquarters who can sign on behalf of the Acquisition/Procurement National Cadre Manager. The signature of the aforementioned is required.

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0101.c, *Preparing for Federal Disaster Operations: FEMA*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 2½ days

**CEUs:** 1.7

**E0713 Introduction to FEMA Office of Chief Counsel Field Operations**

This course provides new FEMA legal staff with the skills required to provide effective legal support during Response and Recovery operations. After completion of this course, participants will have a basic understanding of FEMA's statutory and regulatory framework, fiscal and grant management law, the interface between FEMA Headquarters Office of Chief Counsel (OCC) and field operations, and the roles and responsibilities of the field legal staff. They will have a basic knowledge of substantive topics including disaster declarations and response operations focusing on Federal agency authorities; coordination of Federal, state, local, tribal, and voluntary agency support; Mission Assignments; grant assistance for emergency protective measures; records requests (Freedom of Information Act and Privacy Act); and recovery operations focusing on Public Assistance, Individual Assistance, and Hazard Mitigation. In addition, they will receive instruction on providing legal advice under disaster conditions (Advice in Crisis).



**Course Objectives:**

- Identify FEMA's statutory and regulatory framework.
- Identify fiscal and grant management laws.
- Explain the roles and responsibilities of the field legal staff.
- Conduct the duties as a FEMA legal representative in the field.

**Program Area(s):** FEMA Office of Chief Counsel

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** FEMA OCC staff

**Required Prerequisite:** Must have read Your Guide to FEMA Booklet (disaster-related)

**Course Length:** 4 days

**CEUs:** 2.8

### E0714 Advanced FEMA Office of Chief Counsel Field Operations

This course provides annual training to personnel in the Office of Chief Counsel (OCC).

**Course Objectives:**

- Identify changes to regulatory and statutory laws.
- Perform the duties of a FEMA legal representative.

**Program Area(s):** FEMA Office of Chief Counsel

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** FEMA OCC Staff

**Course Length:** 2 days

**CEUs:** 1.4

### E0717 Introductory Alternative Dispute Resolution Advisor Training

This training will provide the knowledge and skills necessary for Alternative Dispute Resolution (ADR) Advisors to perform fully their ADR functions at a high level. The result will be a team of ADR professionals who are able to deploy to disaster sites; heighten awareness of the benefits of ADR; anticipate and prevent problems; provide conflict coaching, mediation, and facilitation services; resolve and reduce the number of complaints and conflicts; and help create an atmosphere of open communication.

**Course Objectives:**

- Describe the role and impact of ADR at disaster workplace sites.
- Operate as an embedded resource within the organization served.
- Identify and prioritize areas that may benefit from ADR services.
- Conduct outreach about ADR.
- Build capacity of personnel to operate and interact more effectively.
- Provide ADR services at disaster workplace sites.
- Apply professional standards of ADR practice to ensure confidentiality, neutrality, and privacy.
- Document and maintain records, reports, and database metrics.

**Program Area(s):** FEMA Alternative Dispute Resolution; FEMA Employee Training

**Delivery Location:** NETC

**Selection Criteria:** Newly hired FEMA ADR Reservists, Cadre of On-Call Response/Recovery Employees, and Permanent Full-Time members, and incumbent ADR members with limited field experience.

**Course Length:** 4 days

**CEUs:** 2.6

### E0727 Executive Orders 11988 and 11990: Floodplain Management and Wetlands Protection

Executive Orders (EOs) 11988 and 11990 on Floodplain Management and Wetlands Protection requires Federal agencies to avoid actions in or adversely affecting floodplains and wetlands unless there is no practicable alternative. EO 11988 establishes an eight-step process that agencies should carry out as part of their decision-making on projects that have the potential to impact floodplains.

**Course Objectives:** Understand the principles of EOs 11988 and 11990 and apply the requirements of 44 CFR Part 9 to FEMA programs and activities. Compliance with EOs 11988 and 11990 is a requirement of all FEMA-funded programs and activities.

**Program Area(s):** FEMA Environmental/Historic Preservation

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course targets Environmental and Historic Preservation (EHP) Floodplain Management Specialists, EHP Task Force/Crew Leaders, and EHP Advisors. FEMA Public Assistance Officers; Coordinators and Project Officers; Mitigation Project Officers; Managers and Floodplain Management Specialists; and Individual Assistance Temporary Housing Officers and Managers; state/tribal representatives; and local representatives may also attend with approval from the Office of Environmental Planning and Historic Preservation Headquarters or the FEMA Regional Environmental Officer.

**Required Prerequisites:** L0253, *Introduction to Environmental and Historic Preservation Compliance*; IS-0253.a, *Overview of FEMA's Environmental and Historic Preservation Review*; working knowledge of FEMA's programs

**Course Length:** 3 days

**CEUs:** 2.1

### E0738 Private Sector Basic

This course is part of the Policies, Procedures and Practice for External Affairs Program. It focuses on the Private Sector component of FEMA's External Affairs operation under the Emergency Support Function #15 (ESF #15). The course teaches tasks outlined in the various task lists for Specialist positions outlined by the ESF #15 Standard Operating Procedures.

#### Course Objectives:

- Describe the purpose and scope of the course.
- Provide an overview of the Private Sector function in disasters.
- Describe the role and responsibilities of the Private Sector Specialist.
- Describe how the Private Sector component works with other functions involved in the disaster recovery operation.
- Develop skills in identifying and analyzing private sector issues that contribute to the overall situational awareness of the disaster.
- Develop and implement outreach strategies that effectively communicate with and leverage resources of the private sector to support the disaster recovery.
- Describe data management and reporting requirements and toolkit resources that support these activities.
- Discuss case studies that demonstrate successful Private Sector engagement in a variety of disaster situations.

- Identify ethics policies for working with the private sector.
- Describe procedures to ensure that there is a seamless transition of private sector contacts to the Regional Office.
- Review the course topics and obtain evaluation and feedback from participants.

**Program Area(s):** FEMA External Affairs–Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** New Specialists assigned to positions within a FEMA JFO, External Affairs Private Sector component. All participants must have the requisite open FEMA Qualification System Position Task Book.

**Required Prerequisite:** This course is run in conjunction with E0750, *Policies, Procedures and Practice for External Affairs, Part I*. It requires approval of External Affairs National Reservist Program Manager.

**Course Length:** 2½ days

**CEUs:** 2

### E0739 Intermediate External Affairs

FEMA External Affairs (EA) includes five functional areas: Congressional Affairs, Intergovernmental Affairs, Joint Information Center, Planning and Products, and Private Sector. Each of these areas is led by an Assistant External Affairs Officer (AEAO) charged with creating a strategic plan for the individual function while supporting the overall EA mission. To enhance management of personnel and facilitate the EA Mission, Managers are assigned to various components. These Managers specialize in specific sub-functions of EA, managing staff within an Incident Command System-designated span of control.

This course builds on the technical foundation established in the E0750, *Policies, Procedures and Practice for External Affairs, Part I*, training. This course will prepare participants to serve as a Manager within the EA structure at the Joint Field Office.

#### Course Objectives:

- Demonstrate a working knowledge of the ESF #15 SOP.
- Demonstrate management skills and techniques that managers may use to create a constructive working environment.
- Develop, prioritize, and communicate SMART objectives that support the mission.
- Demonstrate the ability to implement ESF #15 as an External Affairs manager.

- Describe the manager's role and responsibilities to advise and support the AEAO.
- Describe the manager's responsibilities related to transition and closeout.
- Discuss current topics and issues that affect FEMA External Affairs.

**Program Area(s):** FEMA External Affairs—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participants in this course will be members of the External Affairs Cadre. They will be designated by FEMA Headquarters EA Training and Cadre Management and must possess an open FEMA Qualification System Task Book for a Manager or Assistant Manager position.

**Required Prerequisite:** E0750, *Policies, Procedures and Practice for External Affairs, Part I*

**Course Length:** 4 days

**CEUs:** 3.2

### E0742 Voluntary Agency Liaison: Group Supervisor

This course is designed to introduce participants to the Voluntary Agency Liaison (VAL) Group Supervisor role. This course will equip participants with the knowledge, skills, and tools to serve as an Individual Assistance (IA) VAL Supervisor. The goal of this course is to prepare participants to develop and lead a VAL Group after catastrophic and lesser disasters.

#### Course Objectives:

- Explain the principles that pertain to every VAL.
- Formulate a strategic plan.
- Develop a staffing plan.
- Utilize FEMA resources to support the VAL Group.
- Navigate a complex array of partner relationships.
- Empower the VAL Group.
- Manage a VAL Group.
- Develop capabilities to perform as VAL Group Supervisor.
- Demonstrate the role of the VAL Group Supervisor at transition.
- Illustrate the principles that pertain to every VAL.

**Program Area(s):** Response and Recovery

**Delivery Location:** NETC; Resident Offsite

**Course Length:** 3½ days

**CEUs:** 2.4

### E0743 FEMA Telecommunications Specialist

This course provides a foundation for acquiring the tools and skills needed to install, operate, and maintain all communications systems, software, and peripheral devices, and provide customer service and support to the end-users of communications equipment and services for those new to this position. Participants completing this course will have received an in-depth outline of the tasks and procedures performed by the Information Technology (IT) Telecommunications Specialist and how to accomplish them.

#### Course Objectives:

- Ability for Telecommunications Specialists to perform all tasks in the Telecommunications Specialist Position Task Book.
- Attainment of the knowledge and skills necessary to enable Telecommunications Specialists to accomplish the IT mission to support FEMA deployments to the field.

**Program Area(s):** FEMA Information Technology

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This course is for FEMA Telecommunications Specialists who are required to take it under the FEMA Qualification System.

**Course Length:** 5 days

**CEUs:** 3.5

### E0744 FEMA Information Technology Specialist

This course provides a foundation for acquiring the skills and tools needed to effectively provide the configuration and ongoing operational support of FEMA's Information Technology (IT) enterprise for those new to this position. Subject matter includes IT Security, networking, e-mail, equipment configuration/setup, and other topics. Participants completing this course will have received an in-depth outline of the tasks and procedures performed by the IT Computer Specialist and how to accomplish them.

#### Course Objectives:

- Ability for IT Specialists to perform all tasks in the IT Specialist Position Task Book.
- Attainment of the knowledge and skills necessary to enable IT Specialists to accomplish the IT mission to support FEMA deployments to the field.

**Program Area(s):** FEMA Information Technology

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** This course is for FEMA IT Specialists who are required to take it under the FEMA Qualification System.

**Required Prerequisite:** E0599, *Introduction to FEMA Information Technology*

**Course Length:** 5 days

**CEUs:** 3.5

### E0748 Assistant External Affairs Officer

FEMA External Affairs (EA) includes five functional areas: Congressional Affairs, Intergovernmental Affairs, Joint Information Center, Planning and Products, and Private Sector. Each of these areas is led by an Assistant External Affairs Officer (AEAO) charged with creating a strategic plan for the individual function while supporting the overall EA mission.

To be successful, the AEAO must be skillful in managing programs, leading people, and working collaboratively. While several FEMA courses touch on these subject areas and, in fact, may be required training for AEAOs, this course relates these competencies to the External Affairs environment.

This course builds on the technical foundation established in the E0750, *Policies, Procedures and Practice for External Affairs, Part I*, training as well as E0739, *Intermediate External Affairs*, and other FEMA management training. This course will prepare participants to serve as an AEAO at the Joint Field Office.

#### Course Objectives:

- Describe the course purpose and relate the Office of Personnel Management Executive Core Qualifications to achieving success as an EAO.
- Describe leadership competencies and how personal preferences (i.e., MBTI results) impact effectiveness.
- Identify the relationship between ethical decision-making and effective leadership as an EAO.
- Identify the EAO's opportunities to lead horizontally and vertically and to be a catalyst for organizational development.
- Describe the organization and operation of External Affairs at FEMA HQ and explain how it relates to field operations.
- Complete simulated required reports and forms.

- Identify the sources of conflict and techniques for averting and handling conflict.
- Identify resources and develop a personal plan for continued professional development.
- Describe how ICS supports EA organization and operation during incident response.
- Summarize key points from this training.

**Program Area(s):** FEMA External Affairs—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participants in this course will be members of the EA Cadre. They will be designated by FEMA Headquarters EA Training and Cadre Management and must possess an open FEMA Qualification System Task Book for an Assistant External Affairs Officer position.

**Required Prerequisite:** E0750, *Policies, Procedures and Practice for External Affairs, Part I*, and the approval of the External Affairs National Reservist Program Manager

**Recommended Prerequisites:** E0739, *Intermediate External Affairs*

**Course Length:** 4 days

**CEUs:** 3.2

### E0749 External Affairs Report Specialist

This training will provide the information and resources necessary to ensure that External Affairs (EA) Reports Specialists can work successfully in support of every component of EA while effectively participating in the Emergency Support Function #15 (ESF #15) and Incident Command System Reporting Process.

This course is basic training. Lecture/discussions and process documents will provide the background for the EA Reports Specialist processes. Sample reports and spreadsheets will illustrate the various reports in detail. A number of activities will provide participants with opportunities to practice report-writing skills.

#### Course Objectives:

- Describe the history of the EA Reports Specialist position.
- Explain the roles and responsibilities of the EA Reports Specialist.
- Describe the Startup Actions of an EA Reports Specialist.
- Describe the Reports Completion Process.
- Demonstrate report-writing skills using the appropriate job aid.

**Program Area(s):** FEMA External Affairs—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participants must be FEMA personnel who have an open Position Task Book for the job title EA Reports Specialist and are trainees for that job.

**Required Prerequisites:** E0750, *Policies, Procedures and Practice for External Affairs, Part I*; and E0249, *Planning and Products Basic*

**Course Length:** 4 days

**CEUs:** 3.2

### E0750 Policies, Procedures and Practice for External Affairs, Part I

This course provides the knowledge and tools necessary to perform job functions in FEMA External Affairs (EA) and Emergency Support Function #15 (ESF #15) operations. The course, taken sequentially with EA basic component courses, prepares participants to work seamlessly with other EA components in delivering comprehensive, integrated, and unified messages to all stakeholders.

#### Course Objectives:

- Describe the disaster roles and relationships among Federal, state, local, and tribal partners.
- Describe FEMA programs, policies, and procedures and the organizational structures that support them.
- Identify the primary responsibilities of the key operational components in the JFO.
- Describe the roles of voluntary agencies and other Federal agencies that work in partnership with FEMA.
- Identify the components of ESF #15 at a JFO.
- Describe how the ESF #15 component areas collaborate with each other and with other program areas in the JFO to support the overall JFO mission.

**Program Area(s):** FEMA External Affairs—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Permanent Full-Time, Cadre of On-Call Response/Recovery Employees, and Reservists who have completed the equivalency process and are new to the EA Cadre who hold one of the FEMA Qualification System (FQS) job titles listed below as a “trainee” and/or have an Open Position Task Book for one of these titles:

- Resource Support Specialist
- Speakers Bureau Specialist
- Research and Writing Specialist
- Digital Communications Specialist
- Limited English Proficiency/Accessible Communication Needs Specialist

- Strategy and Messaging Specialist
- EA Reports Specialist
- EA Program Liaison Specialist
- Media Analysis Specialist
- Videographer Specialist
- Photographer Specialist
- Congressional Affairs Specialist
- Intergovernmental Affairs Specialist
- Tribal Specialist
- Private Sector Specialist

**Required Prerequisites:** Applicant must have an open Task Book with one of the above titles and be at a Trainee level within the FQS.

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0101.c, *Preparing for Federal Disaster Operations: FEMA*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0250.a, *Emergency Support Function #15 (ESF #15)—External Affairs: A New Approach to Emergency Communication and Information Distribution*; IS-0650.a, *Building Partnerships with Tribal Governments*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 3 days

**CEUs:** 2.4

### E0753 Policies, Procedures and Practice for External Affairs—Capstone

This is the final session of the multi-part course designed to provide the knowledge and tools necessary to perform job functions in FEMA External Affairs and Emergency Support Function #15 (ESF #15) operations. The Capstone for this series will allow participants to share experiences of deployment, discuss best practices learned, and further apply this knowledge in a final-day exercise conducted jointly with all components. Participants will also receive component-specific training during this week by participating in one of the following courses:

- E0249, *Planning and Products Basic*
- E0769, *External Affairs Joint Information Center Basic*
- E0368, *Congressional Affairs Basic*
- E0738, *Private Sector Basic*
- E0766, *External Affairs Resource Support Basic*
- E0768, *FEMA Video Production Basic*
- E0788, *Intergovernmental Affairs—Basic*

**Course Objectives:**

- Demonstrate how the ESF #15 component areas collaborate with each other and with other program areas in the JFO to support the overall JFO mission.
- Demonstrate the ability to effectively convey FEMA program information orally and in writing.
- Given an assigned component area, demonstrate ability to perform position-specific functions.

**Program Area(s):** FEMA External Affairs—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participants in this course will be members of the External Affairs Cadre who have successfully completed E/L/B0750, *Policies, Procedures and Practice for External Affairs, Part I*; and are either new reservists without basic component-specific training or who are training in a new component of External Affairs.

**Required Prerequisites:** E/L/B0750, *Policies, Procedures and Practice for External Affairs, Part I*; component course required by FQS for job title.

**Course Length:** ½ day

**CEUs:** 0.4

### E0762 External Affairs Operations IV

The External Affairs (EA) Operations Course series (E0762–0765) is a Functional Exercise designed to establish a learning environment for players to exercise operational plans, policies, and procedures during an activation of ESF #15 in the Joint Field Office.

**Course Objectives:**

- Complete assignments in accordance with ESF #15 standard operating procedures.
- Perform tasks as indicated in FQS Position Task Books.
- Implement ESF #15 standard operating procedures.
- Prepare a Federal Coordinating Officer or subject-matter expert for a network television interview (applies only to Media Relations Specialist).
- Use the demobilization checklist to close out personal involvement in the External Affairs operation.

**Program Area(s):** FEMA External Affairs—Federal

**Delivery Location:** NETC; CDP—Requires SimLab

**Selection Criteria:** This course is limited to positions at the Specialist level. Participants must be in possession of a Position Task Book for the job title assigned. Participant must be at a “Trainee” level as defined by the FEMA Qualification System.

The following participants should be enrolled for the listed position:

- Sunday through Tuesday offering:
  - Resource Support Specialist
  - Videography Specialist
  - Photography Specialist
- Tuesday through Thursday offering:
  - Resource Support Specialist
  - Research and Writing Specialist
  - Digital Communications Specialist
  - Limited English Proficiency/Accessible Communication Needs Specialist
  - Strategy and Messaging Specialist
  - EA Program Liaison Specialist
  - Media Analysis Specialist
  - Videography Specialist
  - Media Relations Specialist
  - Photographer Specialist
  - Congressional Affairs Specialist
  - Intergovernmental Affairs Specialist
  - Tribal Affairs Specialist
  - Private Sector Specialist
  - Speakers Bureau Specialist
  - Community Relations Specialist

**Required Prerequisites:** E0750, *Policies, Procedures and Practice for External Affairs, Part I*, and component basic course for position assigned for this exercise

**Course Length:** 3 days

**CEUs:** 2.4

### E0763 External Affairs Operations III

The External Affairs (EA) Operations course series (E0762–0765) is a Functional Exercise designed to establish a learning environment for players to exercise operational plans, policies, and procedures during an activation of Emergency Support Function #15 (ESF #15) in the Joint Field Office. Participants will be evaluated using FEMA Qualification System (FQS) Position Task Books and other criteria during this multi-day event.

**Course Objectives:**

- Perform tasks as indicated in FQS Position Task Books.
- Manage information flow as directed.
- Demonstrate personnel management abilities.
- Use standard operating procedures to manage work flow of specific functions.
- Demonstrate using standard operating procedures to manage work flow in specific function of an External Affairs organization.
- Implement strategic plans for incident messaging.
- Using the developed EA organization, perform a task book evaluation on subordinates.
- Use the demobilization checklist to close out personal involvement in the External Affairs operation.

**Program Area(s):** FEMA External Affairs—Federal

**Delivery Location:** NETC; CDP—Requires SimLab

**Selection Criteria:** This course is limited to positions at the Specialist level. Participants must be in possession of a Position Task Book for the job title assigned. Participant must be at a “Trainee” level as defined by the FEMA Qualification System.

The following participants should be enrolled for the listed position:

- Creative Services Manager
- Program Liaison Manager
- Media Relations Manager
- Congressional Affairs Manager
- IGA Manager
- CR Manager
- Resource Support Manager

**Required Prerequisites:** To attend this course, participants must be recommended by their cadre managers and have successfully completed:

- E0762, *External Affairs Operations IV*
- E0739, *Intermediate External Affairs*
- IS-0794, *External Affairs Program Liaison Function*

**Recommended Prerequisites:**

- E0795, *External Affairs Creative Services Unit* (Creative Services Manager)
- L0770, *External Affairs Visual Imaging Function* (Visual Imaging Manager)

**Course Length:** 4½ days

**CEUs:** 4

**E0764 External Affairs Operations II**

The External Affairs Operations course series is a Functional Exercise designed to establish a learning environment for players to exercise operational plans, policies, and procedures during an activation of Emergency Support Function #15 (ESF #15) in the Joint Field Office. Participants will be evaluated using FEMA Qualification System (FQS) Position Task Books and other criteria during this multi-day event.

**Course Objectives:**

- Manage information flow within and between External Affairs components.
- Demonstrate personnel management abilities, given various situations during a simulated disaster.
- Perform tasks as outlined in FQS Position Task Books.
- Manage and/or work within an External Affairs organization.
- Demonstrate using standard operating procedures how to manage work flow in a specific function of an External Affairs organization.
- Complete assignments in accordance with ESF #15 standard operating procedures.
- Develop strategic plans for incident messaging.
- Implement strategic plans for incident messaging.
- Using the developed EA organization, perform a task book evaluation on subordinates.
- Use the demobilization checklist to close out personal involvement in the External Affairs operation.

**Program Area(s):** FEMA External Affairs—Federal

**Delivery Location:** NETC—Requires SimLab

**Selection Criteria:** The target training population consists of FEMA and other Federal agency representatives who have been selected to serve in an External Affairs organization.

- This course is limited to Assistant External Affairs Officer positions.

- Participants must be in possession of a Position Task Book for the job title assigned.
- Participants must be on the approved roster submitted by the Course Manager.

**Required Prerequisites:** To attend this course, participants must be recommended by their cadre managers and have successfully completed:

- E0763, *External Affairs Operations III*
- E0748, *Assistant External Affairs Officer*

**Course Length:** 5½ days

**CEUs:** 4.4

### E0765 External Affairs Operations I

The External Affairs (EA) Operations course series is a Functional Exercise designed to establish a learning environment for players to exercise operational plans, policies, and procedures during an activation of Emergency Support Function #15 (ESF #15) in the Joint Field Office. Participants will be evaluated using FEMA Qualification System Position Task Books and other criteria during this multi-day event.

#### Course Objectives:

- Demonstrate efficient mobilization and early stage External Affairs organization development.
- Implement efficient mobilization and early stage External Affairs organization development using field guides.
- Establish an ESF operation in a simulated disaster.
- Complete assignments in accordance with ESF #15 standard operating procedures.
- Perform tasks as outlined in FQS Position Task Books.
- Demonstrate personnel management abilities, given various situations during a simulated disaster.
- Develop a staffing plan for a Type II disaster.
- Prepare a Federal Coordinating Officer for a network television interview.
- Perform a task book evaluation on subordinates.
- Assign tasks.
- Delegate tasks.
- Develop strategic plans for incident messaging.
- Manage and/or work within an External Affairs organization.
- Use the demobilization checklist to close out personal involvement in the External Affairs operation.

**Program Area(s):** FEMA External Affairs–Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** The target training population consists of FEMA and other Federal agency representatives who have been selected to serve in an External Affairs organization.

- This course is limited to the EA Officer position.
- Participants must be in possession of a Position Task Book for the job title assigned.
- Participants must be on the approved roster submitted by the Course Manager.

**Required Prerequisites:** To attend this course, participants must be recommended by their cadre managers and have successfully completed:

- E0764, *External Affairs Operations II*
- E0767, *External Affairs Officer Training*

**Course Length:** 6 days

**CEUs:** 4.8

### E0766 External Affairs Resource Support Basic

This course is part of the Policies, Procedures and Practice for External Affairs Program. It focuses on the Resource Support component of FEMA's External Affairs (EA) operation under the Emergency Support Function #15 (ESF #15). The course teaches tasks outlined in the various task lists for Specialist positions outlined by the ESF #15 Standard Operating Procedures.

#### Course Objectives:

- Describe the role of Resource Support in External Affairs.
- Describe the role and responsibilities of Resource Support with regard to managing staff.
- Describe Resource Support's role in ensuring that EA staff follows accepted procedures in the areas of time, travel, and training.
- Describe purchasing procedures Resource Support Specialists must follow.
- Describe the procedures and processes the Resource Support Specialist follows when disseminating products to EA audiences.
- Describe the Resource Support Specialist's responsibilities for setting up and maintaining the EA common drive.



- Describe the Resource Support role in transitioning the EA function from the JFO to the Region.
- Demonstrate the ability to plan a work area for External Affairs.
- Provide feedback on the training.

**Program Area(s):** FEMA External Affairs–Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** New specialists assigned to positions within a FEMA JFO, External Affairs Resource Support function. All participants must have the requisite open FEMA Qualification System Position Task Book.

**Course Length:** 2½ days

**CEUs:** 2

### E0767 External Affairs Officer Training

This course guides the entire External Affairs (EA) operation, managing the Strategic Communications Plan for an incident working with the five functional areas: Congressional Affairs, Intergovernmental Affairs, Joint Information Center, Planning and Products, and Private Sector. To be successful, the External Affairs Officer (EAO) must be skillful in managing programs, leading people, and working collaboratively. The EAO often works directly with FEMA Regional leadership as well as leadership from FEMA Headquarters, the Department of Homeland Security, and even the Office of the President. Several FEMA courses touch on Command and General Staff leadership subject areas and, in fact, may be required training for Assistant EAOs. This course relates these competencies to the EA environment. This course builds on the technical foundation established in E0750, *Policies, Procedures and Practice for External Affairs, Part I*, training as well as in E0739, *Intermediate External Affairs*; E0748, *Assistant External Affairs Officer*; and other FEMA management training. This course will prepare participants to serve as an EAO.

#### Course Objectives:

- Describe the course purpose and relate the Office of Personnel Management Executive Core Qualifications to achieving success as an EAO.
- Describe leadership competencies and how personal preferences (i.e., MBTI results) impact effectiveness.
- Describe the organization and operation of External Affairs at FEMA HQ and explain how it relates to field operations.
- Explain the FEMA Strategic Communications process.
- Explain incident action planning as it relates to the External Affairs strategic communications plan.
- Identify metrics and evaluation practices used in an ESF #15 environment.
- Discuss current topics in FEMA External Affairs.
- Summarize key points from this training.

**Program Area(s):** FEMA External Affairs–Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participants in this course will be members of the External Affairs Cadre. They will be designated by FEMA Headquarters EA Training and Cadre Management and must possess an open FEMA Qualification System Task Book for an EAO.

**Required Prerequisite:** E0750, *Policies, Procedures and Practice for External Affairs, Part I*

**Recommended Prerequisites:** E0739, *Intermediate External Affairs*; and E0748, *Assistant External Affairs Officer*

### E0768 FEMA Video Production Basic

This course is part of the Policies, Procedures and Practice for External Affairs Program. It focuses on the video information function under the Joint Information Center component of FEMA's External Affairs operation under the Emergency Support Function #15 (ESF #15). The course teaches tasks outlined in the various task lists for Specialist positions outlined by the ESF #15 Standard Operating Procedures.

#### Course Objectives:

- Describe the role of Visual Imaging in disaster operations.
- Describe the role of the FEMA Videographer in disaster response and recovery.
- Describe the scope and purpose of Broadcast Operations.
- Identify resources available to support FEMA Video Production.
- Describe the elements and key players involved in live event productions.
- Describe challenges that face videographers in the field and techniques that can contribute to success.
- Demonstrate the ability to produce a video based on an assignment.
- Describe the equipment and processes related to editing and rendering video products.
- Summarize and provide feedback on the training.

**Program Area(s):** FEMA External Affairs—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** New specialists assigned to positions within a FEMA JFO, EA Video Production function. All participants must have the requisite open FEMA Qualification System Position Task Book.

**Required Prerequisites:** This course is run in conjunction with E0750, *Policies, Procedures and Practice for External Affairs, Part I*, and requires approval of the External Affairs National Reservist Program Manager.

**Course Length:** 2½ days

**CEUs:** 2

### E0769 External Affairs Joint Information Center Basic

This course is part of the Policies, Procedures and Practice for External Affairs (EA) program. It focuses on the Joint Information Center (JIC) component within the External Affairs JIC. The course teaches tasks outlined in the various task lists for Specialist positions outlined by the Emergency Support Function #15 (ESF #15)—Standard Operating Procedures (ESF #15—SOP). The course is designed to prepare trainees to serve in Media Relations positions within the JIC component of EA. Depending on their specialty area, they may also need to develop skills in planning events, monitoring and analyzing media coverage, and using digital communications media.

#### Course Objectives:

- Describe the purpose and structure of component-specific training for Media Relations Specialists assigned to the Joint Information Center.
- Describe the participant's role and responsibilities in this training.
- Differentiate between the Joint Information System (JIS) and Joint Information Center (JIC).
- Describe the role of the JIC in support of the ESF #15 External Affairs mission.
- Describe the primary functions under the JIC.
- Relate incident planning to strategic communication planning.
- Review FEMA's 8-Step Strategic Communication Model.
- Describe the purpose of monitoring and analyzing media coverage.
- Identify key activities related to media analysis.

- Describe how the news desk operation uses media analysis to respond to inquiries and initiate media coverage.
- Describe the role of External Affairs Specialists in the field.
- Describe how to prepare for an interview.
- Describe techniques for improving on-camera interviews.
- Describe nonverbal communication tips to improve on-camera interviews.
- Demonstrate effective interview skills during an on-camera interview.
- Explain why social media is an important aspect of emergency public information.
- Describe the role of the Digital Communications Specialist in the JIC.
- Describe how digital communications can be used to enhance the effectiveness of disaster response operations.
- Describe FEMA's transparency guidelines including media access and spokesperson policies.
- Identify and access resources—including web sites and reference materials—in support of External Affairs activities.
- Demonstrate the ability to navigate the Internet to locate information pertaining to the ESF #15 mission.
- Provide feedback on the training and complete an evaluation.

**Program Area(s):** FEMA External Affairs—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** New specialists assigned to positions within a FEMA Joint Field Office, EA JIC component. All participants must have the requisite open FEMA Qualification System Position Task Book as Media Relations Specialist or Media Analysis Specialist.

**Required Prerequisites:** This course is run in conjunction with E0750, *Policies, Procedures and Practice for External Affairs, Part I*, and requires approval of the EA National Reservist Program Manager.

**Course Length:** 2½ days

**CEUs:** 2

**E0773 FEMA Information Specialist**

This course provides participants with the knowledge and skills to successfully perform Information Specialist (INSP) position-specific tasks when assigned to a Joint Field Office during an incident requiring FEMA assistance.

**Program Area(s):** Hurricane Preparedness; Incident Command System; Planning; Response and Recovery; FEMA Planning; FEMA Employee Training

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Must be a trainee in the INSP position and have been issued the Position Task Book by a certifying Official, as outlined in the FEMA Qualification System.

**Required Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; E0822, *Fundamentals of Management and Support Coordination of Federal Disaster Operations*; and proficiency in Microsoft Word, Excel, and PowerPoint

**Course Length:** 3 days

**E0780 Basics for FEMA Disaster Safety Officers**

This course is mandatory for all new safety professionals within the FEMA Safety Cadre. It meets the Occupational Safety and Health Administration requirements for what a Safety Officer must know, what to look for, and how to look for it. Completion of this course is required for credentialing in accordance with the National Safety Cadre.

**Course Objectives:**

- Describe the roles and duties of the Disaster Safety Officer (DSO).
- List the types of safety and health hazards present during a disaster.
- Describe and explain how to complete required forms and reports.
- Explain how to obtain equipment and other resources.

**Program Area(s):** FEMA Safety

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Offered to FEMA DSOs by the Safety, Health and Medical Readiness Division. All nominations will be submitted through the National Safety Cadre Manager.

**Required Prerequisite:** Member of the Safety Cadre

**Course Length:** 5 days

**CEUs:** 3.1

**E0788 Intergovernmental Affairs—Basic**

This course is part of the Policies, Procedures and Practice for External Affairs Program. It focuses on the Intergovernmental Affairs component of FEMA's External Affairs (EA) operation under the Emergency Support Function #15 (ESF #15). The course teaches tasks outlined in the various task lists for Specialist positions outlined by the ESF #15 Standard Operating Procedures.

**Course Objectives:**

- Describe the role of IGA in disaster operations.
- Describe the importance of working as a team and tips to make this approach work.
- Describe and differentiate among government structures and roles.
- Identify strategies and challenges to creating relationships with non-Federal partners.
- Describe the importance of the common operating picture and strategies for developing situational awareness.
- Describe techniques for evaluating and processing information as part of the IGA operation.
- Demonstrate effective briefing skills.
- Summarize and provide feedback on the IGA training.

**Program Area(s):** FEMA External Affairs—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** New specialists assigned to positions within a FEMA JFO, EA Intergovernmental Affairs Component. All participants must have the requisite open FEMA Qualification System Position Task Book for Tribal Affairs Specialist or Intergovernmental Affairs Specialist.

**Required Prerequisites:** This course is run in conjunction with E0750, *Policies, Procedures and Practice for External Affairs, Part I*, and requires approval of the External Affairs National Reservist Program Manager.

**Course Length:** 2½ days

**CEUs:** 2

**E0791 Interagency Consultation for Endangered Species**

Section 7 of the Endangered Species Act (ESA) requires all Federal agencies to prevent or modify any project authorized, funded, or carried out by the Agency that is likely to jeopardize the continued existence of any endangered species or threatened species or their habitats. In order to determine if a proposed activity will jeopardize endangered or threatened species, FEMA must consult with

either the U.S. Fish and Wildlife Service or the National Marine Fisheries Service. Compliance with ESA is a requirement for all FEMA-funded programs and activities. This course provides training on the implementation of ESA Section 7 within the context of FEMA's programs and trains Environmental and Historic Preservation (EHP) staff on proper consultation procedures and strategies for streamlining compliance with ESA.

#### Course Objectives:

- Provide training on the implementation of ESA Section 7 within the context of FEMA's programs.
- Train EHP staff on proper consultation procedures and strategies for streamlining compliance with ESA.

**Program Area(s):** FEMA Environmental/Historic Preservation

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course specifically targets EHP Environmental Specialists, EHP Advisors, and EHP Task Force/Crew Leaders. Others may attend with approval from the Office of Environmental Planning and Historic Preservation Headquarters or the FEMA Regional Environmental Officer.

**Required Prerequisites:** L0253, *Introduction to Environmental and Historic Preservation Compliance*; IS-0253.a, *Overview of FEMA's Environmental and Historic Preservation Review*; and working knowledge of FEMA's programs

**Course Length:** 3 days

**CEUs:** 2.1

### E0796 Strategy and Messaging

This course addresses the responsibilities of External Affairs Strategic Communications Specialists and Limited English Proficiency Specialists working within Emergency Support Function #15 (ESF #15) at a Joint Field Office.

#### Course Objectives:

- Describe the role of Strategic Communications and Limited English Proficiency specialists within the Planning and Products component for External Affairs.
- Explain the FEMA strategic communications process.
- Explain methods of developing communication goals.
- Describe audiences targeted for specific messages.
- List strategic communication channels.
- Explain the relationship between the Incident Action Plan and External Affairs Strategic Communications Plan.

- Describe marketing techniques used in a strategic communications plan.
- List current topics in FEMA External Affairs.
- Given a scenario, develop a strategic communications plan.

**Program Area(s):** FEMA External Affairs–Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Participants must be in the trainee status for the following FEMA Qualification System Positions: Strategy and Messaging Specialist or Limited English Proficiency Specialist.

**Required Prerequisites:** E0750, *Policies, Procedures and Practice for External Affairs, Part I*; and E0249, *Planning and Products Basic*

**Course Length:** 4 days

### E0801 IT Telecom Manager

This course will provide the technical and programmatic knowledge needed for FEMA Information Technology (IT) Telecom Managers to perform their job in a disaster environment.

#### Course Objectives:

- Ability for IT Telecom Managers to perform all tasks in their Position Task Book.
- Attainment of the knowledge and skills necessary to enable IT Telecom Managers to accomplish the IT mission to support FEMA deployments to the field.

**Program Area(s):** Response and Recovery; FEMA Information Technology

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** FEMA Telecom Managers who have completed prerequisites.

**Required Prerequisites:** E0599 *Introduction to FEMA Information Technology*; and E0743, *FEMA Telecommunications Specialist*

**Course Length:** 4 days

**CEUs:** 2.8

### E0802 IT Customer Service Manager

This course will provide the technical and programmatic knowledge needed for FEMA Information Technology (IT) Customer Service Managers to perform their job in a disaster environment.

#### Course Objectives:

- Ability for IT Customer Service Managers to perform all tasks in their Position Task Book.

- Attainment of the knowledge and skills necessary to enable IT Customer Service Managers to accomplish the IT mission to support FEMA deployments to the field.

**Program Area(s):** Response and Recovery; FEMA Information Technology

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** FEMA IT Customer Service Managers who have completed prerequisites.

**Required Prerequisites:** E0599 Introduction to FEMA Information Technology; and E0837, Information Technology Help Desk Specialist

**Course Length:** 4 days

**CEUs:** 2.8

### E0803 FEMA Disability Integration Advisor Lead

This course will provide the participant the skills needed to perform effectively as a FEMA Disability Integration Advisor Lead in a disaster environment.

**Course Objective:** To provide the technical and programmatic knowledge needed for FEMA Disability Integration Advisors to perform their duties in a disaster environment.

**Program Area(s):** Disability Integration; FEMA Operations–Federal; FEMA Planning

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA Disability Integration Advisor Leads may attend.

**Course Length:** 4 days

**CEUs:** 2.8

### E0815 Joint Field Office Communications

This course is designed to teach the Joint Field Office communications standard operating procedures, the Incident Communications Annexes, and Incident Communications Plans. This instruction will assist in assuring consistency in communications planning and execution during an incident.

**Course Objective:** The participant will have the knowledge and resources needed to understand what is required to perform as a FEMA Communications Leader in a disaster environment from both a technical and leadership standpoint.

**Program Area(s):** FEMA Information Technology

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** FEMA Communications/Information Technology and Operations disaster planners and responders.

**Course Length:** 2½ days

**CEUs:** 1.8

### E0823 FEMA Qualification System Coach-Evaluator

This 4-hour course is designed to teach fundamental coaching and evaluation skills to FEMA Qualification System (FQS) Coaches-Evaluators. The course limits lecture and emphasizes facilitated discussion, demonstration of desired behaviors and strategies, and skill practice with role-playing activities. The course goal is to familiarize participants with the responsibilities of the FQS Coach-Evaluator and to provide skill practice training for individuals who will serve as FQS Coaches-Evaluators.

#### Course Objectives:

- Describe the importance of the FQS Coach-Evaluator in supporting FEMA's goal to create a qualified disaster workforce.
- Explain the role and responsibilities of an FQS Coach-Evaluator.
- Identify key skills for effective coaching and evaluating.
- Explain a preliminary Trainee meeting, covering the key points from the Coach-Evaluator Job Aid.
- Identify effective observation and evaluation strategies.
- Explain an exit evaluation debrief, covering the key points from the Coach-Evaluator Job Aid.
- Identify the kinds of communication that should occur between the Coach-Evaluator and the Trainee, the Trainee's supervisor, and other relevant staff.
- Describe how to effectively conduct a preliminary meeting with a Trainee.
- Describe the importance of developing and maintaining a timeline for evaluations.
- Summarize the coaching and evaluation responsibilities.
- Describe how to effectively debrief a Trainee.
- Summarize the information contained in the guidance materials related to the FQS evaluation process.
- Define the role of an FQS Coach.

- Define the role of an FQS Evaluator.
- Describe the process by which a Coach-Evaluator may get deployed and assigned to an FQS Trainee.
- Identify the key points of a preliminary meeting with the Trainee.
- Identify effective strategies for:
  - Creating a collaborative atmosphere;
  - Providing constructive feedback to Trainees;
  - Observing Trainees perform tasks from the PTB;
  - Asking questions for clarity associated with observing and evaluating tasks; and
  - Questioning, listening, and note-taking as part of evaluating Trainees.
- Correctly evaluate performance and determine competency of given tasks in a Position Task Book (PTB) through the use of video vignettes.
- Describe common challenges and solutions associated with:
  - Conducting an evaluation;
  - Coordinating with Supervisors and other relevant staff; and
  - Debriefing the Trainee.
- Identify the key points of the exit debrief with the Trainee.

**Program Area(s):** FEMA Disaster Field Training Operations; FEMA Employee Training

**Delivery Location:** NETC; CDP; Frederick Distribution Center; Online; Resident Offsite

**Selection Criteria:** FEMA personnel (including Permanent Full-Time employees, Temporary Full-Time employees, Cadre of On-Call Response/Recovery Employees, and Disaster Reservists) who will serve as qualified FQS Coaches-Evaluators.

**Required Prerequisite:** IS-0207, *Overview of the FEMA Qualification System and Qualification Review Boards*

**Course Length:** ½ day

### E0825 FEMA Incident Action Planning

This course provides participants with the knowledge and skills to apply the phases of the Incident Action Planning process effectively when assigned to a Joint Field Office during an incident requiring FEMA assistance. This is a performance-based course where the attendees participate in meetings during a Planning “P” Operational Period and critique components of an Incident Action Plan.

**Program Area(s):** Incident Command System; Planning; Response and Recovery; FEMA Operations–Federal; FEMA Employee Training

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** The target audience is for any Planning Section Unit Leader or above and is strongly recommended for all other Command and General Staff members. In addition, the following Incident Command System positions are encouraged to attend:

- Operational Branch Director and/or Division/Group Supervisor
- Chief of Staff
- State Coordinating Officer
- Liaison Officer
- External Affairs—e.g., Public Information Officer
- Communications Unit Leader
- Finance Section Chief
- Logistics Section Chief

**Required Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; and IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*

**Recommended Prerequisites:** E/G0300, *ICS-300: Intermediate Incident Command System for Expanding Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 2 days

### E0827 Geospatial Information System Managers and Unit Leaders

This course serves as a training opportunity for FEMA personnel to identify and practice the essential core competencies required when performing the duties of the Geospatial Information System Manager (GIMG) and the Geospatial Information System Unit Leader (GIUL) positions, in alignment with the FEMA Position Task Books (PTBs) and Qualification Sheets. The goal of this course is to prepare participants to effectively assume the role of GIMG or GIUL and to start building the skills required for that position. This course lays out the behaviors and activities for each position and provides opportunities to practice and demonstrate skills needed at an incident or event. This course is one of the initial steps towards becoming a certified and qualified GIMG and GIUL.

**Program Area(s):** Incident Command System; Planning; Response and Recovery; FEMA Planning; FEMA Employee Training

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Geospatial staff who have been assigned GIMG or GIUL PTBs, or have open equivalent Task Books (when developed) for the National Response Coordination Center (NRCC) and Regional Response Coordination Centers (RRCCs), or are identified as a National or Regional Geospatial Coordinator. The audience should also include those individuals who are experienced at the Specialist level and are likely to be called up in the capacity of GIUL or GIMG for a deployment or exercise in the near future.

**Required Prerequisites:** The participant must be a fully qualified GISP or hold an equivalent position in the NRCC/RRCC (when developed). The participant must have been issued the GIMG or GIUL Task Book(s).

**Recommended Prerequisites:** NCA-Basic Management/Supervision Training; NCA-Intermediate Management/Supervision Training (Unit Leaders only); E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; and E0825, *FEMA Incident Action Planning*

**Course Length:** 4 days

### E0836 Applicant Services Program Specialist

This course will train individuals assigned to the role of Applicant Services Program Specialist (ASPS) in disaster operations to provide face-to-face contact with disaster survivors, providing information about FEMA disaster assistance, and guiding them to other government and private organizations who offer disaster assistance-related services.

#### Course Objectives:

- Provide an overview of the Individual Assistance (IA) disaster response and recovery process.
- Identify shared responsibilities of all IA Staff.
- Articulate the ASPS's role in IA disaster response.
- Describe the functions of a Disaster Recovery Center.
- Explain the Registration Intake process.
- Describe how to respond to applicant inquiries and research, populate, update, and manage applicant cases.
- Describe the steps to identify Rental and Temporary Housing Assistance options for applicants using Recovery Information Management System, National Emergency Management Information System, and Housing Operations Management System.
- Describe how to communicate with people in a crisis and manage difficult situations.

**Program Area(s):** FEMA Individual Assistance—Federal

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** FEMA personnel assigned to learn the basics of Individual Assistance.

**Course Length:** 4 days

**CEUs:** 3.0

### E0837 Information Technology Help Desk Specialist

This course will teach FEMA Information Technology (IT) Help Desk Specialists their roles and responsibilities and provide them with the tools that they will need to perform their jobs.

#### Course Objectives:

- Ability for IT Help Desk Specialists to perform all tasks in the IT Help Desk Specialist Position Task Book.
- Attainment of the knowledge and skills necessary to enable IT Help Desk Specialists to accomplish the IT mission to support FEMA deployments to the field.

**Program Area(s):** FEMA Information Technology

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** FEMA IT Help Desk staff who have this course on their FEMA Qualification System Qualification Sheet.

**Required Prerequisite:** E0599, *Introduction to FEMA Information Technology*

**Course Length:** 5 days

**CEUs:** 3.5

### E0841 National Emergency Management Information System—Mitigation Training

This course provides an overview of the National Emergency Management Information System (NEMIS) and a more in-depth overview of the Mitigation Training module.

**Course Objectives:** To provide Mitigation Cadre members and state/tribal personnel who are involved with the development and/or management of the Hazard Mitigation Grant Program (HMGP) with an overview of NEMIS and how to:

- Utilize and manage the Mitigation module;
- Enter and process HMGP project applications at the FEMA and state levels; and
- Manage and close out projects in the HMGP Program.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is open to Mitigation Cadre members and state/tribal personnel who are involved with the development and/or management of the HMGP.

**Recommended Prerequisites:** E0212, *Unified Hazard Mitigation Assistance: Developing Quality Application Elements*; working knowledge of Unified Hazard Mitigation Assistance Guidance, Mitigation Program Regulations, Laws, etc., and Grants Management concepts and principles

**Course Length:** 4 days

**CEUs:** 2.8

### E0845 Introduction to FEMA Disaster Emergency Communications

This course introduces the participants to the mission, roles, capabilities, and services of FEMA Disaster Emergency Communications (DEC) including coordination across the entire DEC mission space during incident operations, and requesting DEC capabilities and services to satisfy mission requirements.

#### Course Objectives:

- Understand the mission, roles, capabilities, and services of FEMA DEC.
- Coordinate across the entire DEC mission space during incident operations.
- Request DEC capabilities and services to satisfy mission requirements.

**Program Area(s):** Response and Recovery; FEMA Information Technology

**Delivery Location:** NETC; CDP; Frederick Distribution Center; Resident Offsite

**Selection Criteria:** Priority to Reservist employees of the FEMA Disaster Emergency Communications Division, Incident Management and Incident Support Unit Leaders and above. Also, FTE DEC staff, Federal interagency Emergency Support Function #2 partners, and state and tribal emergency communications officials may attend.

**Course Length:** 4 days

**CEUs:** 2.8

### E0880 Disaster Survivor Assistance Specialist

This course is the foundation for the Disaster Survivor Assistance (DSA) workforce. It covers the role, responsibilities, and tasks associated with the FEMA Qualification System (FQS) Disaster Survivor Assistance Specialist.

#### Course Objectives:

- Describe the DSA mission.
- Apply the AIR concept of Assessing, Informing, and Reporting.
- Clarify the support role of DSA in disaster operations.
- Demonstrate how to use Registration Intake and navigate Web Applicant Inquiry to respond to survivor inquiries using the tablet device.
- Explain Individual Housing Program eligibility requirements.
- Employ web resources and guides information to respond to survivor inquiries.
- Demonstrate reporting application for delivery of survivor-centric needs and community trends.
- Demonstrate knowledge of appropriate outcomes, using simulation exercises.

**Program Area(s):** FEMA Disaster Survivor Assistance

**Delivery Location:** NETC; CDP; Resident Offsite; JFO

**Selection Criteria:** Member of Disaster Survivor Assistance Cadre, FEMA Corps, or Surge Capacity Force.

**Course Length:** 5 days

**CEUs:** 4

### E0900 IEMC/All-Hazards: Preparedness and Response

This is an exercise-based course that addresses preparedness and response in emergency situations resulting from natural and technological hazards. Participants in the “generic” audience represent various communities from throughout the country. Public officials and other key community leaders are placed in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises, allow for structured decision-making in a learning, yet realistic, environment. A key outcome of this is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise scenario focuses on severe weather and related flooding.



**Course Objectives:**

- Describe the effects and consequences of all hazards on a jurisdiction.
- Identify and carry out the roles of various emergency management disciplines in an Emergency Operations Center (EOC).
- Plan for EOC operations, including use of mutual aid agreements, during an all-hazards event in Central City, State of Columbia.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC

**Selection Criteria:** Emergency management profession; all disciplines. The audience includes emergency management, emergency medical services, fire, law enforcement, government administrative, hazardous materials, health care, public health, public safety communications, public works personnel, or any emergency management/response personnel that would be dealing with Situational Awareness/Common Operating Picture in an EOC during an incident.

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; and IS-0700.a, *National Incident Management System, An Introduction*. Participants are encouraged to enroll in both E0900, *IEMC/All-Hazards: Preparedness and Response*; and E0901, *IEMC/All-Hazards: Recovery and Mitigation*, in consecutive, back-to-back offerings. **Note:** Credit can be awarded for only one course of the IEMC courses: E0900, *IEMC/All-Hazards: Preparedness and Response*; E0905, *IEMC/Hurricane: Preparedness and Response*; or E0910, *IEMC/Earthquake: Preparedness and Response*.

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management

**Course Length:** 4 days

**CEUs:** 3.2

### E0901 IEMC/All-Hazards: Recovery and Mitigation

This exercise-based course emphasizes Recovery and Mitigation activities and Planning. It places public officials and other key community leaders in a simulation that begins after a disaster has affected a community. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decision-making in a learning environment that is nonetheless realistic. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster recovery, in both the

short-term and the long-term. The exercise scenario focuses on recovery from severe weather and related flooding. Mitigation activities to prevent or reduce the future impact of a similar disaster also are identified during the mitigation exercise.

**Course Objectives:**

- Define short-term, intermediate, and long-term recovery.
- Identify typical recovery measures and activities.
- Describe recovery planning considerations and identify key elements of the local recovery process.
- Identify roles and capabilities of local, state, Federal, public sector, public safety, private sector, and volunteer agencies during recovery.
- Describe ways to enhance coordination and cooperation.
- Describe organizational actions that promote recovery and mitigation.
- Delineate sequence of events for major disaster recovery and mitigation.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC

**Selection Criteria:** State and local emergency management professionals.

**Recommended Prerequisites:** E0900, *IEMC/All-Hazards: Preparedness and Response*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; and IS-0700.a, *National Incident Management System, An Introduction*. Participants are encouraged to enroll in both E0900, *IEMC/All-Hazards: Preparedness and Response*; and E0901, *IEMC/All-Hazards: Recovery and Mitigation*, in consecutive, back-to-back offerings.

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management

**Course Length:** 4 days

**CEUs:** 3.2

**E0905 IEMC/Hurricane: Preparedness and Response**

This IEMC addresses Preparedness and Response in emergency situations resulting from a hurricane. This exercise-based course is conducted for participants from communities throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decision-making in an educational, yet realistic, environment. A key outcome of this IEMC is that additional planning needs are identified, providing the opportunity to enhance overall Preparedness. The exercise scenario focuses on evacuation issues prior to the simulated hurricane making landfall and response activities after landfall.

**Course Objectives:**

- Describe the effects and consequences of all hazards on a jurisdiction.
- Identify and carry out roles of various emergency management disciplines in an Emergency Operations Center (EOC).
- Plan for EOC operations, including use of mutual aid agreements, during an all-hazards event in Central City, State of Columbia.

**Program Area(s):** Citizen Preparedness; Continuity of Operations; Hurricane Preparedness; Incident Command System; Integrated Emergency Management; National Response Framework; Planning; Preparedness for Schools/Children/Higher Education/Houses of Worship; Public Works; Response and Recovery; Tribal; Universal Emergency Preparedness; Voluntary Organizations

**Delivery Location:** NETC

**Selection Criteria:** Emergency management professionals; all disciplines.

**Recommended Prerequisites:** IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; and IS-0700.a, National Incident Management System, An Introduction. **Note:** Credit can be awarded for only one course of the IEMC courses: E0900, IEMC/All-Hazards: Preparedness and Response; E0905, IEMC/Hurricane: Preparedness and Response; or E0910, IEMC/Earthquake: Preparedness and Response.

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management

**Course Length:** 4 days

**CEUs:** 3.2

**E0910 IEMC/Earthquake: Preparedness and Response**

This IEMC addresses Preparedness and Response in emergency situations resulting from an earthquake. This exercise-based course is conducted for participants from communities throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decision-making in a learning environment that is realistic. A key outcome of this IEMC is that additional planning needs are identified, providing the opportunity to enhance overall Preparedness. The exercise scenario focuses on response to an earthquake. Also, additional planning needs to prepare for an earthquake response are identified.

**Course Objectives:**

- Describe the effects and consequences of all hazards on a jurisdiction.
- Identify and carry out roles of various emergency management disciplines in an Emergency Operations Center (EOC).
- Plan for EOC operations, including use of mutual aid agreements, during an all-hazards event in Central City, State of Columbia.

**Program Area(s):** Citizen Preparedness; Continuity of Operations; Incident Command System; Integrated Emergency Management; Planning; Preparedness for Schools/Children/Higher Education/Houses of Worship; Public Works; Response and Recovery; Tribal; Voluntary Organizations

**Delivery Location:** NETC

**Selection Criteria:** Emergency management professionals; all disciplines.

**Recommended Prerequisites:** IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; and IS-0700.a, National Incident Management System, An Introduction.

**Note:** Credit can be awarded for only one course of the IEMC courses: E0900, IEMC/All-Hazards: Preparedness and Response; E0905, IEMC/Hurricane: Preparedness and Response; or E0910, IEMC/Earthquake: Preparedness and Response.

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management

**Course Length:** 32 hours

**CEUs:** 3.2

### E0915 IEMC/Homeland Security: Preparedness and Response

This IEMC focuses on preparing for and responding to the consequences of a terrorist act. This exercise-based course is conducted for participants from communities throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decision-making in a realistic learning environment. Special attention is placed on the coordinated response among agencies when the disaster area also is a crime scene.

#### Course Objectives:

- Describe the effects and consequences to the jurisdiction of terrorism incidents.
- Identify and carry out the roles of various emergency management disciplines in an emergency operations center (EOC).
- Plan for EOC operations, including use of mutual aid agreements, during a functional exercise simulating terrorism incidents in Central City, State of Columbia.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC

**Selection Criteria:** Emergency management professionals; all disciplines.

**Recommended Prerequisites:** G0408, *Homeland Security Planning for Local Governments*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; and IS-0700.a, *National Incident Management System, An Introduction*

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management

**Course Length:** 4 days

**CEUs:** 3.2

### E0920 IEMC/Hazardous Materials: Preparedness and Response

This IEMC focuses on preparing for and responding to a major hazardous materials incident. This exercise-based course is conducted for participants from communities throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured

decision-making in a learning environment that is nonetheless realistic.

#### Course Objectives:

- Analyze community hazardous materials emergency plans, policies, and procedures.
- Identify additional Hazmat planning needs.
- Clarify roles and responsibilities in Hazmat incidents.
- Improve teams and coordination.
- Improve response/recovery capabilities to Hazmat events.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC

**Selection Criteria:** Emergency management professionals; all disciplines.

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; and IS-0700.a, *National Incident Management System, An Introduction*

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management, Fire Science, and Public Safety

**Course Length:** 4 days

**CEUs:** 3.2

### E0922 IEMC/Planned Events

This course uses the IEMC format of lectures and exercises to help a community successfully prepare for a Planned Event. Planned Events are scheduled non-emergency activities that may place a strain on community resources and require special preparation in order to assure the public is protected while traveling to the events, attending these events, or simply residing near the event's location. Depending on the size of the community, these events can include county fairs, festivals, holiday celebrations, conferences, or political, religious, and sporting events. Events like these often place stress on normal community/organization infrastructure that are tantamount to an emergency, and may result in significant negative consequences if another natural or technological emergency should occur while the Planned Event is in progress. Jurisdictions, both large and small, across the Nation are involved in scheduling and planning events that greatly impact a community for several hours or days. All Planned Events are enhanced by sufficient planning and organization using the principles and concepts outlined in the National Incident Management System.

**Course Objectives:**

- Describe the effects and consequences of possible hazards on and during a pre-planned event, such as parades, sporting events, winter festivals, etc.
- Document the Event Action Plan with use of mutual aid agreements, and the local Emergency Operations Center.
- Highlight overlooked areas such as volunteers, spontaneous volunteers, VIPs, documentation for MCI, and establishing Command Post(s).

**Program Area(s):** Citizen Preparedness; Continuity of Operations; Incident Command System; Integrated Emergency Management; Planning; Preparedness for Schools/Children/Higher Education/Houses of Worship; Public Works; Tribal; Voluntary Organizations

**Delivery Location:** NETC; Resident Offsite; State Delivered

**Selection Criteria:** This course is for state, local, and tribal officials, as well as others who are responsible for the security and safety of Planned Events within a community (Event Planning Committee members, EOC Management and Planning staff, IMT Planning and Command Staff, Emergency Management Agency staff, Public Information Officers, Local Elected and Appointed Officials, Venue Sponsor Staff, Convention and Visitors Bureau Staff, and Transportation Planners).

**Recommended Prerequisites:** IS-0015.b, *Special Events Contingency Planning for Public Safety Agencies*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; and IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*

**Course Length:** 4 days

**CEUs:** 3.2

**E0930 IEMC/Community-Specific**

Community-Specific IEMCs place emphasis on a specific jurisdiction's risks, response capability, Core Capabilities, and short-term recovery issues. They are tailored to fit the jurisdictions and are based on a selected hazard scenario. Course methodologies include classroom instruction, group planning sessions, and exercises that allow for structured decision-making in a learning environment. A key outcome of this IEMC is to provide participants with the awareness and skills to carry out emergency plans, policies, and procedures related to disaster response and assist with making the transition from response activities to short-term recovery. See page 38 for examples of participant positions.

**Steps in the Community-Specific IEMC Application Process:**

- The Chief Elected Official of the jurisdiction submits a letter of request, addressing the below-specified information, to his/her respective state Office of Emergency Management.
- If the state Office of Emergency Management supports the request, it will attach its letter of endorsement outlining how acceptance of this request will meet state Emergency Management objectives.
- If endorsed by the state Emergency Management office, the application is forwarded to the appropriate FEMA Regional Office for review. The FEMA Regional Office includes its endorsement for each jurisdiction's application. If more than one jurisdiction is submitted, the Region will prioritize its recommendations.
- Applications must be received at EMI from the FEMA Regional Office no later than January 15 each year. Between January 15 and February 15, EMI staff reviews the applications and ranks them based on Regional priority and information provided in the requests. Final selection is made by March 1.
- By March 31, communities that have been accepted will be notified, as well as communities that are not accepted. Appropriate FEMA Regional Offices and state Emergency Management Offices are also notified.
- Communities that are not selected and want to be reconsidered for the following year must re-apply.

**Communities must include the following information in their application:**

- Population of jurisdiction.
- A brief description of the government structure (include organizational chart); clarify if the request is for a single jurisdiction (e.g., one city) or a combination of jurisdictions (e.g., a city and county).
- A narrative that includes the status of Emergency Management in the community, including past disaster history.
- Emergency Management training and exercise history.
- Specific hazards facing the jurisdiction and/or specific hazards requested to be addressed in the IEMC.
- Any major national events or special events planned for the jurisdiction, such as sporting events, conventions, etc.

- The community Emergency Management objective(s) that will be accomplished through participation in an IEMC Program.
- Specific hazard scenario to be used in the exercises. For additional information, please visit our web site at [training.fema.gov/EMICourses/crsdetail](http://training.fema.gov/EMICourses/crsdetail).
- Point of contact information.

**Course Objectives:**

- Analyze community emergency plans, policies, and procedures.
- Identify additional planning needs.
- Clarify roles and responsibilities.
- Improve teams and coordination.
- Improve response/recovery capabilities.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC; Resident Offsite

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0775, *Emergency Operations Center Management and Operations*

**Course Length:** 4 days

**CEUs:** 3.2

### E0947 Emergency Operations Center/Incident Management Team Interface

This course provides an exercise environment for Emergency Operations Center (EOC) members and Incident Management Team (IMT) responders to practice communications and coordination between the EOC and field operations command during simulated incidents, both planned and unplanned. This course describes the roles, responsibilities, and relationships of local EOCs and IMTs. It trains participants on effective management of domestic incidents and exercises the interfaces between EOC personnel and All-Hazards IMTs (Types 3, 4, and 5). This IEMC clarifies the difference between resource management at the EOC and on-scene command. It presents the ways an EOC can be organized and explains the difference between the IMT's on-scene command responsibilities and an EOC's coordination responsibilities. This course is delivered via classroom lectures, discussions, and Functional Exercises.

**Course Objectives:**

- Analyze community emergency plans, policies, and procedures.

- Identify additional planning needs.
- Clarify Roles and Responsibilities.
- Improve teams and coordination.
- Improve response/recovery capabilities.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** The target audience for this course includes EOC personnel and IMT members. EOC personnel include, but are not limited to, elected and appointed officials (e.g., Mayors; City and County Managers); jurisdictional attorneys; Emergency Managers; Fire, Police, Emergency Medical Services (EMS), and Public Safety Managers; Public Works and Public Health Managers; EMS Managers; Community Services and Volunteer Agency Managers; and key EOC support staff. For a more detailed list, please see the IEMC web site at [training.fema.gov/emweb/iemc/iemcpos](http://training.fema.gov/emweb/iemc/iemcpos).

**Required Prerequisites:** EOC Personnel: IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; and IS-0700.a, *National Incident Management System, An Introduction*. IMT Personnel: E/G0300, *ICS-300: Intermediate Incident Command System for Expanding Incidents*; and G0400, *ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents*.

**Recommended Prerequisites:** G0775, *Emergency Operations Center Management and Operations*; and IS-0701.a, *National Incident Management System Multi-Agency Coordination System Course*

**Course Length:** 4 days

**CEUs:** 3.2

### E0948 Situational Awareness and Common Operating Picture

Situational Awareness (SA) and Common Operating Picture (COP) support the Communications and Information Management Component of the National Incident Management System. This intermediate-level course on SA and COP is designed to improve the skills, knowledge, and capabilities of individuals and organizations involved in domestic Emergency Preparedness, Response, and Recovery.

**Course Objectives:**

- Define SA and COP and the relationship between the two.
- Explain how SA and COP contributes to effective incident management and decision-making.

- Develop or contribute to plans, procedures, or processes supporting SA and COP in their own operating environment.
- Understand the impact of current and emerging technologies on SA and COP.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC

**Selection Criteria:** Emergency management professionals who deal with SA and COP.

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management or Homeland Security

**Course Length:** 4 days

**CEUs:** 2.7

### E0949 NIMS ICS All-Hazards Position-Specific: Communications Unit Leader Train-the-Trainer

This course helps attendees establish the essential core competencies required for performing the duties of the Communications Unit Leader (COML) during an all-hazards incident. This course addresses all responsibilities appropriate to a COML operating in a local- or state-level All-Hazards Incident Management Team (AHIMT). These responsibilities include the collection, processing, and dissemination of information as needed to facilitate Operations of Command, General Staff, and Unit Leader positions within the confines of a Type 3 AHIMT. The course is an instructor-led training program that supports learning through discussion, lecture, and active participation in multiple exercises.

**Course Objective:** Prepare the participant to teach the All-Hazards Position-Specific Communications Unit Leader course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation Planning; Planning; Response and Recovery

**Delivery Location:** NETC; Resident Offsite; OEC Approved Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in Functional, Support, or Unit Leader positions on Type 3 AHIMTs, and who possess the necessary training and desire needed to teach the course. All applicants for COML

Train-the-Trainer should be qualified Communications Unit Leaders.

**Required Prerequisites:** Applicant must be a Qualified Communications Unit Leader; E/G0300, ICS-300: Intermediate Incident Command System for Expanding Incidents; G0400, ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents; IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS-0700.a, National Incident Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction.

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management and Public Administration

**Course Length:** 3 days

**CEUs:** 2.1

### E0950 NIMS ICS All-Hazards Incident Commander Course

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Incident Commander (IC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and command needs of the incident, and 2) effectively fulfilling the position responsibilities of an IC on an All-Hazards ICS IMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Upon completion of this course, participants will demonstrate, through exercises and a final exam, an understanding of the duties, responsibilities, and capabilities of an effective Incident Commander.

**Program Area(s):** Incident Command System; Integrated Emergency Management

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: Intermediate Incident Command System for Expanding Incidents; G0400, ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents; IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS-0700.a, National Incident

Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction

**ACE: Level:** Upper Division

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management, Disaster Management, or Fire Safety

**Course Length:** 5 days

**CEUs:** 3.5

### E0951 NIMS ICS All-Hazards Incident Commander Train-the-Trainer

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Incident Commander (IC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and command needs of the incident, and 2) effectively fulfilling the position responsibilities of an IC on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Prepare the participant to teach the All-Hazards Position-Specific Incident Commander course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

**Program Area(s):** Incident Command System; Integrated Emergency Management

**Delivery Location:** NETC; Resident Offsite; State Delivered

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in Functional, Support, or Unit Leader positions on Type 3 AHIMTs, and who possess the necessary training and desire needed to teach the course.

**Required Prerequisites:** Completion of the E0950, NIMS ICS All-Hazards Incident Commander Course; E/G0300, ICS-300: Intermediate Incident Command System for Expanding Incidents; G0400, ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents; IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS-0700.a, National Incident Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Education, Public Administration, or Emergency Management

**Course Length:** 5 days

**CEUs:** 3.5

### E0952 NIMS ICS All-Hazards Public Information Officer Course

This course is designed for a Public Information Officer (PIO) assigned to an incident as a member of an All-Hazards Incident Management Team (AHIMT) and local IMTs, as well as for the PIO assigned to an incident as an Assistant PIO in a variety of capacities. This course will help participants develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it combines elements from both the basic and advanced functions to concentrate training on the fundamental duties and responsibilities of the PIO in an all-hazards environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objectives:** The course objective is to help the participant develop a strong set of core public information officer skills and the ability to apply them within the context of an All-Hazards Incident Management Team. It also combines elements from both the basic and advanced function to concentrate training on the fundamental duties and responsibilities of a Public Information Officer (PIO) in an all-hazards environment.

**Program Area(s):** Citizen Preparedness; Incident Command System; Integrated Emergency Management; Planning; Universal Emergency Preparedness

**Delivery Location:** NETC; Resident Offsite; State Delivered

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: Intermediate Incident Command System for Expanding Incidents; G0400, ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents; IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS-0700.a, National Incident Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction

**ACE: Level:** Lower Division/Associate  
**ACE: Credit Hours:** 2  
**ACE: Curriculum:** Emergency Management; Public Administration  
**Course Length:** 5 days  
**CEUs:** 3.5

### E0953 NIMS ICS All-Hazards Public Information Officer Train-the-Trainer

This course is designed for a Public Information Officer (PIO) assigned to an incident as a member of an All-Hazards Incident Management Team (AHIMT) or local Incident Management Team (IMT), as well as for the PIO assigned to an incident as an Assistant PIO in a variety of capacities. This course will help participants develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it combines elements from both the basic and advanced functions to concentrate training on the fundamental duties and responsibilities of the PIO in an all-hazards environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Prepare the participant to teach the All-Hazards Position-Specific Public Information Officer course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

**Program Area(s):** Incident Command System; Integrated Emergency Management

**Delivery Location:** NETC; Resident Offsite; State Delivered

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in Functional, Support, or Unit Leader positions on Type 3 AHIMTs, and who possess the necessary training and desire needed to teach the course.

**Required Prerequisites:** E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; G0400, ICS-400: *Advanced Incident Command System for Command and General Staff—Complex Incidents*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**ACE: Level:** Lower Division/Associate  
**ACE: Credit Hours:** 2  
**ACE: Curriculum:** Emergency Management and Public Administration  
**Course Length:** 5 days  
**CEUs:** 3.5

### E0954 NIMS ICS All-Hazards Safety Officer Course

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Safety Officer (SOFR) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the safety needs of the incident, and 2) effectively fulfilling the position responsibilities of an SOFR on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Provide local- and state-level emergency responders with an understanding of the duties, responsibilities, and capabilities of an effective Safety Officer on an All-Hazards Incident Management Team.

**Program Area(s):** Continuity of Operations; Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation Planning; Planning; Response and Recovery

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; G0400, ICS-400: *Advanced Incident Command System for Command and General Staff—Complex Incidents*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**ACE: Level:** Lower Division/Associate  
**ACE: Credit Hours:** 2  
**ACE: Curriculum:** Emergency Management or Public Administration  
**Course Length:** 4 days  
**CEUs:** 2.8



### E0955 NIMS ICS All-Hazards Safety Officer Train-the-Trainer

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Safety Officer (SOFR) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the safety needs of the incident, and 2) effectively fulfilling the position responsibilities of an SOFR on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Prepare the participant to teach the NIMS ICS All-Hazards Position-Specific Safety Officer course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

**Program Area(s):** Incident Command System; Integrated Emergency Management

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in Functional, Support, or Unit Leader positions on Type 3 AHIMTs, and who possess the necessary training and desire needed to teach the course.

**Required Prerequisites:** Completion of E0954, NIMS ICS All-Hazards Safety Officer Course; E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; G0400, ICS-400: *Advanced Incident Command System for Command and General Staff—Complex Incidents*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management or Public Administration

**Course Length:** 4 days

**CEUs:** 2.8

### E0956 NIMS ICS All-Hazards Liaison Officer Course

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Liaison Officer on an All-Hazards Incident Management Team (AHIMT). Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Prepare the participant for the duties, responsibilities, and capabilities of an effective Liaison Officer on an All-Hazards Incident Management Team.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation Planning; Planning; Response and Recovery

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; G0400, ICS-400: *Advanced Incident Command System for Command and General Staff—Complex Incidents*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 1

**ACE: Curriculum:** Emergency Management and Public Administration

**Course Length:** 2 days

**CEUs:** 1.4

### E0957 NIMS ICS All-Hazards Liaison Officer Train-the-Trainer

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Liaison Officer on an All-Hazards Incident Management Team (AHIMT). Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Prepare the participant to teach the All-Hazards Position-Specific Liaison Officer course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation Planning; Response and Recovery

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in Functional, Support, or Unit Leader positions on Type 3 AHIMTs, and who possess the necessary training and desire needed to teach the course.

**Required Prerequisites:** Completion of E0956, NIMS ICS All-Hazards Liaison Officer Course; E/G0300, ICS-300: Intermediate Incident Command System for Expanding Incidents; G0400, ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents; IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS-0700.a, National Incident Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 1

**ACE: Curriculum:** Emergency Management and Public Administration

**Course Length:** 2 days

**CEUs:** 1.4

### E0958 NIMS ICS All-Hazards Operations Section Chief Course

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Operations Section Chief (OSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the command needs of the incident, and 2) effectively fulfilling the position responsibilities of an OSC on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Provide local- and state-level emergency responders with an understanding of the duties, responsibilities, and capabilities of an effective Operations Section Chief on an All-Hazards Incident Management Team.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation Planning; Planning; Universal Emergency Preparedness

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: Intermediate Incident Command System for Expanding Incidents; G0400, ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents; IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS-0700.a, National Incident

Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management and Public Administration

**Course Length:** 4 days

**CEUs:** 2.8

### E0959 NIMS ICS All-Hazards Operations Section Chief Train-the-Trainer

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Operations Section Chief (OSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the command needs of the incident, and 2) effectively fulfilling the position responsibilities of an OSC on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Prepare the participant to teach the All-Hazards Position-Specific Operations Section Chief course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation Planning; Universal Emergency Preparedness

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in Functional, Support, or Unit Leader positions on Type 3 AHIMTs, and who possess the necessary training and desire needed to teach the course.

**Required Prerequisites:** Completion of E0958, NIMS ICS All-Hazards Operations Section Chief Course; E/G0300, ICS-300: Intermediate Incident Command System for Expanding Incidents; G0400, ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents; IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS-0700.a, National Incident Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management and Public Administration

**Course Length:** 4 days  
**CEUs:** 2.8

### E0960 NIMS ICS All-Hazards Division/Group Supervisor Course

The course will provide local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Division/Group Supervisor on an All-Hazards Incident Management Team (AHIMT). The course walks participants through general information, including an overview of the Operations Section and information on incident mobilization, initial situational awareness, and unit management. It also provides detailed instruction on responding to the incident and the command needs of the incident, and emphasizes the importance of Risk Management and safety considerations.

**Course Objective:** Demonstrate the duties, responsibilities, and capabilities of an effective Division/Group Supervisor on an All-Hazards Incident Management Team while providing an overview of the Operations Section and information on incident mobilization, initial situation awareness, and unit management. Detailed instruction is provided on responding to the incident and the command needs of the incident, as well as emphasizing the important of risk management and safety considerations.

**Program Area(s):** Incident Command System; Integrated Emergency Management

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Recommended Prerequisite:** G0400, ICS-400: *Advanced Incident Command System for Command and General Staff—Complex Incidents*

**ACE Level:** Lower Division/Associate

**ACE Credit Hours:** 2

**ACE Curriculum:** Emergency Management and Public Administration

**Course Length:** 3 days

**CEUs:** 2.1

### E0962 NIMS ICS All-Hazards Planning Section Chief Course

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Planning Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) managing the planning cycle, and 2) tracking resources and incident status. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Provide local- and state-level emergency responders with an understanding of the duties, responsibilities, and capabilities of an effective Planning Section Chief on an All-Hazards Incident Management Team.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation Planning; Planning; Universal Emergency Preparedness

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; G0400, ICS-400: *Advanced Incident Command System for Command and General Staff—Complex Incidents*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**ACE Level:** Lower Division/Associate

**ACE Credit Hours:** 2

**ACE Curriculum:** Emergency Management and Public Administration

**Course Length:** 4 days

**CEUs:** 2.8

### E0963 NIMS ICS All-Hazards Planning Section Chief Train-the-Trainer

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Planning Section Chief (PSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: PSC duties 1) managing

the planning cycle and 2) tracking resources and incident status. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Prepare the participant to teach the All-Hazards Position-Specific Planning Section Chief course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation Planning; Planning

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in Functional, Support, or Unit Leader positions on Type 3 AHIMTs, and who possess the necessary training and desire needed to teach the course.

**Required Prerequisites:** E0962, NIMS ICS All-Hazards Planning Section Chief Course, must be completed prior to attending Train-the-Trainer; E/G0300, ICS-300: Intermediate Incident Command System for Expanding Incidents; G0400, ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents; IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS-0700.a, National Incident Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction.

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management; Public Administration

**Course Length:** 4 days

**CEUs:** 2.8

### E0964 NIMS ICS All-Hazards Situation Unit Leader Course

This course helps participants establish the essential core competencies required for performing the duties of the Situation Unit Leader (SITL) in an all-hazards incident. This course addresses all responsibilities appropriate to an SITL operating in a local- or state-level All-Hazards Incident Management Team (AHIMT). These responsibilities include processing information and intelligence and developing displays. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring participants to bring an SITL Kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills of an SITL.

**Course Objective:** Attendees will be able to establish the essential core competencies required for performing the duties of the Situation Unit Leader in an all-hazards incident. This course addresses all responsibilities appropriate to a Situation Unit Leader operating a local- or state-level All-Hazards Incident Management Team. This includes processing information and intelligence and developing displays.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation Planning; Planning

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: Intermediate Incident Command System for Expanding Incidents; IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS-0700.a, National Incident Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction

**Recommended Prerequisite:** G0400, ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management or Public Administration

**Course Length:** 5 days

**CEUs:** 3.5

### E0965 NIMS ICS All-Hazards Resource Unit Leader Course

This course provides an overview of Unit Leader responsibilities, the Planning Section, and the planning process to contextualize the Resources Unit for participants unfamiliar with the planning process or the Incident Command System. It then explores specific Resources Unit Leader functions and responsibilities including resource tracking systems, operational planning, and resource products/outputs. The Status/Check-in and Demobilization functions are covered to provide participants with the knowledge to perform those duties if necessary. Exercises/simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Prepare the participant for the duties, responsibilities, and capabilities of the All-Hazards Position-Specific Resources Unit Leader.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation Planning; Planning; Response and Recovery

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 All-Hazards Incident Management Teams, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; IS-0100.b, *Introduction to the Incident Command System*, ICS-100; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Recommended Prerequisite:** G0400, ICS-400: *Advanced Incident Command System for Command and General Staff—Complex Incidents*

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management and Public Administration

**Course Length:** 4 days

**CEUs:** 2.8

### E0967 NIMS ICS All-Hazards Logistics Section Chief Course

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Logistics Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: responding to the incident and effectively fulfilling the position responsibilities of a Logistics Section Chief on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Provide local- and state-level emergency responders with an understanding of the duties, responsibilities, and capabilities of a Logistics Section Chief on an All-Hazards Incident Management Team.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Planning; Public Works; Response and Recovery; Universal Emergency Preparedness

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; G0400, ICS-400: *Advanced Incident Command System for Command and General Staff—Complex Incidents*; IS-0100.b, *Introduction to the Incident Command System*, ICS-100; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management and Public Administration

**Course Length:** 5 days

**CEUs:** 3.5

### E0968 NIMS ICS All-Hazards Logistics Section Chief Train-the-Trainer

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Logistics Section Chief (LSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: LSC duties 1) responding to the incident; and 2) effectively fulfilling the position responsibilities of an LSC on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Prepare the participant to teach the All-Hazards Position-Specific Logistics Section Chief course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

**Program Area(s):** Hurricane Preparedness; Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation Planning; Planning; Public Works

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in Functional, Support, or Unit Leader positions on Type 3 AHIMTs, and who possess the necessary training and desire needed to teach the course.

**Required Prerequisites:** E0967, NIMS ICS All-Hazards Logistics Section Chief Course, must be completed prior to enrolling in Train-the-Trainer; E/G0300, ICS-300: Intermediate Incident Command System for Expanding Incidents; G0400, ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents; IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS-0700.a, National Incident Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management; Public Administration

**Course Length:** 5 days

**CEUs:** 3.5

### E0969 NIMS ICS All-Hazards Communications Unit Leader

This course helps participants establish the essential core competencies required for performing the duties of the Communications Unit Leader (COML) in an all-hazards incident. This course addresses all responsibilities appropriate to a COML operating in a local- or state-level All-Hazards Incident Management Team (AHIMT). These responsibilities include the collection, processing, and dissemination as needed to facilitate Operations of Command, General Staff, and Unit Leaders within the confines of a Type 3 AHIMT. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises.

#### Course Objectives:

- Identify the functions of the Communications Unit and the duties and responsibilities of the COML.
- Arrive at an all-hazards incident properly equipped, gather information to assess the assignment, and begin initial planning activities of a COML.
- Plan, staff, manage, and demobilize the Communications Unit in a safe and effective manner to meet the needs of the incident.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation Planning; Planning; Response and Recovery; Universal Emergency Preparedness

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit

Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: Intermediate Incident Command System for Expanding Incidents; IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS-0700.a, National Incident Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction

**Recommended Prerequisite:** G0400, ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management; Public Administration

**Course Length:** 3 days

**CEUs:** 2.1

### E0970 NIMS ICS All-Hazards Supply Unit Leader Course

This course helps participants establish the essential core competencies required for performing the duties of the Supply Unit Leader (SPUL) in an all-hazards incident. By requiring participants to bring jurisdiction-specific information to the instruction, the course provides a realistic, hands-on approach to mastering the skills of an SPUL organized by the fundamental steps of the ordering process. Participants identify information required for ordering, as well as complete required forms and documentation related to ordering, and anticipate ordering and supply needs for the incident. In addition to the ordering process, the course discusses mobilization, setting up and managing the Supply Unit, and demobilization.

**Course Objective:** Provide local- and state-level emergency responders the information required for performing the duties of the Supply Unit Leader in an All-Hazards Incident Management Team.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Planning; Public Works; Response and Recovery

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 All-Hazards Incident Management Teams, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Recommended Prerequisite:** G0400, ICS-400: *Advanced Incident Command System for Command and General Staff—Complex Incidents*

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management and Public Administration

**Course Length:** 4 days

**CEUs:** 2.8

### E0971 NIMS ICS All-Hazards Facilities Unit Leader Course

The course will help participants establish the essential core competencies required for performing the duties of the Facilities Unit Leader (FACL) in an all-hazards incident. The course walks participants through general information, including an overview of the Logistics Section and information on incident mobilization, initial situational awareness, and unit management. It also provides detailed instruction in setting up and maintaining incident facilities, including facilities infrastructure, services, layout, and security. Each unit contains a discussion-based exercise and there is a capstone tabletop exercise at the end of the course to give participants hands-on practice functioning as an FACL.

#### Course Objectives:

- Describe the function and components of the Logistics Section and the Facilities Unit.
- Describe the information gathered and preparation needed during the pre-incident, dispatch/mobilization, and arrival phases.
- Provide and maintain required facilities-related incident services.
- Establish the incident facilities infrastructure.
- Design and establish the layout of incident facilities.
- Describe the implementation and maintenance responsibilities of the FACL throughout the incident.
- Describe the role and responsibilities of the FACL in ensuring safety on the incident.
- Establish and manage the Facilities Unit.

- Manage and document the demobilization of resources responsible to the FACL.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation Planning; Planning; Response and Recovery

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Recommended Prerequisite:** G0400, ICS-400: *Advanced Incident Command System for Command and General Staff—Complex Incidents*

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management; Public Administration

**Course Length:** 5 days

**CEUs:** 3.5

### E0973 NIMS ICS All-Hazards Finance/Administration Course

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities include managing the Finance/Administration Section personnel and managing the finances and administrative responsibilities during an incident. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Provide local- and state-level emergency responders with an understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief on an All-Hazards Incident Management Team.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Planning; Response and Recovery

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; G0400, ICS-400: *Advanced Incident Command System for Command and General Staff—Complex Incidents*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 1

**ACE: Curriculum:** Emergency Management or Public Administration

**Course Length:** 3 days

**CEUs:** 2.1

### E0974 NIMS ICS All-Hazards Finance/Administration Train-the-Trainer

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) managing the Finance/Administration Section personnel and 2) managing the finances and administrative responsibilities during an incident. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

**Course Objective:** Prepare the participant to teach the All-Hazards Position-Specific Finance/Administration Section Chief Leader course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Planning; Universal Emergency Preparedness

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in Functional, Support, or Unit Leader positions on Type 3 AHIMTs, and who possess the necessary training and desire needed to teach the course.

**Required Prerequisites:** E0973, NIMS ICS All-Hazards Finance/Administration Course, must be completed prior to enrolling in Train-the-Trainer. E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; G0400, ICS-400: *Advanced Incident Command System for Command and General Staff—Complex Incidents*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*.

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management; Public Administration

**Course Length:** 3 days

**CEUs:** 2.1

### E0975 NIMS ICS All-Hazards Finance/Administration Unit Leader Course

The Finance/Administration Unit Leader (FAUL) course will help participants establish the essential core competencies required for performing the duties of the Finance/Administration Unit Leader in an all-hazards incident. The course is designed to enable participants to perform as any of the four FAULs (Time Unit Leader, Procurement Unit Leader, Compensation and Claims Unit Leader, Cost Unit Leader). Participants will learn information that is applicable across all four positions, such as Unit setup and management, information gathering, and interactions. Complex experiential exercises and discussions will afford participants the opportunity to act as each Unit Leader while connecting all information learned back to real-world application.

#### Course Objectives:

- Teach the participant to use appropriate information and clear communication to interact and coordinate with incident personnel.
- Assume the role of the Time Unit Leader (TIME) for an all-hazards incident.
- Assume the role of the Procurement Unit (PROC) Leader for an all-hazards incident.
- Assume the role of the Compensation/Claims Unit (COMP) Leader for an all-hazards incident.
- Assume the role of the Cost Unit Leader (COST) for an all-hazards incident.
- Manage a Finance/Administration Unit.



**Program Area(s):** Incident Command System; Integrated Emergency Management; Public Assistance—State; FEMA Financial Management

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 All-Hazards Incident Management Teams, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: Intermediate Incident Command System for Expanding Incidents; IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS-0700.a, National Incident Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction

**Recommended Prerequisite:** G0400, ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management; Public Administration

**Course Length:** 3 days

**CEUs:** 2.1

### E0978 NIMS ICS All-Hazards Position-Specific: Situation Unit Leader Train-the-Trainer

This course helps attendees establish the essential core competencies required for performing the duties of the Situation Unit Leader (SITL) during an all-hazards incident. This course addresses all responsibilities appropriate to an SITL operating in a local- or state-level All-Hazards Incident Management Team (AHIMT). These responsibilities include processing information and intelligence and developing displays. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring attendees to bring a Situation Unit Leader Kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills of an SITL.

**Course Objective:** Prepare the participant to teach the Situation Unit Leader course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation

Planning; Planning; Response and Recovery; Universal Emergency Preparedness

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in Functional, Support, or Unit Leader positions on Type 3 AHIMTs, and who possess the necessary training and desire needed to teach the course.

**Required Prerequisites:** E0964, NIMS ICS All-Hazards Situation Unit Leader Course, must be completed prior to enrolling in Train-the-Trainer; E/G0300, ICS-300: Intermediate Incident Command System for Expanding Incidents; G0400, ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents; IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS-0700.a, National Incident Management System, An Introduction; and IS-0800.b, National Response Framework, An Introduction

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 2

**ACE: Curriculum:** Emergency Management; Public Administration

**Course Length:** 5 days

**CEUs:** 3.5

### E0979 Security Orientation

This is an introductory course designed to acclimate newly hired FEMA Security Specialists to the responsibilities of their position within a Joint Field Office. Topics include workplace violence, identity theft, video surveillance systems, security operations, security assessments, reports and plans, physical and personnel security, and an overview on the security identification badging and electronic fingerprinting systems.

#### Course Objectives:

- Identify the OCSO vision and mission.
- Identify Interagency Security Committee Standardized Risk Assessments.
- Conduct facility security risk assessments.
- Identify mitigation strategies for security issues.
- Discuss administrative procedures needed to manage the Disaster Security Office.
- Develop post orders and identify techniques to manage Contract Protective Security Officers.
- Describe responsibilities associated with managing Federal funds.

- Identify security awareness programs.
- Explain demobilization procedures.

**Program Area(s):** FEMA Security

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Newly hired FEMA Security Specialists. All nominations will be submitted through the National Security Cadre Manager.

**Required Prerequisite:** Member of the Security Cadre

**Course Length:** 5 days

**CEUs:** 3.4

### E0980 Security Recertification Training

This is a high-level course designed specifically for FEMA Security Managers who will be trained on a yearly basis on updated policies and procedures regarding Badging, Fingerprinting, Credentialing, Automated External Defibrillation/Cardiopulmonary Resuscitation/First Aid/Blood Borne Pathogen, Agency Technical Representation, and any other certifications for which they are currently responsible.

#### Course Objectives:

- Identify changes and policies and procedures regarding badging, fingerprinting, and credentialing.
- Successfully complete the HSPD-12 badging requirements.
- Successfully complete fingerprinting requirements.

**Program Area(s):** FEMA Security

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Security Managers who belong to the FEMA Security Cadre. All nominations will be submitted through the National Security Cadre Manager.

**Recommended Prerequisite:** E0979, Security Orientation

**Course Length:** 5 days

**CEUs:** 3.4

### E0981 Advanced Disaster Safety Officer

This course is mandatory for all safety professionals within the FEMA Safety Cadre. This course meets the Occupational Safety and Health Administration requirements for what a Safety Officer must know, what to look for, and how to look for it. Completion of this course is required for credentialing in accordance with the National Safety Cadre.

#### Course Objectives:

- Describe the roles and responsibilities of the Disaster Safety Officer.

- List the types of safety and health hazards present during a disaster operation.
- Identify and explain how to complete required forms and reports.
- Explain how to obtain equipment and other resources.

**Program Area(s):** FEMA Safety

**Delivery Location:** NETC; CDP; Resident Offsite

**Selection Criteria:** Offered to FEMA Disaster Safety Officers by Safety, Health and Medical Readiness Division. All nominations will be submitted through the National Safety Cadre Manager.

**Required Prerequisite:** Member of the Safety Cadre

**Course Length:** 5 days

**CEUs:** 3.1

### E0982 HSPD-12 Orientation

This course provides hands-on training and certification in HSPD-12 issuance and completions.

#### Course Objectives:

- Conduct a deployment and set up an HSPD-12 kit.
- Issue an HSOD-12 CAC card to FEMA employees.
- Conduct required maintenance to the HSPD-12 machine.

**Program Area(s):** FEMA Security

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** Personnel assigned to the Security Cadre.

**Required Prerequisite:** Security Manager

**Course Length:** 5 days

**CEUs:** 3.5

### E0984 NIMS ICS All-Hazards Task Force/Strike Team Leader

The course will provide local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Task Force/Strike Team Leader on an All-Hazards Incident Management Team (AHIMT). The course walks participants through general information, including an overview of the Operations Section and information on incident mobilization, initial situational awareness, and unit management. It also provides detailed instruction on responding to the incident and the command needs of the incident, as well as emphasizing the importance of Risk Management and safety considerations.

**Course Objective:** Upon completion of this course, participants will demonstrate, through exercises and a final exam, the capability to perform the duties and responsibilities of an effective Strike Team/Task Force Leader.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Response and Recovery; FEMA Operations—Federal; FEMA Operations—Other Federal Agencies

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Recommended Prerequisite:** G0400, ICS-400: *Advanced Incident Command System for Command and General Staff—Complex Incidents*

**ACE: Level:** Lower Division/Associate

**ACE: Credit Hours:** 1

**ACE: Curriculum:** Emergency Management; Public Administration

**Course Length:** 3 days

**CEUs:** 2.1

### E0986 Air Support Group Supervisor

The Air Support Group Supervisor (ASGS) course is intended to provide local- and state-level emergency responders with an overview of key duties and responsibilities of an ASGS in a Type 3 All-Hazards Incident Management Team (AHIMT).

#### Course Objectives:

- Describe basic air operations concepts, including policies, aircraft, risk management, and safety.
- Define the ASGS role as it relates to fixed wing, rotor, wing, and military operations.
- Demonstrate a mastery of the concepts presented in the course by passing a final examination.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Response and Recovery; FEMA Operations—Federal; FEMA Operations—Other Federal Agencies

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** NIMS ICS All-Hazards Position-Specific training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; IS-0800.b, *National Response Framework, An Introduction*; G0400, ICS-400: *Advanced Incident Command System for Command and General Staff—Complex Incidents*; and E0987, *NIMS ICS All-Hazards Introduction to Air Operations*.

**Course Length:** 3 days

**CEUs:** 2.1

### E0987 NIMS ICS All-Hazards Introduction to Air Operations

This course is intended to familiarize participants with the basic concepts of air operations as associated with deployment through Incident Management Teams (IMTs).

#### Course Objectives:

- Identify and describe the types of aircraft involved in air operations at an incident.
- Discuss the various components of air operations.
- Describe the policies and regulations that govern air operations.
- Describe the risk management and safety aspects of air operations.
- Demonstrate the ability to use aviation sectional charts to determine a variety of air operations needs for different scenarios.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation Planning

**Delivery Location:** NETC; Resident Offsite

**Selection Criteria:** This course is intended for personnel who are members of Type 3 or 4 All-Hazards Incident Management Teams, or those who are seeking credentials/certification in those positions.

**Required Prerequisites:** E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; IS-0800.b, *National Response Framework, An Introduction*; and G0400, ICS-400: *Advanced Incident Command System for Command and General Staff—Complex Incidents*.

**ACE Level:** Lower Division/Associate

**Course Length:** 2 days (16 hours)

**CEUs:** 1.4



## State/Local/Tribal Field-Delivered Courses

### G0108 Community Mass Care and Emergency Assistance

This course provides training for local communities to prepare for and manage the Mass Care/Emergency Assistance (MC/EA) functions effectively. The goal is to prepare community agencies, organizations, and businesses to work together in coordination with Emergency Management and traditional MC providers to plan and provide MC/EA services to those affected by disaster.

#### Course Objectives:

- Define the four primary MC/EA services as discussed in this course.
- Describe how to determine their community's MC/EA service resource requirements.
- Identify providers that exist in their community or can be called upon from a nearby community to meet the requirements for MC/EA.
- Name planning and operational actions that can affect how services will be provided.
- List action items to utilize resources and providers to meet MC/EA requirements in their community.

**Program Area(s):** Response and Recovery

**Delivery Location:** State Delivered

**Selection Criteria:** This course is intended for MC coordinators, management staff, Non-Governmental Organization leaders, private sector, and other emergency management staff that are a part of the team and have a responsibility for effective MC/EA preparedness and response.

There are several options for the composition of a class. One is the State MC Coordinator and his/her team; a local MC Coordinator and his/her team; or a State MC Coordinator and local MC Coordinators from the state.

**Course Length:** 3 days

### G0131 Exercise Evaluation and Improvement Planning

For an Emergency Management or security system to be effective, it is critical that personnel, plans, procedures, facilities, and equipment be exercised and tested on a regular basis. No amount of exercising will be constructive unless each exercise is followed by a structured

evaluation that enables the jurisdiction or organization to identify strengths, weaknesses, gaps, and disconnects, and related corrective actions that need to be taken to ensure improved capability. This course focuses on a systematic exercise and improvement planning program as the primary means by which Federal, state, local, tribal, territorial, and other organizations' managers can:

- Validate the effectiveness of their Emergency and Security Management programs.
- Determine whether program changes are being appropriately implemented.
- Evaluate Preparedness capabilities to prevent, prepare, and respond to hazard incidents of all sizes.
- Identify corrective actions that require additional emphasis or improvement (such as planning, training, equipment, facilities, or personnel).
- Generate data on exercises that can support a nationwide view of capabilities.

**Course Objective:** This course takes all angles of the exercise program apart to be studied and then debated for all of the participants to discuss, not only how to fix the exercise program presented to them, but all exercises they are currently working on and those that will be worked on in the future.

**Program Area(s):** Master Exercise Practitioner Program; Hurricane Preparedness; Incident Command System; Integrated Emergency Management; Planning; Preparedness for Schools/Children/Higher Education/Houses of Worship; Public Works; Radiological Emergency Preparedness Program; Response and Recovery; Terrorism; Tribal; Universal Emergency Preparedness; Voluntary Organizations

**Delivery Location:** State Delivered

**Selection Criteria:** Emergency management and homeland security professionals requiring knowledge in exercise evaluation.

**Course Length:** 2 days

### G0191 Emergency Operations Center/Incident Command System Interface

This course will enable the participants to develop an effective interface between Incident Command and the Emergency Operations Center (EOC) by applying Incident Command System (ICS) principles.

#### Course Objectives:

- Define the course goals and objectives.
- Describe ICS principles.

- Using scenarios, analyze the ICS and EOC systems and identify potential interface issues.
- Describe Multi-Agency Coordination/EOC principles.
- Identify the authorities, responsibilities, interests, needs, and assets of ICS and EOC during emergency operations.
- Apply ICS/EOC interface concepts in a classroom activity situation.
- Begin developing an ICS/EOC interface action plan for your community.

**Program Area(s):** Advanced Professional Series; Citizen Preparedness; Incident Command System; Universal Emergency Preparedness

**Delivery Location:** State Delivered

**Selection Criteria:** This course works best when delivered to ICS and EOC personnel from the same community. The course provides an opportunity for participants to begin developing an ICS/EOC interface for their community. The course reviews ICS and EOC responsibilities and functions and depends heavily on exercises and group discussions to formulate the interface.

**Selection Criteria:** Participants should be teams made up of a community's ICS and EOC personnel.

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; and/or EOC Management courses

**Course Length:** 1 day

### G0194 Advanced Floodplain Management Concepts I

This advanced floodplain management course is a dynamic and interactive instruction that covers the following four topics in detail:

- National Flood Insurance Program (NFIP) Floodplain Rules and Regulations in Depth (1 day).
- Letter of Map Change (LOMC)—Procedures for Applying and Floodplain Management Implications (1 day).
- Roles and Responsibilities of the Local Floodplain Manager (1 day).
- Preparing for Post-Disaster Responsibilities (1 day).

Each topic is designed to be discussed and reviewed in greater detail than the basic course. Developed and real-life scenarios will be examined and exercises will be conducted in each section to make sure participants not only understand the rules and regulations but also why

they are in place and how to apply them in the particular topic areas. This course is exercise rich and participants can expect to be engaged throughout the course.

**Course Objectives:**

- Explain the importance of coordination for floodplain management, and identify key coordination partners.
- Suggest approaches for solving problems related to regulatory special cases and noncompliance with regulations.
- Identify key Floodplain Manager records and the storage and retention considerations that should apply.
- Describe a range of means to educate the community about floodplain management.
- Identify resources that can be used to advise citizens about purchasing flood insurance that provides recommended or required coverage at a reasonable cost.
- Describe activities and programs that can be used to promote floodplain planning and mitigation measures.
- Describe NFIP floodway and encroachment standards and how they are implemented.
- Identify NFIP requirements for residential buildings, the common problems encountered during the construction of various building types, and ways to address these problems.
- Describe NFIP requirements that apply to approximate A zones, agricultural and accessory structures, fuel tanks, and recreational vehicles.
- Explain the basic purpose and procedures of Letters of Map Change (LOMCs).
- Describe the role of the local official in the LOMC process.
- Identify No Adverse Impact (NAI) initiatives and Best Practices relating to LOMCs.
- Evaluate the floodplain management implications of LOMCs.
- Describe the elements of pre-disaster planning needed to prepare for Substantial Damage operations.
- Identify the content that should be in an SOP for post-disaster operations.
- Outline the steps that should take place post-disaster to carry out Substantial Damage responsibilities.

- Describe possible methods to obtain compliance with Substantial Damage determinations.
- List the possible sources of funding that can assist with post-disaster Substantial Damage losses.

**Program Area(s):** Floodplain Management

**Delivery Location:** State Delivered

**Selection Criteria:** State and Local Floodplain Management staff.

**Course Length:** 4 days

**G0194.1 Local Floodplain Manager Roles and Responsibilities**

This course is designed to familiarize participants with various aspects of the Floodplain Manager’s job. Four key roles will be examined and discussed: Regulator, Coordinator, Educator, and Planner. These roles impact the Floodplain Manager’s job and have broad-reaching impacts in the community.

**Course Objectives:**

- Explain the importance of coordination for floodplain management, and identify key coordination partners.
- Suggest approaches for solving problems related to regulatory special cases and noncompliance with regulations.
- Identify key Floodplain Manager records and the storage and retention considerations that should apply.
- Describe a range of means to educate the community about floodplain management.
- Identify resources that can be used to advise citizens about purchasing flood insurance that provides recommended or required coverage at a reasonable cost.
- Describe activities and programs that can be used to promote floodplain planning and mitigation measures.

**Program Area(s):** Floodplain Management

**Delivery Location:** State Delivered

**Selection Criteria:** This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager credential.

**Course Length:** 1 day

**G0194.2 National Flood Insurance Program Rules and Regulations in Depth**

This course is designed to review Section 60.3 of Title 44 of the Code of Federal Regulations (CFR) and other rules and regulations that impact floodplain management. Participants will be led through discussions and interactive exercises that explore the details of the interpretations of the various regulations. Topics covered include: floodway and encroachment requirements; new residential building requirements; development in approximate A Zones; accessory and agricultural buildings; anchoring fuel storage tanks; regulating recreational vehicles; environmental and historical regulations; and typical compliance problems.

**Course Objectives:**

- Describe NFIP floodway and encroachment standards and how they are implemented.
- Identify NFIP requirements for residential buildings, the common problems encountered during the construction of various building types, and ways to address these problems.
- Describe NFIP requirements that apply to approximate A zones, agricultural and accessory structures, fuel tanks, and recreational vehicles.

**Program Area(s):** Floodplain Management

**Delivery Location:** State Delivered

**Selection Criteria:** This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager credential.

**Course Length:** 1 day

**G0194.3 Letters of Map Change**

This course is designed to familiarize participants with the Letter of Map Change (LOMC) process and forms and actions necessary to get Letters of Map Change reviewed and approved or denied. Letters of Map Amendment, Letters of Map Amendment based on Fill, Letters of Map Revision, Conditional Letters of Map Revision, and other topics will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

**Course Objectives:**

- Explain the basic purpose and procedures of Letters of Map Change (LOMCs).

- Describe the role of the local official in the LOMC process.
- Identify No Adverse Impact (NAI) initiatives and Best Practices relating to LOMCs.
- Evaluate the floodplain management implications of LOMCs.

**Program Area(s):** Floodplain Management

**Delivery Location:** State Delivered

**Selection Criteria:** This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager credential.

**Course Length:** 1 day

**G0194.4 Preparing for Post-Disaster Responsibilities**

This course is designed to familiarize participants with the issues surrounding getting teams started for work in the post-disaster environment. Topics include: Identifying Partners and Resources; Creating Post-Disaster Standard Operating Procedures (SOPs); Introduction to Post-Disaster SOPs; Introduction to Post-Disaster Operations; initial sweeps and public information; detailed substantial damage inspections; substantial damage declarations and posting; permitting documentation; and compliance and funding sources.

**Course Objectives:**

- Describe the elements of pre-disaster planning needed to prepare for Substantial Damage operations.
- Identify the content that should be in an SOP for post-disaster operations.
- Outline the steps that should take place post-disaster to carry out Substantial Damage responsibilities.
- Describe possible methods to obtain compliance with Substantial Damage determinations.
- List the possible sources of funding that can assist with post-disaster Substantial Damage losses.

**Program Area(s):** Floodplain Management

**Delivery Location:** State Delivered

**Selection Criteria:** This course has in-depth discussion of the topics and exercises to help Floodplain Managers prepare for post-disaster activities and is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager credential.

**Course Length:** 1 day

### G0251 WEM Amateur Radio Resources

This 3- to 4-hour course will provide state and local Elected Officials, Emergency Managers, and other public officials with an understanding of how these volunteer communication groups can help in supplementing telecommunication and warning systems.

#### Course Objectives:

- Explain the importance of amateur radio for emergency communications.
- Describe the amateur radio groups that can provide emergency communications.
- Explain the capabilities of amateur radio resources.
- Explain how to achieve a successful RACES organization.
- Determine a strategy for coordinating with amateur radio resources in the community.

**Program Area(s):** Advanced Professional Series; Citizen Preparedness; Voluntary Organizations

**Delivery Location:** State Delivered

**Selection Criteria:** State and local Elected Officials, Emergency Managers, and other public officials; Amateur Radio operators.

**Recommended Prerequisites:** Class is made up of the following professional groups:

- Emergency Managers
- State and local Elected Officials
- Road and bridge supervisory personnel
- Office of Emergency Management personnel
- City Planning Director
- Emergency Operations Center Team
- Supervisors

**Course Length:** ½ day

### G0265 Instructional Delivery Skills

The purpose of this 2-day course is to prepare participants to assist with state-delivered Emergency Management training. It provides a foundation from which participants can develop or enhance their instructional delivery skills within a classroom setting. This course is not designed to teach how to design training. Rather, the focus of this course is how to present an existing lesson plan or training materials.

#### Course Objectives:

- List the qualities of effective performance-based training.
- Describe the fundamental principles of adult learning.
- Identify the preparation steps for conducting a training session.
- Describe the quality of effective presenters.
- Distinguish between presentation and facilitation.
- Describe how interpersonal skills are applied in a training setting.
- Identify the techniques used to manage classroom interactions.
- Describe how to assess training and make continuous improvements.
- Demonstrate the ability to present a lesson plan.

**Program Area(s):** Level II Master Continuity Practitioner Program

**Delivery Location:** State Delivered

**Selection Criteria:** Members of state and local Emergency Management disciplines. Recommended for members of Federal, state, tribal, and local Emergency Management disciplines who assist in the teaching of FEMA- or state-developed classroom training.

**Required Prerequisites:** Must have responsibility for teaching a portion of a FEMA- or state-developed course; and completion of IS-0265, *Basic Instructional Skills*

**Course Length:** 2 days

### G0270.3 Expedient Flood Training

This 45-minute module provides training for volunteers, Emergency Management, and emergency responder personnel on flood response techniques using sandbags and other materials. This course may be used to train key personnel prior to a flood emergency on the basic procedures and methods used to construct a sandbag levee or may be used to train an expedient citizen work force for flood control operations.

#### Course Objectives:

- Identify the resources needed to effectively handle a flood threat.
- Explain safety considerations for flood workers.
- Identify the basic operations necessary during flood response.
- Working with a group, demonstrate how to properly fill a sandbag using a filling station.



- Explain the importance of using polyethylene on every emergency levee.
- Demonstrate how to properly stack sandbags for levee construction.
- Describe special considerations when constructing and managing emergency levees.
- Describe the safety considerations and duties of the flood patrol.
- Train key personnel prior to a flood emergency on the basic procedures and methods used to construct a sandbag levee.
- Train an expedient citizen work force for flood control operations.

**Program Area(s):** Citizen Preparedness; Voluntary Organizations

**Delivery Location:** State Delivered

**Selection Criteria:** The primary audience for the course will include volunteers, Emergency Management personnel, and emergency responder personnel who are preparing to participate in a flood response effort.

**Course Length:** ¾ hour

### G0271 Hazardous Weather and Flooding Preparedness

This course provides training for local and state Emergency Managers who respond to hazardous weather events, while promoting partnership and coordination between the National Weather Service (NWS) and Emergency Managers. The goal of this course is to enhance Emergency Managers' ability to recognize potentially hazardous weather and flooding situations so they are equipped to plan appropriately and to coordinate effective responses.

#### Course Objectives:

- Analyze how the components of weather interact to create hazardous weather.
- Anticipate the impact of hazardous weather events to enhance Preparedness.
- Evaluate actions taken by Emergency Managers to prepare for and respond to actual hazardous weather events.
- Interpret information contained in NWS forecast and warning products and other weather resources.
- Assess your community's state of readiness for hazardous weather and flooding events.
- Evaluate the effectiveness of emergency response actions for a given scenario.

**Program Area(s):** Advanced Professional Series; Voluntary Organizations

**Delivery Location:** State Delivered

**Selection Criteria:** The primary audience for the course will encompass primarily the following professional groups:

- Local Emergency Managers (i.e., county, city, parish, or other jurisdiction).
- State Emergency Management personnel.
- Voluntary Agency representatives.
- Private sector Emergency Managers.

**Recommended Prerequisite:** IS-0271.a, *Anticipating Hazardous Weather and Community Risk*, 2<sup>nd</sup> Edition

**Course Length:** 2½ days

### G0272 Warning Coordination

This course is the latest in the hazardous weather series of courses produced in partnership with the National Weather Service (NWS). Every year, the United States experiences more severe weather than any other country in the world. In order to reduce deaths, injuries, and property losses, Emergency Managers must work closely with the NWS and the news media to provide effective warnings that can be received and understood by people at risk. This course is intended to help facilitate that process. Course topics include: The Social Dimensions of Warning Response; Developing Effective Warning Messages; Developing an Effective Community Warning Process; and Working with the News Media to Create a Weather Warning Partnership. In addition to lecture and discussion, the course includes case studies, exercises, and an opportunity for interaction with representatives of the local news media.

#### Course Objectives:

- Predict how people in the community may respond to different types of warnings based on certain social factors.
- Develop a hazardous weather warning message based on a specific event and the threat it poses to the community.
- Explain the interlocking sets of activities that work together to form an effective community warning system.
- Propose improvements to a community's warning system based on identified breakdowns in coordination and communication.

- Develop warning messages for a given scenario that are targeted for delivery by a particular media type.
- Develop a warning coordination and communication strategy for a given scenario.

**Program Area(s):** Advanced Professional Series; Citizen Preparedness; Voluntary Organizations

**Delivery Location:** State Delivered

**Selection Criteria:** Intended for local Emergency Managers

**Course Length:** 1½ days

### G0277 Residential Coastal Construction

This course is designed to train participants to effectively use FEMA P-55, Coastal Construction Manual (Fourth Edition). The course and publication provide a comprehensive approach to planning, siting, designing, constructing, and maintaining homes in the coastal environment. The course contains in-depth descriptions of design, construction, and maintenance practices that, when followed, will increase the durability of residential buildings in the harsh coastal environment and reduce economic losses associated with coastal natural disasters.

#### Course Objectives:

- Understand the basic principles of designing in coastal environment: Design premise, Design framework, Constraints, Defining a “successful” building.
- Understand the differences in design requirements and expected performance between coastal construction and inland construction.
- Understand the significance and “lessons” of historical events at the coast.
- Describe minimum requirements and “best practices” for coastal construction.
- Identify coastal hazards at potential building sites and identify where to obtain pertinent information.
- Understand how to calculate design loads and conditions.
- Understand the continuous load path principle.
- Identify siting, design, construction, and maintenance defects that result in vulnerable buildings.

**Program Area(s):** Building Science; Floodplain Management; Hurricane Preparedness; Multi-Hazard Mitigation Planning; FEMA Mitigation

**Delivery Location:** State Delivered

**Selection Criteria:** The primary audience for this course is engineers and architects. Floodplain managers and building code officials are also encouraged to attend. Hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge and also those from the private sector, such as engineering firms, may also apply.

**Recommended Prerequisite:** Participants should complete IS-0279, *Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures*. Taking IS-0279 should also help potential participants establish whether they have the necessary level of building science knowledge.

**Course Length:** 2 days

### G0279 Retrofitting Flood-Prone Residential Buildings

This course provides engineering and economic guidance to architects, engineers, and local code enforcement officials in retrofitting existing 1- to 4-family residential structures situated in flood-prone areas. The retrofitting measures presented are creative, practical, compliant with applicable floodplain regulations, and satisfactory to most homeowners.

#### Course Objectives:

- Identify basic retrofitting methods that are appropriate for residential structures in flood-prone areas.
- Identify National Flood Insurance Program (NFIP) policy, regulations, building codes, and standards that govern retrofitting projects.
- Evaluate the suitability of retrofitting measures for individual residential structures in terms of technical parameters; homeowner preferences; and Federal, state, and local regulations.
- Understand the analyses that are necessary to determine flood- and non-flood-related forces and other site-specific characteristics that control the design of retrofitting measures.
- Apply basic analysis and design methods to implement the following retrofitting techniques:
  - Elevation of structures (buildings) on solid perimeter walls or open foundations such as posts, columns, piles, or piers
  - Relocation of existing structures outside the floodplain

- Placement of small floodwalls, levees, or berms to protect individual structures (including the installation of temporary or permanent closures for openings)
- Strengthening of foundations, walls, and floors to make them resist flood and flood-related loads
- Installation of temporary or permanent shields or sealants over exterior elements to make structures watertight
- Making building components, including utilities, structural and non-structural components, and contents, water-damage-resistant during periods of internal flooding of the structure
- Conduct a detailed Benefit-Cost Analysis (BCA) of retrofitting alternatives in order to select an alternative that is both cost-effective and technically feasible.

**Program Area(s):** Building Science; Floodplain Management; Planning

**Delivery Location:** State Delivered

**Selection Criteria:** The primary audience for this course is engineers and architects. Floodplain Managers and Building Code Officials are also encouraged to attend. Hazard Mitigation, Planning, Zoning, Public Works, and other building officials with building science knowledge and also those from the private sector, such as engineering firms, may also apply.

**Recommended Prerequisites:** Participants should complete IS-0279, *Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures*; and IS-0386.a, *Introduction to Residential Coastal Construction*. Taking these courses should also help potential participants establish whether they have the necessary level of building science knowledge to take the more advanced courses.

**Course Length:** 2 days

## G0282 Advanced Floodplain Management Concepts II

This advanced floodplain management course is a dynamic and interactive instruction that covers the following four topics in detail:

- Placement of Manufactured Homes and Recreational Vehicles in the Floodplain (1 day).
- NFIP Flood Insurance Principles for the Floodplain Manager (1 day).
- Higher Standards in Floodplain Management (1 day).
- Hydrology and Hydraulics for the FPM (1 day).

Each topic is designed to be discussed and reviewed in greater detail than the basic course. Developed and real-life scenarios will be examined and exercises will be conducted in each section to make sure participants not only understand the rules and regulations but also why they are in place and how to apply them in the particular topic areas. This course is exercise rich and participants can expect to be engaged throughout the course.

### Course Objectives:

- Advocate for higher standards through outreach.
- Explain how floodplains affect the environment.
- Explain why to plan for future conditions.
- Recommend provisions to build higher and farther back.
- Describe Community Rating System (CRS) participation advantages.
- Describe measures to promote higher standards.
- Recommend/implement measures to reduce damages to manufactured homes.
- Identify and apply applicable/current rules and standards.
- Coordinate with other regulatory agencies.
- Plan for evacuation of existing manufactured homes.
- Advocate for higher standards to gain CRS credits.
- Recommend/implement measures to reduce damages to recreational vehicles, park models, and modular homes.
- Explain insurance consequences of manufactured home placement.
- Describe the relationship between floodplain management and flood insurance.
- Explain basic underwriting and rating criteria.
- Identify Increased Cost of Compliance (ICC) coverage eligibility requirements, triggers, and coverage components.
- Describe claim procedures, including ICC.
- Describe the relationship between ICC and FEMA grant programs.
- Explain the insurance benefits of higher floodplain management standards.
- Discuss the importance of flood insurance in outreach efforts.
- Identify areas of Technical Assistance.

- Describe the properties of water and the concept of a watershed.
- Explain the basis for hydrology and hydraulics (H&H) methods and studies.
- Explain how H&H data and methods are used to develop a Flood Insurance Study.
- Identify when to involve an H&H expert in floodplain management decisions.
- Provide tools to explain H&H consequences of development to elected officials.

**Program Area(s):** Floodplain Management

**Delivery Location:** State Delivered

**Selection Criteria:** This course is designed for floodplain managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

**Course Length:** 1 day

### G0282.1 Higher Standards in Floodplain Management

This course is designed to familiarize participants with the concept of higher standards and implementation of higher standards specifically related to freeboard, critical facilities, detailed Base Flood Elevation determinations in approximate A Zone areas, subdivision requirements, prohibition of fill, and enclosure limitations. The No-Adverse Impact concept is examined. Interactive exercises and in-depth discussions will aid participants in learning this information.

#### Course Objectives:

- Advocate for higher standards through outreach.
- Explain how floodplains affect the environment.
- Explain why to plan for future conditions.
- Recommend provisions to build higher and farther back.
- Describe Community Rating System (CRS) participation advantages.
- Describe measures to promote higher standards.

**Program Area(s):** Floodplain Management

**Delivery Location:** State Delivered

**Selection Criteria:** This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager credential.

**Course Length:** 1 day

### G0282.2 Manufactured Homes and the National Flood Insurance Program

This course is designed to familiarize participants with the requirements for manufactured homes and recreational vehicles under the National Flood Insurance Program (NFIP). The 2008 changes in the Department of Housing and Urban Development (HUD) rules related to manufactured home installation and inspection are discussed in detail. The analysis of the site review process, foundation design, installation concerns, and enforcement of NFIP regulations and HUD regulations, and consideration of recreational vehicles in the floodplain are also discussed. Interactive exercises and in-depth discussions will aid participants in learning this information.

#### Course Objectives:

- Recommend/implement measures to reduce damages to manufactured homes.
- Identify and apply applicable/current rules and standards.
- Coordinate with other regulatory agencies.
- Plan for evacuation of existing manufactured homes.
- Advocate for higher standards to gain Community Rating System (CRS) credits.
- Recommend/implement measures to reduce damages to recreational vehicles, park models, and modular homes.
- Explain insurance consequences of manufactured home placement.

**Program Area(s):** Floodplain Management

**Delivery Location:** State Delivered

**Selection Criteria:** This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager credential.

**Course Length:** 1 day

### G0282.3 National Flood Insurance Program Flood Insurance Principles

This course is designed to familiarize participants with the flood insurance aspects of the National Flood Insurance Program (NFIP). The basics of flood insurance backed by the NFIP, including NFIP coverage, rating, NFIP policy information, rate and rule changes, and opportunities for flood insurance outreach, will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

**Course Objectives:**

- Describe the relationship between floodplain management and flood insurance.
- Explain basic underwriting and rating criteria.
- Identify Increased Cost of Compliance (ICC) coverage eligibility requirements, triggers, and coverage components.
- Describe claim procedures, including ICC.
- Describe the relationship between ICC and FEMA grant programs.
- Explain the insurance benefits of higher floodplain management standards.
- Discuss the importance of flood insurance in outreach efforts.
- Identify areas of Technical Assistance.

**Program Area(s):** Floodplain Management**Delivery Location:** State Delivered**Selection Criteria:** This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager credential.**Course Length:** 1 day**G0282.4 Hydrology and Hydraulics Concepts**

This course is designed to familiarize participants with the hydrology and hydraulics aspects of the Flood Insurance Studies (FISs) prepared under the National Flood Insurance Program. The basics of both hydrology and hydraulics are discussed as well as the fundamentals of the FIS and Flood Insurance Rate Map. The flood profiles, regulatory floodways, special considerations in the mapping process, and FIS interpretation are also discussed. Interactive exercises and in-depth discussions will aid participants in learning this information.

**Course Objectives:**

- Describe the properties of water and the concept of a watershed.
- Explain the basis for hydrology and hydraulics (H&H) methods and studies.
- Explain how H&H data and methods are used to develop a Flood Insurance Study.
- Identify when to involve an H&H expert in floodplain management decisions.
- Provide tools to explain H&H consequences of development to elected officials.

**Program Area(s):** Floodplain Management**Delivery Location:** State Delivered**Selection Criteria:** This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager credential.**Course Length:** 1 day**G0284 Advanced Floodplain Management Concepts III**

This advanced floodplain management course is a dynamic and interactive instruction that covers the following five topics in detail:

- Floodway Standards (1 day).
- Disconnects Between NFIP Regulations and Insurance (1 day).
- Common Noncompliance Issues (½ day).
- Digital Flood Insurance Rate Maps (DFIRMs) (½ day).
- Substantial Improvement/Substantial Damage (1 day).

Each topic is designed to be discussed and reviewed in greater detail than the basic course. Developed and real-life scenarios will be examined and exercises will be conducted in each section to make sure participants not only understand the rules and regulations but also why they are in place and how to apply them in the particular topic areas. This course is exercise rich and participants can expect to be engaged throughout the course.

**Course Objectives:**

- Explain floodway concept and purpose.
- Explain the concept of higher floodway standards.
- Identify regulatory requirements.
- Identify methodologies to comply with no-rise certification requirements.
- Describe various map change options for floodway modifications.
- Identify basic rating elements.
- Explain the differences between Lowest Floor Elevation and Base Flood Elevation (LFE/BFE).
- Identify compliance and rating elements for enclosures.
- Explain rating differences in A-Zones without BFEs.
- Describe the benefits and implications of floodproofing.

- Describe other compliance factors affecting insurance rates.
- Identify resources for outreach and updates.
- Identify common floodplain management compliance issues.
- Describe effective messages to achieve compliance.
- Describe administration and enforcement measures to gain compliance.
- Identify ways to eliminate noncompliance.
- Identify resources that the local Floodplain Manager (FPM) can use to resolve noncompliance issues.
- Describe floodplain mapping purpose and process.
- Describe how to coordinate the mapping process.
- Identify how to gain public and political support for floodplain mapping.
- Demonstrate how DFIRMs and backup data can be used.
- Describe map change processes, impact, and cost consequences.
- Explain Substantial Improvement and Substantial Damage (SI/SD) regulations under the NFIP.
- Explain SI/SD roles and responsibilities.
- Describe how to administer SI/SD in participating communities.
- Explain the significance of making SI/SD determinations.
- Identify resources for SI/SD and mitigation assistance.

**Program Area(s):** Floodplain Management

**Delivery Location:** State Delivered

**Selection Criteria:** Certified Floodplain Managers (CFM) or community officials with 2 years of full-time floodplain management experience. Federal, state, tribal, and local officials will take precedence.

**Course Length:** 4 days

### G0284.1 Floodway Standards

This course is designed to familiarize participants with floodway concept and purpose, higher floodway standards, regulatory requirements, methods to comply with no-rise certification requirements, and map change options for floodway modifications. Other topics will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

### Course Objectives:

- Explain floodway concept and purpose.
- Explain the concept of higher floodway standards.
- Identify regulatory requirements.
- Identify methodologies to comply with no-rise certification requirements.
- Describe various map change options for floodway modifications.

**Program Area(s):** Floodplain Management

**Delivery Location:** State Delivered

**Selection Criteria:** This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager credential.

**Course Length:** 1 day

### G0284.2 Disconnects Between the National Flood Insurance Program Regulations and Insurance

This course is designed to allow participants to identify basic rating elements and explain the difference between lowest floor and base flood. Compliance and rating of enclosures will be discussed and issues with A Zones without Base Flood Elevations will be identified. The benefits and implications of dry floodproofing and other compliance factors affecting insurance rates will be described. Resources for flood insurance outreach and updates will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

### Course Objectives:

- Identify basic rating elements.
- Explain the differences between Lowest Floor Elevation and Base Flood Elevation (LFE/BFE).
- Identify compliance and rating elements for enclosures.
- Explain rating differences in A-Zones without BFEs.
- Describe the benefits and implications of floodproofing.
- Describe other compliance factors affecting insurance rates.
- Identify resources for outreach and updates.

**Program Area(s):** Floodplain Management

**Delivery Location:** State Delivered

**Selection Criteria:** This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager credential.

**Course Length:** 1 day

### G0284.3 Common Noncompliance Issues

This course is designed to familiarize participants with common floodplain management compliance issues. Administration, enforcement, and effective messaging to achieve compliance will be discussed. Ways to eliminate noncompliance and resources to resolve noncompliance issues will be identified. Interactive exercises and in-depth discussions will aid participants in learning this information.

#### Course Objectives:

- Identify common floodplain management compliance issues.
- Describe effective messages to achieve compliance.
- Describe administration and enforcement measures to gain compliance.
- Identify ways to eliminate noncompliance.
- Identify resources that the local Floodplain Manager (FPM) can use to resolve noncompliance issues.

**Program Area(s):** Floodplain Management

**Delivery Location:** State Delivered

**Selection Criteria:** This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager credential.

**Course Length:** ½ day

### G0284.4 Digital Flood Insurance Rate Maps

This course is designed to familiarize participants with floodplain mapping purposes and process. The impact and cost consequences of map updates, coordination of the map process, gaining public and political support, using Digital Flood Insurance Rate Maps and backup data, and other topics will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

#### Course Objectives:

- Describe floodplain mapping purpose and process.
- Describe how to coordinate the mapping process.
- Identify how to gain public and political support for floodplain mapping.

- Demonstrate how DFIRMs and backup data can be used.
- Describe map change processes, impact, and cost consequences.

**Program Area(s):** Floodplain Management

**Delivery Location:** State Delivered

**Selection Criteria:** This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager credential.

**Course Length:** ½ day

### G0284.5 Substantial Improvement/Substantial Damage

This course is designed to familiarize participants with the Substantial Improvement and Substantial Damage regulations under the NFIP. Roles and responsibilities, administration and enforcement, the significance of making determination and other topics will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

#### Course Objectives:

- Explain Substantial Improvement and Substantial Damage (SI/SD) regulations under the NFIP.
- Explain SI/SD roles and responsibilities.
- Describe how to administer SI/SD in participating communities.
- Explain the significance of making SI/SD determinations.
- Identify resources for SI/SD and mitigation assistance.

**Program Area(s):** Floodplain Management

**Delivery Location:** State Delivered

**Selection Criteria:** This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager credential.

**Course Length:** 1 day

### G0288 Local Volunteer and Donations Management

This training will support local governments and their Emergency Management partners in preparing for, responding to, and recovering from disaster events at the local level. The course is designed to strengthen the abilities of local jurisdictions to successfully prepare for and handle volunteer and donations management issues

that may arise. The course content and activities may also serve as a template, thereby enhancing uniformity in addressing areas of donated unsolicited goods, unaffiliated volunteers, and undesignated cash. This training also provides information regarding the state's volunteer and donations management responsibilities, which are designed to help build relationships between government and Non-Governmental Organizations.

**Course Objectives:**

- Identify how to manage effectively the surge of unsolicited goods.
- Gather information from organizations, agencies, volunteers, media, and others for donations intelligence purposes.
- Facilitate the matching of unaffiliated volunteers with appropriate organizations or agencies during program implementation.
- List the planning considerations for cash donations.
- Incorporate technology needed to manage successfully information on unaffiliated volunteers and unsolicited goods.
- Relate volunteer and donations management program responsibilities to the planning components of the annex.

**Program Area(s):** Advanced Professional Series; Integrated Emergency Management; Planning; Response and Recovery; Voluntary Organizations

**Delivery Location:** State Delivered

**Selection Criteria:** This course is designed for local-level staffs to include:

- Local Volunteer/Donations Coordinator
- Coordinator's Alternate
- Leading stakeholders of voluntary organizations
- State/local Voluntary Organizations Active in Disaster Chair or Designee
- Public Information Officer or Liaison
- Program Functional Leads
- Government-Private Sector Liaison

**Required Prerequisites:** IS-0288, *The Role of Voluntary Organizations in Emergency Management*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0100.b, *Introduction to the Incident Command System, ICS-100*

**Course Length:** 1½ days

**G0289 Public Information Officer Awareness Training**

Emergency Public Information Officers (PIOs) are responsible for ensuring that the affected public receives accurate and timely information during an emergency. Armed with good information, people are better able to make good decisions and, by so doing, contribute to the overall response goal of saving lives and protecting property. Some PIOs tasked with planning for, developing, and disseminating emergency public information at the state, tribal, and local levels bear this considerable responsibility concurrently with other job assignments. Others may have had limited prior experience or training in public information techniques. These PIOs, especially, must be provided with the opportunity to learn and practice the skills they will use on the job. G0289, *Public Information Officer Awareness Training*, is designed to acquaint participants with the concepts underlying the PIO role. Taken alone, this course can provide a basic understanding of the PIO function for those new to the position. Additionally, this training is a prerequisite and foundation for more advanced training that takes participants from the Awareness level to the Mastery level in their public information careers.

This course will orient the participants to the public information function and the role of the PIO in the Public Safety/Emergency Management environment. Additionally, this training will prepare participants for subsequent training to further develop their PIO skills.

**Course Objectives:**

- Define emergency public information and the Public Information Officer (PIO) function.
- Describe how written products are used to support public information activities.
- Describe how the PIO can work effectively with the news media to communicate emergency public information.
- Apply basic PIO skills to public awareness campaigns.

**Program Area(s):** External Affairs—State/Local/Federal

**Delivery Location:** State Delivered

**Selection Criteria:** The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function at the state, local, or tribal level of government. A secondary audience for this training includes individuals who would benefit from a general understanding of the



emergency public information function. This audience would include elected and other officials with responsibilities that would necessitate their working with PIOs or the news media during an emergency incident.

**Course Length:** 1 day

### G0290 Basic Public Information Officers Course

This 2-day classroom course is an updated, shortened, and revised version of the previous course. The revised course:

- Emphasizes skills development;
- Addresses the impact of technology on emergency public information; and
- Offers options that allow the states to tailor the instructional methodology to suit their needs while consistently meeting the course learning objectives.

#### Course Objectives:

- Demonstrate how to communicate emergency public information effectively in writing to the public through the news media.
- Describe actions the PIO can take to prepare for and conduct an effective interview with the news media.
- Demonstrate the ability to answer questions effectively during an on-camera interview.
- Describe how to effectively perform the responsibilities of the PIO at the scene of an incident.
- Describe the JIS/JIC concepts as they apply to the public information function in an expanding incident.
- Participate in a panel discussion with members of the news media.

**Program Area(s):** External Affairs–State/Local/Federal

**Delivery Location:** State Delivered

**Selection Criteria:** The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function at the state, local, or tribal level of government.

**Recommended Prerequisite:** G0289, *Public Information Officer Awareness Training*, or IS-0029, *Public Information Officer Awareness*

**Course Length:** 2 days

### G0291 Joint Information System/Center Planning for Tribal, State, and Local Public Information Officers

This course will build on the solo PIO competencies gained in G0290, *Basic Public Information Officers Course*, applying those skills in an expanding incident where coordination is enhanced through activation of a Joint Information System (JIS) and establishment of a Joint Information Center (JIC). This training will equip PIOs with the skills needed to establish and operate in a JIS/JIC. Participants will also gain a working knowledge of operational practices for performing PIO duties within the NIMS Multi-Agency Coordination System. The course will demonstrate how JIC concepts are applied in a flexible and scalable manner at the local level.

#### Course Objectives:

- Describe the JIS approach to managing information.
- Assess current management practices and capabilities to organize and lead a local JIC.
- Identify organizational structures and resources to facilitate operations with state and Federal JIC partners.
- Given a scenario, organize and operate a JIC.

**Program Area(s):** External Affairs–State/Local/Federal

**Delivery Location:** State Delivered

**Selection Criteria:** The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function primarily at state, local, or tribal levels of government.

**Recommended Prerequisites:** This training is designed on the assumption that participants will have completed the following courses:

- G0289, *Public Information Officer Awareness Training*. This is Awareness-level training suitable for new PIOs taken alone or before G0290, *Basic Public Information Officers Course*, or for elected or other officials who want an overview of emergency public information. The content will be delivered as a 1-day classroom course.
- G0290, *Basic Public Information Officers Course*. This 2-day classroom course places an emphasis on skills development and the impact of technology on emergency public information.

**Course Length:** 1 day

### G0300 ICS-300: Intermediate Incident Command System for Expanding Incidents

This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS-100 and ICS-200 courses.

#### Course Objectives:

- Describe how the National Incident Management System (NIMS) Command and Management component supports the management of expanding incidents.
- Describe the Incident/Event Management process for supervisors and expanding incidents as prescribed by the Incident Command System (ICS).
- Implement the Incident Management process on a simulated Type 3 incident.
- Develop an Incident Action Plan for a simulated incident.

**Program Area(s):** Incident Command System

**Delivery Location:** State Delivered

**Selection Criteria:** Individuals who may assume a supervisory role in expanding incidents or Type 3 incidents.

**Note:** During a Type 3 incident, some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. These incidents may extend into multiple Operational Periods.

**Required Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Recommended Prerequisites:** Experience using concepts and principles from ICS-100 and ICS-200 in a response or exercise

**Course Length:** 3 days

### G0311 Hazardous Materials Contingency Planning

This course is for Emergency Management personnel responsible for hazardous materials planning and coordination. It covers emergencies including transportation, use, storage, and disposal of hazardous materials, and episodic releases of air-toxic chemicals from fixed-site facilities. Emphasis is placed on interagency cooperation and the identification of technical assistance that is available. Topics include Federal, state, and local mechanisms

to assist in Planning and Response, tactical requirements, hazardous materials characteristics, and regulatory compliance.

#### Course Objectives:

- Recall information from the Web-based training.
- Describe the importance of a Threat and Hazard Identification and Risk Assessment.
- Identify potential hazards in their community.
- Assess local capabilities against specific hazardous materials-related critical tasks.

**Program Area(s):** Advanced Professional Series; Citizen Preparedness; Voluntary Organizations

**Delivery Location:** State Delivered

**Selection Criteria:** All officials responsible for public policy and strategic planning; members of a Local Emergency Planning Committee; and first responders.

**Required Prerequisite:** IS-0056, *Hazardous Materials Contingency Planning*

#### Recommended Prerequisites:

- IS-0235.c, *Emergency Planning*
- IS-0100.b, *Introduction to the Incident Command System, ICS-100*
- IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*
- IS-2001, *Threat and Hazard Identification and Risk Assessment*

**Course Length:** 1 day

### G0318 Mitigation Planning for Local Governments

This course provides plan developers with the information necessary to prepare and implement a local Hazard Mitigation Plan.

#### Course Objectives:

- Define hazard mitigation and identify the benefits of mitigation planning.
- Develop or update a local mitigation plan.
- Identify resources and guidance available for mitigation planning and plan implementation.

**Program Area(s):** Advanced Professional Series; Multi-Hazard Mitigation Planning; Planning

**Delivery Location:** State Delivered

**Selection Criteria:** Local government officials, state officials, and others who are involved in the development of a local Mitigation Plan.

**Course Length:** 2 days

### G0358 Evacuation and Re-Entry Planning Course

This 12-hour course provides participants with the knowledge and skills needed to design and implement an Evacuation and Re-Entry Plan for their jurisdictions. It uses a community's Vulnerability Analysis and Evacuation Plan. It also addresses evacuation behavior and recommends methods to make evacuation and re-entry more efficient. This course does not address the decision to evacuate or re-enter.

#### Course Objectives:

- Describe types of situations that necessitate evacuation.
- Describe the types of modeling tools for evacuation planning.

**Program Area(s):** Advanced Professional Series; Citizen Preparedness

**Delivery Location:** State Delivered

**Selection Criteria:** The persons responsible for planning, implementing, and carrying out evacuations within a jurisdiction. This includes, but is not limited to, state and local government Emergency Program Managers, Emergency Planners, and Response Personnel.

**Course Length:** 2 days

### G0361 Flood Fight Operations

This course is for Emergency Managers, Public Works officials, Levee District representatives, and others responsible for planning, preparing, and managing the response to a flood. Using a combination of lectures, discussions, activities, and exercises, the course will take participants through the complete process from well before the flood to clean-up afterwards. Officials from every community at risk of flooding should take this training.

While this training emphasizes how to conduct a flood fight, it provides information to help communities decide if a flood fight is possible and worth the effort and cost. Diagrams with materials lists and equipment and labor requirements to construct various types of temporary flood protection can be used to help determine if there is enough time and resources to protect the community. If

the whole community cannot be protected, then officials must decide where to concentrate their efforts to protect some areas and/or evacuate and relocate what they can. If a flood fight is undertaken, it should be done the right way or the effort will be wasted. Instructors should be experienced in flood fighting.

It is recommended that the U.S. Army Corps of Engineers be part of the instructional team to discuss the methods and techniques it will use in your region and to explain what assistance it may be able to provide.

#### Course Objectives:

- Summarize the basic concepts related to riverine flooding.
- Analyze flood threats for a given scenario.
- Determine how to coordinate with multiple agencies, groups, and organizations to plan for riverine flooding.
- Explain the advantages and disadvantages of expedient flood works.
- Develop a flood emergency plan for a given scenario.
- Summarize the considerations involved in managing a volunteer workforce.
- Describe the processes, equipment, and considerations for monitoring flood works.
- Explain the challenges and resources associated with the recovery process.
- Evaluate the actions taken during a riverine flood event, for a given scenario.
- List sources of recovery information.
- List the challenges faced by a community after a flood.
- Describe the role of community and social agencies during the recovery process.

**Program Area(s):** Advanced Professional Series; Floodplain Management; Planning; Tribal

**Delivery Location:** State Delivered

**Selection Criteria:** Federal, state, local, and tribal officials responsible for planning, preparing, and managing response to floods.

**Note:** Some states may decide to add the 45-minute Expedient Flood Training (G0270.3) course to offerings of this course and may also do a field activity to build a sandbag wall. If participants will be asked to fill and place sandbags, they should be told to bring appropriate clothing.

**Course Length:** 2½ days

**G0364 Multi-Hazard Emergency Planning for Schools**

This course provides schools with the knowledge, skills, and tools needed to refine or develop an all-hazards school Emergency Operations Plan (EOP) and to identify how to train and exercise the school EOP. This course follows the guidance set forth in the FEMA Comprehensive Preparedness Guide, CPG-101, for developing an EOP and explains how to utilize the National Incident Management System as the foundation for planning and building partnerships with outside agencies such as Law Enforcement, Fire, and Emergency Management.

In an optional exercise day, this course provides participants with an opportunity to conduct and design a tabletop exercise using Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

**Course Objectives:**

- Refine or develop a school EOP.
- Identify how to train and exercise the school EOP.

**Program Area(s):** Citizen Preparedness; Planning

**Delivery Location:** State Delivered

**Selection Criteria:** Principals, Assistant Principals, Risk Managers, School Board members, School Safety Coordinators, Transportation and Food Service Coordinators, Facility Managers/Building Engineers, Nurses, Counselors, Public Information Officers, Teachers, and local First Responders.

**Required Prerequisite:** School EOP

**Recommended Prerequisites:** Completion of IS-0100.SCa (or IS-0100.SC or IS-0100.b), *Introduction to the Incident Command System (ICS-100) for Schools*; and IS-0700.a, *National Incident Management System, An Introduction*

**Course Length:** 1½ days

**G0365 WEM: Partnerships for Creating and Maintaining Spotter Groups**

This workshop emphasizes the valuable service that Spotter Groups provide to protect lives during hazardous weather and flooding. This activity is intended to promote the creation and enhancement of Spotter Groups across the country. It includes a wide variety of tools and approaches to help make Spotter Groups a key part of effective community warning systems. This workshop should be delivered jointly by Emergency Management and National Weather Service (NWS) staff.

**Course Objectives:**

- Describe the importance of spotters as an integral part of emergency management.
- Explain the need for spotters to complement NWS technology.
- List factors leading to the success of a local spotter program.
- Describe advantages and disadvantages of several different ways that spotter groups could be organized.
- Explain specific actions that can be taken to increase an emergency manager's involvement in operating a spotter group.
- List operational considerations for spotter group planning.
- Explain methods for recruiting potential spotters.
- List best practices for conducting the first group meeting for new spotters.
- Describe the training that should be provided for each local group.
- List methods for maintaining interest among members of a spotter group.
- Formulate ideas for creating or improving spotter groups in the local community.

**Program Area(s):** Advanced Professional Series; Citizen Preparedness; Voluntary Organizations

**Delivery Location:** State Delivered

**Selection Criteria:** State and local Emergency Managers and NWS staff.

**Course Length:** 5 hours

**G0366 Planning for the Needs of Children in Disasters**

This course enables participants to improve their community's Emergency Operations Plan (EOP), specifically regarding the needs of children. The course will provide participants with the information needed to address the unique needs of children prior to, during, and following disasters. It will also provide them guidance and direction on how to form coalitions and how to become advocates for the unique needs of children in all aspects of Emergency Management.

**Course Objectives:**

- Articulate the importance of providing for the needs of children in disasters in their community's current emergency operations plan (EOP).
- Explain what is required to keep children safe in emergencies and why those needs are unique.
- Explain the assumptions concepts of operations, and organization and assignment of responsibilities that address the unique needs of children prior to, during, and following disasters.
- Explain the planning components necessary to address the unique needs of children prior to, during, and following disasters.
- Create an annex to a community's EOP, addressing the unique needs of children in disasters.
- Identify stakeholders and organizations that can assist in preparing for the needs of children in disasters.
- Initiate steps to form coalitions and build teams that have a stake in keeping children safe in disasters.

**Program Area(s):** Advanced Professional Series; Citizen Preparedness; Multi-Hazard Mitigation Planning; Response and Recovery; Voluntary Organizations

**Delivery Location:** State Delivered

**Selection Criteria:** The target audience for this course is state and local Emergency Managers and Planners, Child Services Agencies, Non-Governmental Organizations, Childcare Providers, Schools, and Faith-Based Organizations.

**Course Length:** 5 hours

### G0367 Emergency Planning for Campus Executives

This 2-hour overview of Emergency Planning serves as a briefing for executives of institutions of higher education (IHEs). It provides them with insights into multi-hazard Emergency Planning and their role in protecting lives, property, and operations. The course consists of seven modules which can be delivered independently so that executives can tailor it to fit their schedules and needs. The seven modules are:

- Emergency Management: What Is It? Why Do It?
- Executive-Level Support
- Developing Your Emergency Operations Plan
- Evaluating Your EOP
- Responding Using Incident Command System

- Emergency Operations Center
- Engaging Your Campus

**Course Objective:** Provide executives of IHEs with insights into multi-hazard emergency planning and their role in protecting lives, property, and operations.

**Program Area(s):** Planning

**Delivery Location:** State Delivered

**Selection Criteria:** Presidents, Vice Presidents, Provosts, Chancellors, Deans, and other leadership positions at institutions of higher education.

**Recommended Prerequisite:** IS-0100.HE, *Introduction to the Incident Command System (ICS-100) for Higher Education*

**Course Length:** 2 hours

### G0386 Mass Fatalities Incident Response Course

This course prepares state and local response personnel and other responsible agencies and professionals to handle mass fatalities effectively and to work with the survivors in an emergency or disaster.

This course covers Incident Management; mass fatalities; planning before and operations during an incident; establishing the morgue; family assistance support operations; and assistance from the Federal government. The course concludes with a tabletop exercise.

Participants will learn to identify the characteristics of a mass fatality incident and identify the roles and responsibilities of key personnel in the incident. In addition, the instructor will describe the steps required to respond to a mass fatalities incident, including catastrophic numbers of fatalities and contaminated remains, and help participants determine their jurisdiction's preparedness for a mass fatalities event.

**Course Objectives:**

- Describe the critical operational activities:
  - Notification
  - Staging
  - Search and recovery
  - Morgue operations
  - Media relations
  - Family assistance
- Explain how the Family Assistance Center is used to support families and to aid identification of the deceased.

- Identify the requirements to ensure that the psychological needs of morgue personnel are addressed.
- Recognize the importance of Critical Incident Stress Debriefings for responders at a mass fatalities incident.
- Identify the resources that are available during a mass fatalities incident and describe their roles and responsibilities.
- Apply the principles of ICS to a simulated incident.

**Program Area(s):** Response and Recovery

**Delivery Location:** State Delivered

**Selection Criteria:** The target audience for this course is local responders who may have responsibility for the recovery, handling, identification, and return of remains following a mass fatalities incident.

**Course Length:** 2 days

### G0393 Mitigation for Emergency Managers

This course is designed to enable the non-technical emergency worker to acquire skills in the use of Mitigation. The course provides training in how to perform Mitigation activities fundamental to reducing and eliminating long-term risk from hazards. It addresses the important roles of the Emergency Program Manager (or other local government representative) in Mitigation: Motivator, Coordinator, and Monitor in local implementation of the National Mitigation Strategy.

#### Course Objectives:

- Analyze reasons for differences between optimal and actual mitigation roles of the emergency program manager.
- Determine strategies to build support for mitigation planning in your community.
- Analyze hazard risks for a given scenario.
- Propose a mitigation strategy for a particular hazard.
- Develop a mitigation plan implementation strategy for a given scenario.
- Evaluate the effectiveness of a community's mitigation planning efforts.
- Recommend actions to optimize the mitigation role of the emergency program manager.

**Program Area(s):** Advanced Professional Series; Multi-Hazard Mitigation Planning

**Delivery Location:** State Delivered

**Selection Criteria:** State, local, and tribal government Emergency Program Managers, other Emergency Management staff, and other local government employees responsible for Mitigation. The secondary audience includes Federal Emergency Management personnel and employees of Federal, state, and local governments who work in the Emergency Management field.

**Recommended Prerequisite:** Completion of IS-0393.a, *Introduction to Hazard Mitigation*, prior to enrollment

**Course Length:** 3 days

### G0400 ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents

This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS-100 through ICS-300 courses, which are prerequisites for ICS-400.

#### Course Objectives:

- Explain how major incidents engender special management challenges.
- Describe the circumstances in which an Area Command is established.
- Describe the circumstances in which Multi-Agency Coordination Systems are established.

**Program Area(s):** Incident Command System

**Delivery Location:** State Delivered

**Selection Criteria:** The target audience for this course is senior personnel who are expected to perform in a management capacity in an Area Command or Multi-Agency Coordination Entity.

**Required Prerequisites:** IS-0100.b, *Introduction to the Incident Command System*, ICS-100; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; E/G0300, ICS-300: *Intermediate Incident Command System for Expanding Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Recommended Prerequisites:** Experience using concepts and principles from ICS-100, ICS-200, and ICS-300 in a response or exercise

**Course Length:** 2 days

**G0402 Incident Command System Overview  
for Executives and Senior Officials, ICS-402**

This course provides Executives and Senior Officials (including Elected Officials, City/County Managers, Agency Administrators, etc.) an orientation to the Incident Command System (ICS).

**Course Objectives:**

- Describe the Incident Command System (ICS).
- Describe the various ways ICS can be applied.
- Define the role of an Executive/Senior Official relative to the ICS.
- Describe the major responsibilities of an Executive/Senior Official as related to an incident.
- Demonstrate basic familiarity with ICS terminology.
- Describe the basic organization of ICS and know the functional responsibilities of the Command and General Staffs.
- Describe issues that influence incident complexity and the tools available to analyze complexity.
- Describe the differences between on-incident ICS organizations and activities and the activities accomplished by Emergency Operations Centers (EOCs), Area Commands, and Multi-Agency Coordination Systems (MACS).
- Explain the administrative, logistical, financial, and reporting implications of large incident operations.
- Describe the sources of information regarding the incident and how to access them.
- Describe types of agency(ies) policies and guidelines that influence management of incident or event activities.

**Program Area(s):** Incident Command System; Universal Emergency Preparedness

**Delivery Location:** State Delivered

**Selection Criteria:** Executives and Senior Officials, including Elected Officials, City/County Managers, Agency Administrators, etc.

**Course Length:** 2 hours

**G0427 Community Emergency Response Team  
Program Manager**

This course prepares Community Emergency Response Team (CERT) Program Managers for the tasks required to establish and sustain an active local CERT Program.

**Course Objectives:**

- Define the purpose and core components of a local CERT program.
- Use strategic planning to define the mission and goals for a local CERT program.
- Describe the purposes and strategies for promoting a local CERT program.
- Establish a process for working with volunteers.
- Establish a process for working with instructors.
- Establish a process for acquiring and managing program resources.
- Build a plan for delivering and managing safe training and exercises.
- Describe the role of policies and procedures in operating a local CERT program.
- Develop a process for evaluating a local CERT program.
- Describe how to sustain a local CERT program.

**Program Area(s):** Citizen Preparedness; Voluntary Organizations

**Delivery Location:** State Delivered

**Selection Criteria:** Those who are already in or are selected to be in the CERT Program Manager position.

**Required Prerequisites:**

- A referral from a CERT-sponsoring agency. The CERT-sponsoring agency could be a local, regional, or state government agency.
- Approval from a state CERT coordinating agency if the CERT Program Manager course is sponsored by such an agency.
- Completion of the CERT Basic Training course.

**Course Length:** 2 days

**G0428 Community Emergency Response Team  
Train-the-Trainer**

This course produces competent instructors for the Community Emergency Response Team (CERT) Basic Training course.

**Course Objectives:**

- Demonstrate knowledge of the CERT Basic Training course.
- Demonstrate the ability to present an assigned portion of the course (teach-back).

- Communicate the core values of the program.
- Demonstrate classroom management techniques.
- Demonstrate effective teaching techniques.
- Model appropriate behavior as an instructor.

**Program Area(s):** Citizen Preparedness; Voluntary Organizations

**Delivery Location:** State Delivered

**Selection Criteria:** People who will serve as the Course Manager for the CERT Basic Training course and people who will be CERT Basic Training course instructors in any capacity. **Note:** Individuals who conduct only one or two of the units may do so without taking the CERT TTT course. However, the CERT TTT course would give them a necessary overview of the CERT Basic Training course as well as improve their instructional skills.

#### Required Prerequisites:

- Must have a referral from a CERT-sponsoring agency. The CERT-sponsoring agency could be a local, regional, or state government agency.
- If the CERT TTT course is sponsored by a state CERT coordinating agency, must have approval from that agency as well.
- Must have taken the CERT Basic Training course.

**Course Length:** 3 days

#### G0434.a Earthquake Safety for Schools

This course will prepare school staff and administrators for an earthquake at their school location. The course is designed to describe the effects of an earthquake; explain how to mitigate those effects; state the key elements of an earthquake plan for Preparedness, Response, and Recovery; and outline the procedures for training and exercises related to that emergency plan.

#### Course Objectives:

- Describe how an earthquake occurs.
- Identify the earthquake hazards in and around their school.
- Identify mitigation measures that can be taken.
- Explain how earthquake preparedness fits within their school's multi-hazard plan.
- Describe response priorities and procedures.
- Describe recovery techniques.
- Explain the steps involved in exercise development.
- List the types of exercises and the purpose of each.

- Identify the exercises required for the earthquake portion of their school's emergency operations plan.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** State Delivered

**Selection Criteria:** School Board members, district executives, district Risk Managers, principals, administrators, teachers, parents, Parent Teacher Association members, community first responders, school support staff, and Transportation Coordinators.

**Course Length:** 1¼ days

#### G0436 Tremor Troops: A Teacher's Package for K-6

This hands-on workshop introduces kindergarten and elementary school teachers to Earthquakes: A Teacher's Package for K-6 (publication FEMA 159). Also known as Tremor Troop, the collection of multi-disciplinary hands-on classroom activities was developed for FEMA by the National Science Teachers Association. The material provides basic information about earthquakes. The lesson plans and activities are designed to promote scientific literacy among young children and give them the information and skills they need to cope safely during and following an earthquake. The workshop also addresses Crisis Intervention, focusing on the needs of children and school personnel, and earthquake risk reduction for schools.

#### Course Objectives:

- Describe personal experiences with earthquakes.
- Conduct investigations to simulate earthquakes and explain how they relate to events on Earth.
- Name, identify, and observe a model of earth's layers and plates.
- Demonstrate two types of faults and construct a model of a rural community to demonstrate the effect of an earthquake.
- Demonstrate earthquake simulation of different strengths and compare damage of each.

**Program Area(s):** Building Science

**Delivery Location:** State Delivered

**Selection Criteria:** Elementary Science Coordinators, Elementary Curriculum Coordinators, kindergarten and elementary classroom teachers, and teacher educators from regional science and educational resource centers. The purpose of the 1-day workshop is to introduce Tremor Troop to teachers who then will use it in their own classrooms. The purpose of the 2-day workshop is to introduce Tremor Troop to educators who then will train teachers in their own districts.



**Course Length:** 1½ days

### **G0439 Seismic Sleuths: A Teacher's Package on Earthquakes 7–12**

This course introduces master teachers of grades 7–12 to the Seismic Sleuths curriculum. This teacher's package provides hands-on/minds-on classroom activities on earthquake-related topics that can be integrated into existing science, math, and social studies curricula. Produced by the American Geophysical Union, in cooperation with FEMA, the materials foster an understanding of how science, math, and social studies concepts can be applied to reduce earthquake hazards and risk in the built environment through seismic safety design, construction, land-use, and Emergency Management techniques.

#### **Course Objectives:**

- Adopt and begin to research individual roles in community earthquake planning, management, and follow-up.
- Measure movement, calculate averages, and plot this information on a graph.
- Use paleomagnetic data to demonstrate plate motion.
- Describe characteristics of average seismic sea wave in terms of speed, wavelength, and period, and predict its effects on a coastal community.
- Describe the manner in which each of the two types transfers energy and moves earth particles.
- Describe how the horizontal and vertical structural elements carry the horizontal and vertical loads of a building.

**Program Area(s):** Building Science

**Delivery Location:** State Delivered

**Selection Criteria:** High school Science Coordinators, high school Curriculum Coordinators, grades 7–12 classroom teachers, and teacher educators from regional science and educational resource centers.

**Course Length:** 1½ days

### **G0489 Management of Spontaneous Volunteers in Disasters**

This course aims to introduce the keys to success in managing large numbers of spontaneous volunteers in disasters. Its underlying assumption is that much of the volunteer help is indeed needed, and that with basic Emergency Management coordination skills, the volunteer resources can often be put to effective use, making a positive difference in the affected community. The course

will discuss the benefits spontaneous volunteers can bring to relief efforts and the challenges they may bring if not coordinated effectively. In addition, the course will examine planning considerations regarding spontaneous volunteers. Special emphasis is also placed on how to make full use of a Volunteer Reception Center—the backbone of any well-organized spontaneous volunteer management program.

#### **Course Objectives:**

- Identify issues and challenges in the management of spontaneous volunteers.
- Identify the elements of a spontaneous volunteer management plan.
- Identify best practices for the management of spontaneous volunteers in disasters.
- Develop and implement a spontaneous volunteer management plan.
- Explain the role of the Volunteer Reception Center (VRC) and virtual VRC in the transition from response to recovery.

**Program Area(s):** Response and Recovery; Voluntary Organizations

**Delivery Location:** State Delivered

**Selection Criteria:** This course has been developed for Emergency Managers and voluntary organizations responsible for the management of spontaneous volunteers.

**Required Prerequisite:** All course participants should be familiar with their own state and local government Emergency Operations Plan Annex, if one exists, on the use of spontaneous volunteers and volunteers affiliated with relief organizations.

**Recommended Prerequisites:** Individuals should have a working knowledge of the Incident Command and National Incident Management Systems (IS-0100, *Introduction to the Incident Command System*, ICS-100; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*).

**Course Length:** 1 day

**G0548 Continuity of Operations Managers  
Training Course**

This course is designed to acquaint experienced Continuity of Operations (COOP) practitioners and instructors with the COOP Program Managers Course materials. The course will also refresh experienced instructors on instructional methodology and techniques.

**Course Objectives:**

- Define Continuity of Operations.
- Explain the benefits of developing a viable continuity program.
- Identify the elements of a viable continuity program.
- Identify the processes, resources, and tasks necessary to implement and manage a successful continuity program.

**Program Area(s):** Continuity of Operations; Planning

**Delivery Location:** State Delivered

**Selection Criteria:** This course is designed for Public Sector staff with responsibility for managing their COOP effort. Others who are integral to the COOP planning process may also take the course.

**Required Prerequisites:** Participants must have knowledge of COOP Programs and the Federal Continuity Directives 1 and 2.

**Recommended Prerequisite:** IS-0547.a, *Introduction to Continuity of Operations*

**Course Length:** 3 days

**G0556 Local Damage Assessment**

This course will equip local officials with the knowledge, understanding, and skills they need to be able to conduct rapid and effective Needs and Damage Assessments in order to save lives and protect property.

**Program Area(s):** Citizen Preparedness; Voluntary Organizations

**Delivery Location:** State Delivered

**Selection Criteria:** This course is for state and local officials who are responsible for assessing, collecting, and reporting damages during and after any event that causes damage of private, public, and critical infrastructure.

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; IS-0800.b, *National Response Framework, An Introduction*; IS-0120.a, *An Introduction to Exercises*; and IS-0130, *Exercise Evaluation and Improvement Planning*

**Course Length:** 1½ days

**G0557 Rapid Needs Assessment**

This course provides information and resources that will enable participants to plan an effective Damage Assessment Program and conduct rapid and effective damage assessments in order to save lives, protect property and the environment, and begin the process of Recovery and Mitigation.

**Course Objectives:**

- Describe the Need and Purpose of a Rapid Needs Assessment.
- Describe the starting point for planning for a Rapid Needs Assessment.
- Describe the process for staffing a rapid needs assessment.
- Describe the basic tools required to support the rapid needs assessment process.
- Describe the importance of planning data collection.
- Describe the importance of redundant data transmission systems and means.
- Describe the importance of analyzing and reviewing data.
- Describe additional data sources available to support analysis.
- Describe the training requirements for the rapid needs assessment program.
- Describe how rapid needs assessment plans and actions can be exercised in the community.

**Program Area(s):** Advanced Professional Series; Citizen Preparedness; Voluntary Organizations

**Delivery Location:** State Delivered

**Selection Criteria:** Local officials who are responsible for assessing, collecting, and reporting damages during and after any event that causes damage of private, public, and critical infrastructure.

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; IS-0800.b, *National Response Framework, An Introduction*; IS-0120.a, *An Introduction to Exercises*; and IS-0130, *Exercise Evaluation and Improvement Planning*

**Course Length:** 1 day

## G0775 Emergency Operations Center Management and Operations

This course explores the role, design, and functions of Emergency Operations Centers (EOCs) and their relationships as components of a Multi-Agency Coordination System (MACS). The course contains disaster-related examples, activities, and case studies that relate to EOCs and MACS at the Federal, state, and local levels of government.

### Course Objectives:

- Identify the multiple roles and responsibilities of a modern-day EOC, including the legal authorities and requirements of the EOC.
- Differentiate between a tactical and strategic emergency management.
- Build and manage effective organizational structures within an EOC.
- Discuss the importance of designing and integrating enhanced technology into EOC operations.
- Discuss Continuity of Operations (COOP) planning at the local level.
- Promote effective EOC operations through plans, procedures, coordination, and documentation.
- Relate situational awareness and common operating pictures to EOC operations.
- Integrate call centers and public information concepts into an EOC environment.
- Describe the role and challenges of an EOC during the transition to recovery.

**Program Area(s):** Advanced Professional Series; Citizen Preparedness; Continuity of Operations; Voluntary Organizations

**Delivery Location:** State Delivered

**Selection Criteria:** This course is open to all Federal, state, local, and tribal Emergency Managers; first responders to include Incident Commanders from all Emergency Management disciplines; private industry personnel responsible for coordination activities during a disaster; and Voluntary Organizations Active in Disaster personnel.

**Recommended Prerequisite:** IS-0701.a, National Incident Management System Multi-Agency Coordination System Course

**Course Length:** 2 days

## Independent Study Courses

### IS-0001.a Emergency Manager: An Orientation to the Position

This course provides an introduction to Emergency Management and the Integrated Emergency Management System, including an in-depth look at the Mission Areas of Emergency Management as they are implemented in a comprehensive Emergency Management program. The course consists of text, illustrations, diagrams, and figures.

### Course Objectives:

- Identify the principles and authorities that are the foundation of emergency management.
- Describe the roles and responsibilities of an emergency manager.
- Identify strategies for developing a preparedness program.
- Indicate the significance of planning, training, and exercising in emergency management.
- Describe how prevention, protection, and mitigation contribute to a safe and resilient community.
- Describe the emergency manager's role in relation to emergency response.
- Indicate how an emergency manager helps lead disaster recovery efforts.
- Identify key considerations in managing an emergency management program.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** The goal of this course is to acquaint new personnel with the position of the Emergency Manager, including history and underlying principles of Emergency Management, key areas of emphasis, the Emergency Manager's roles and responsibilities, and tips for getting started.

**Course Length:** 6 hours

**CEUs:** 0.6

**IS-0003 Radiological Emergency Management**

This course contains information on a variety of radiological topics, including:

- Fundamental principles of radiation
- Nuclear threat and protective measures
- Nuclear power plants
- Radiological transportation accidents
- Other radiological hazards

**Course Objectives:** This course is designed to familiarize participants with:

- Types of radiological emergencies.
- Potential effects of radiological emergencies on the public.
- Fundamental concepts related to ensuring safety during a radiological emergency.

**Program Area(s):** Radiological Emergency Preparedness Program

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Course Length:** 10 hours

**CEUs:** 1

**IS-0005.a An Introduction to Hazardous Materials**

This Independent Study course is intended to provide a general introduction to hazardous materials that can serve as a foundation for more specific studies in the future. This course does not meet Hazardous Materials response requirements identified in HAZWOPER standard (29CFR1910.120(q)(6)(i)). The course has five units. No prior knowledge of the subject is required or assumed.

**Course Objectives:**

- Explain the roles of Federal, state, tribal, and local governments in reducing hazardous materials risks through Health and Environmental Regulations.
- Discuss the two major hazardous materials identification systems used within the United States.
- Identify possible terrorist targets of opportunity in the use of Toxic Industrial Chemicals as Weapons of Mass Destruction.
- Identify locations where hazardous materials are commonly found and how to determine their potential health effects.

- Describe basic terms that pertain to exposures to hazardous materials.
- Read and interpret a Materials Safety Data Sheet.
- Explain how hazardous materials enter the body and contaminate the environment.
- Describe what communities can do to increase their emergency preparedness to respond to hazardous materials incidents.
- Identify steps individuals and communities can take to protect themselves during a hazardous materials release.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** General population

**Course Length:** 10 hours

**CEUs:** 1

**IS-0010.a Animals in Disasters: Awareness and Preparedness**

This course is intended to help animal owners, care providers, and industries to understand Incident Management.

**Course Objectives:**

- Increase awareness and preparedness among animal owners and care providers.
- Describe how typical hazards affect animals and what can be done by responsible owners to reduce the impact of disasters.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** Animal owners and care providers

**Course Length:** 4 hours

**CEUs:** 0.4

**IS-0011.a Animals in Disasters: Community Planning**

This course provides information for groups to meet and develop meaningful and effective plans that improve the care of animals, their owners, and the animal-care industries in disasters.

**Course Objectives:**

- Learn how to develop a community plan for managing animals in an emergency.

- Identify hazards and threats most likely to affect your community and ways to minimize their impact on animals.
- Indicate how communities use the Incident Command System to respond effectively to an incident involving animals.
- Describe resources available to help communities recover from a disaster.
- Develop community support for a disaster preparedness plan involving animals.

**Program Area(s):** FEMA Environmental/Historic Preservation; FEMA Employee Training

**Delivery Location:** Online

**Selection Criteria:** Animal owners and care providers

**Course Length:** 4 hours

**CEUs:** 0.4

### IS-0015.b Special Events Contingency Planning for Public Safety Agencies

This 4-hour web-based course will provide Public Safety agency personnel with information related to pre-event planning, forming the Planning Team, event hazard analysis, and responding to incidents during special events in their community. Though relevant special events statutes/ordinances and codes must be considered by Public Safety agency personnel engaged in special event planning, an extensive job aid manual is included in the course and available for download on the course web site.

**Course Objectives:** This course is a discussion-based course, focused on the development of an Emergency/Incident Action Plan. Students are encouraged to bring a scenario they are real-world planning in their community and complete most of the required documents during the course.

**Program Area(s):** Citizen Preparedness; Incident Command System; Integrated Emergency Management; Planning; Public Works; Response and Recovery; Tribal; Universal Emergency Preparedness; Voluntary Organizations

**Delivery Location:** Online

**Selection Criteria:** Emergency management planners and other emergency management officials who deal with special or planned events.

**Course Length:** 4 hours

**CEUs:** 0.4

### IS-0018.15 FEMA Equal Employment Opportunity Employee Course 2015

This course presents the underlying principles of equal employment opportunity and recognizes FEMA's commitment to ensuring equal employment opportunity (EEO) for all current and prospective FEMA employees.

#### Course Objectives:

- Describe how diversity benefits FEMA.
- Explain FEMA's commitment to equal rights.
- Recognize actions that constitute discrimination.
- Identify laws that protect Federal employees.
- Describe the EEO complaint process.

**Program Area(s):** FEMA Equal Rights

**Delivery Location:** Online

**Selection Criteria:** Open enrollment

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0019.15 FEMA Equal Employment Opportunity Supervisor Course 2015

This course provides an overview of responsibilities in Equal Employment Opportunity (EEO) for FEMA supervisors and strategies for handling equal rights issues and potential issues as they arise.

#### Course Objectives:

- Describe how diversity benefits FEMA.
- Explain FEMA's commitment to equal rights.
- Identify supervisors' responsibilities in preventing and dealing with discrimination and harassment.
- Identify laws that protect Federal employees.
- Describe the EEO complaint process.

**Program Area(s):** FEMA Equal Rights

**Delivery Location:** Online

**Selection Criteria:** Open Enrollment

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0020.15 Diversity Awareness Course 2015**

This course recognizes the benefits of diversity in our workforce and FEMA's commitment to valuing diversity of its employees and customers. By the end of this course, participants will be able to: define what is meant by diversity, describe how diversity benefits us individually and collectively, and describe the actions you can take to optimize diversity.

**Course Objectives:**

- Define what is meant by diversity.
- Describe how diversity benefits us individually and collectively.
- State FEMA's Vision of Diversity.
- Describe the agency's commitment to diversity as stated in the Diversity Action Plan.
- Describe how culture influences our interactions with others.
- Describe the actions you can take to optimize diversity.

**Program Area(s):** FEMA Equal Rights

**Delivery Location:** Online

**Selection Criteria:** Open Enrollment

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0021.15 Civil Rights and FEMA Disaster Assistance 2015**

This course provides an orientation to civil rights, including the laws that govern civil rights and strategies that will help FEMA employees protect the civil rights of those we serve.

**Course Objectives:**

- Identify the purpose of the FEMA Civil Rights program and the protections it offers.
- Identify strategies to ensure the civil rights of FEMA customers.

**Program Area(s):** FEMA Equal Rights

**Delivery Location:** Online

**Selection Criteria:** Open Enrollment

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0022 Are You Ready? An In-Depth Guide to Citizen Preparedness**

This course has been designed to help the citizens of this Nation learn how to protect themselves and their families against all types of hazards. It can be used as a reference source or as a step-by-step basic preparedness manual. The focus of the content is on how to develop, practice, and maintain emergency plans that reflect what must be done before, during, and after a disaster to protect people and their property. Also included is information on how to assemble a disaster supplies kit that contains the food, water, and other supplies in sufficient quantity for individuals and their families to survive. There are real benefits to being prepared.

Being prepared can reduce fear, anxiety, and losses that accompany disasters. Communities, families, and individuals should know what to do in the event of a fire and where to seek shelter during a tornado. They should be ready to evacuate their homes and take refuge in public shelters and know how to care for their basic medical needs.

People also can reduce the impact of disasters and sometimes avoid the danger completely through such actions as flood proofing, elevating a home, moving a home out of harm's way, and securing items that could shake loose in an earthquake. By reading and following the instructions in this guide, you and your family can respond yes, when asked, are you ready? This course can be downloaded from the Independent Study web site and the end-of-course test can be completed and submitted online.

**Course Objectives:**

- Identify the types of hazards present in your community.
- Identify the different preparedness roles of the individual citizen, local or tribal, state, and Federal governments.
- Identify the steps in developing, practicing, and maintaining an emergency plan for before, during, and after an event to protect people and property.
- Identify how to assemble a disaster supplies kit to survive for 3 days minimum.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Course Length:** 10 hours

**CEUs:** 1

**IS-0023 Custodial Officer**

This course provides participants with the basic knowledge of the elements of Custodial Officer responsibilities. This course is mandatory for the Accountable Property Officer credentialing process and is only available to FEMA staff. It is accessible through the FEMA Employee Knowledge Center.

**Course Objectives:**

- Describe the importance of effective property management during a disaster in a day-to-day FEMA setting.
- State the two statutory laws that pertain to the Personal Property Management System.
- Identify the four phases of the property management life cycle.
- Identify common terms and their corresponding definitions.
- Identify the steps in the designation process for a Custodial Officer.
- Identify five of the major duties/responsibilities of a Custodial Officer.
- Describe the credentialing system.

**Program Area(s):** FEMA Logistics

**Delivery Location:** Online

**Selection Criteria:** The target population for this training program is broad and includes FEMA personnel at all levels that have been assigned Accountable Receiving Officer duties. These personnel include: FEMA Headquarters Management, Administrative, Procurement, and Reporting; Warehouse Supervisors and Managers; and FEMA Field Personnel at sites including Incident Support Bases.

**Course Length:** 2 hours

**CEUs:** 0.2

**IS-0024 Receiving Officer**

This course provides designated Receiving Officers with the knowledge and resources to professionally and accurately fulfill their responsibilities for effective Property Management.

**Course Objectives:**

- Identify two authorities for the Property Management System.
- State the four phases of the property management life cycle.

- Describe the importance of effective property management during a disaster and in a day-to-day FEMA setting.
- Identify the correct definitions for common terms.

**Program Area(s):** FEMA Logistics

**Delivery Location:** Online

**Selection Criteria:** The target population for this training program is broad and includes FEMA personnel at all levels that have been assigned Accountable Receiving Officer duties. These personnel include: FEMA HQ Management, Administrative, Procurement, and Reporting; Warehouse Supervisors and Managers; and FEMA Field Personnel at sites including Incident Support Bases.

**Recommended Prerequisites:** IS-0023, *Custodial Officer*; and IS-0025, *Basic Property Management*

**Course Length:** 3 hours

**CEUs:** 0.3

**IS-0025 Basic Property Management**

This course provides participants with the basic knowledge of the elements of Property Management. This course is mandatory for the Accountable Property Officer credentialing process and is only available to FEMA staff. It is accessible through the FEMA Employee Knowledge Center.

**Course Objectives:**

- State the relevance of each of the three laws governing property management.
- Identify the basic contents of each of the five policy documents discussed.
- Define the property management roles and responsibilities of the Property Management Officer, Accountable Property Officer, Logistics Chief, and the Custodial Officer.
- Identify routine tasks with the proper FEMA or Optional form used to process that task.
- Define the receiving process.
- Define the different types of inventory.

**Program Area(s):** FEMA Logistics

**Delivery Location:** Online

**Selection Criteria:** The target population for this training program is broad and includes FEMA personnel at all levels that have been assigned Accountable Receiving Officer duties. These personnel include: FEMA Headquarters Management, Administrative, Procurement, and Reporting; Warehouse Supervisors and Managers; and FEMA Field Personnel at sites including Incident Support Bases.

**Required Prerequisite:** IS-0023, *Custodial Officer*

**Course Length:** 5 hours

**CEUs:** 0.5

### IS-0026 Guide to Points of Distribution

This guide was developed to support the Points of Distribution (PODs) overview video and provide an in-depth look into the Planning, Operations, and Demobilization stages of a POD mission. The lessons detail the staffing and procedures any state will need to plan for, execute, and shut down POD operations. The guide also includes key lessons such as safety, equipment, and resources accountability, and informs the reader about the “Adopt a POD” program being used by the State of Washington.

#### Course Objectives:

- Describe Points of Distribution.
- Explain how Points of Distribution are set up and operated.
- Understand how to supervise a Point of Distribution Staff.

**Program Area(s):** FEMA Logistics

**Delivery Location:** Online

**Selection Criteria:** Primarily logistics personnel, state National Guard, and other emergency management staff.

**Course Length:** 4 hours

**CEUs:** 0.4

### IS-0027 Orientation to FEMA Logistics

This course provides an overview of all field Logistics functions and organizational relationships within Logistics (roles, responsibilities, accountability). The participant will gain a baseline knowledge of the standard practices for FEMA Logistics operations from initial Presidential disaster declaration to closeout of FEMA field offices.

**Course Objectives:** At the end of this course, you will be able to identify:

- FEMA Headquarters Logistics preparations in support of the agency’s mission.
- FEMA Regional and Field Logistics preparedness, response, and recovery operations.
- FEMA Logistics branches within the Incident Command System (ICS) structure.
- Units within the branches and the roles and responsibilities within the units.

**Program Area(s):** FEMA Logistics

**Delivery Location:** Online

**Selection Criteria:** All new Logistics hires and Logistics staff that work in the field offices. Also, all FEMA cadres, governmental (state, local, tribal), and private sector partners who interface with FEMA Logistics during disaster response and recovery.

**Recommended Prerequisite:** IS-0026, *Guide to Points of Distribution*

**Course Length:** 4 hours

**CEUs:** 0.4

### IS-0029 Public Information Officer Awareness

This course covers basic information about the role of a state or local Public Information Officer (PIO). The goal of this awareness course is to provide an orientation to the Public Information function and the role of the PIO in the Public Safety/Emergency Management environment.

**Program Area(s):** External Affairs—State/Local/Federal

**Delivery Location:** Online

**Selection Criteria:** This course is designed for new or less experienced state or local PIOs or those who have this role as a secondary function.

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0030.a Mitigation eGrants for the Subgrant Applicant

This interactive computer-based course is part of a series designed to provide various users with basic knowledge about using the web-based Mitigation Electronic Grants (eGrants) Management System. This course is specifically targeted to Subgrant Applicants.

The eGrants system is a part of the eGovernment initiative. eGrants helps to streamline the application process by providing local governments with the ability to apply for and manage their subgrant applications over the Internet. This course is designed to allow the individual to take it in its entirety or to focus on specific aspects of the Mitigation eGrants System.

#### Course Objectives:

- Provide Grant Applicants an overview of the process of registering for access to the eGrants System.
- Create, complete, and submit subgrant applications to the Grant Applicant.
- Manage submitted applications.



**Program Area(s):** FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** Subgrant Applicants including states, Federally recognized Indian tribal governments, territories, local communities, and non-profit organizations.

**Course Length:** 5 hours

**CEUs:** 0.5

### IS-0031.a Mitigation eGrants for the Grant Applicant

This interactive computer-based course is part of a series of courses designed to provide various users with basic knowledge about using the web-based Mitigation Electronic Grants (eGrants) Management System. This course is specifically targeted to Grant Applicants.

The eGrants system is a part of the eGovernment initiative. eGrants helps to streamline the application process by providing Grant Applicants (states, territories, and Federally recognized Indian tribal governments) the ability to apply for and manage their grant applications and to manage subgrant applications from their Subgrant Applicants (local officials).

This course is designed to allow the users to take it in its entirety or to focus on specific aspects of the Mitigation eGrants System.

**Course Objectives:** To provide Grant Applicants an overview of the process of the three main grant applicant functions:

- Administration (set preferences for subgrant users, manage subgrant user registrations).
- Applications (reviewing subgrant applications, completing grant applications, etc.).
- Monitoring (Accept/Not Accept Award packages, complete quarterly reports, etc.).

**Program Area(s):** FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** Grant Applicants—including state officials, Federally recognized Indian tribal governments, and territory officials.

**Course Length:** 7 hours

**CEUs:** 0.7

### IS-0032 Mitigation eGrants Internal System

This interactive computer-based course is part of a series of courses designed to provide various users with basic knowledge about using the web-based Mitigation Electronic Grants (eGrants) Management System. This course is specifically targeted to FEMA (Internal) Users on the eGrants Internal System.

FEMA Headquarters and Regional staff with Hazard Mitigation Assistance Grant Program responsibilities and Regional Assistance Officers are responsible for the application review once the grant applicant has submitted his/her application.

This course is designed to allow the users to take it in its entirety or to focus on specific aspects of the Mitigation eGrants Internal System.

**Course Objectives:** To provide Grant Applicants an overview of the process of the main eGrants Internal System functions available to users:

- Access and roles within the system
- Registration Management
- Pre-Award Eligibility Workflow and Application Review
- Quarterly Reports
- Program Administration

**Program Area(s):** FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** Grant applicants—including state officials, Federally recognized Indian tribal governments, and territory officials.

**Course Length:** 5 hours

**CEUs:** 0.5

### IS-0033.15 FEMA Initial Ethics Orientation 2015

Ethics is an essential part of how we operate at FEMA. This 1-hour course complies with the U.S. Office of Government Ethics initial agency ethics orientation for all employees requirements at 5 CFR. Section 2638.703. It includes the following mandatory content:

- The Ethical standards and principles to keep.
- Contact persons including the employee names, titles, office addresses, and telephone numbers of the designated agency ethics official and other agency officials available to advise the employee on ethics issues.

This course includes the following lessons:

- Lesson 1: Course Introduction
- Lesson 2: Conflicts of Interest
- Lesson 3: Misuse of Position or Resources
- Lesson 4: Giving and Accepting Gifts
- Lesson 5: Outside Employment and Activities

**Course Objectives:**

- Identify ethical conduct IAW 5 CFR.
- Identify the requirements for giving and accepting gifts.
- Identify restrictions for outside employment.

**Program Area(s):** FEMA Employee Training; FEMA Office of Chief Counsel

**Delivery Location:** Online

**Selection Criteria:** New FEMA employees are required to successfully complete this course within 90 days of their FEMA appointment.

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0035.15 FEMA Safety Orientation 2015

This course is designed to help you understand your safety rights, responsibilities, and what you can do to safeguard your own well-being on the job—both in your regular workplace and during deployments.

New FEMA employees are required to successfully complete this course within 90 days of their FEMA appointment. In addition, if the FEMA employer is a reservist, he/she must successfully complete the training one time every calendar year. Full Time Employees will complete this course as their required training.

**Course Objectives:**

- Identify safety roles and responsibilities in the workplace.
- Identify workplace hazards.
- Identify ways to maximize personal safety at the regular workplace and when deployed.
- Identify procedures for responding to emergencies in the workplace.

**Program Area(s):** FEMA Safety

**Delivery Location:** Online

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0036 Multi-Hazard Planning for Childcare

This course covers the steps needed to help childcare sites prepare for incidents to ensure the safety of the children at their site. Childcare providers must have plans and procedures to keep children safe from everyday hazards and to respond and recover when an emergency happens.

This course provides childcare providers, of all sizes and with responsibility for children of all ages, with the knowledge and tools to analyze the hazards and threats at the site, to develop a plan to address these hazards and threats, and to implement processes to update and practice the emergency plan.

The topics addressed in this course include: knowing your hazards, developing a plan, and testing and updating your plan.

**Delivery Options:** The course can be taken as an Independent Study course in a classroom setting. Detailed information can be found at [training.fema.gov/IS/crslist](http://training.fema.gov/IS/crslist).

**Course Objectives:**

- Describe why it is important to be prepared.
- Identify hazards and threats that impact your childcare site.
- Describe how to prevent or mitigate the impact of likely and high-consequence hazards and threats.
- Describe procedures for when an emergency occurs.
- Identify how your childcare site will recover from an emergency.
- Describe how to develop and maintain your plan.
- Describe how you will communicate, train, and practice your preparedness procedures.
- Identify the emergency preparedness information you will share with your community.
- Describe when to update your plan.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** This course is designed for childcare providers of all sizes and for all age children, including, but not limited to, home childcare sites, childcare facilities, nursery schools, camps, scouts, sports programs, faith-based programs, and after-school programs. However, anyone with a personal or professional interest in childcare site preparedness is welcome to participate. Teachers, camp counselors, parents, volunteers, scout leaders, and coaches alike will find useful information in this course.

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0037 Managerial Safety and Health

The Occupational Safety and Health Administration (OSHA) mandates that all Federal employers who supervise or manage employees have the ability to provide a safe and healthful work place for all FEMA personnel. This course provides the training needed to comply with OSHA regulations for supervisors and managers of FEMA staff.

#### Course Objectives:

- Identify the roles, responsibilities, and OSHA regulations required for a safe and healthy workplace.
- Identify the organization that requires supervisors to ensure employees have a safe working environment.

**Program Area(s):** FEMA Employee Training

**Delivery Location:** Online

**Selection Criteria:** Any FEMA personnel placed in the role of supervising or managing other FEMA personnel.

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0038.15 Fraud Awareness and Prevention

This course provides a basic understanding of internal and external fraud within FEMA and the Federal government. In addition, the course covers your reporting responsibilities of a FEMA employee.

#### Course Objectives:

- Identify the internal fraud indicators.
- Identify the external fraud indicators.
- Explain your reporting responsibility as a FEMA employee.

**Program Area(s):** FEMA Security

**Delivery Location:** Online

**Selection Criteria:** All FEMA employees

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0042 Social Media in Emergency Management

Social media is a new technology that not only allows for another channel of broadcasting messages to the public, but also allows for two-way communication between Emergency Managers and major stakeholder groups.

Increasingly, the public is turning to social media technologies to obtain up-to-date information during emergencies and to share data about the disaster in the form of geo data, text, pictures, video, or a combination of these media. Social media also can allow for greater Situational Awareness for emergency responders. While social media allows for many opportunities to engage in an effective conversation with stakeholders, it also holds many challenges for Emergency Managers.

This course provides participants with best practices including tools, techniques, and a basic roadmap to build capabilities in the use of social media technologies in their own emergency management organizations (state, local, tribal) in order to further their emergency response missions.

**Program Area(s):** FEMA External Affairs—Federal

**Delivery Location:** Online

**Selection Criteria:** Staff working in a Joint Field Office

**Recommended Prerequisite:** While it is not required, it is preferred that participants be able to demonstrate the ability to access accounts and profiles using the three major social media applications (Facebook, Twitter, and YouTube) and the ability to send messages through Facebook and Twitter.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0055.a Household Hazardous Materials—A Guide for Citizens

The course will introduce you to household hazardous materials and things you can do to protect yourself and your family from injury or death.

In the first unit, you will learn about basic chemical and physical properties, the ways chemicals enter your body, and the effects chemicals have on your body.

In the second and third units, you will learn about cleaning products, lead, mercury, gasoline, compressed gases, carbon monoxide, medical supplies, chlorine, pesticides, and much more.

In the last two units, you will cover labels, Personal Protective Equipment, proper disposal methods, preventive measures to take before natural disasters, and less toxic alternatives.

Dangers from chemical products depend greatly on the individuals using them. Chemicals are safe to use when people read the directions and use the chemicals

correctly. It will take 1 to 3 hours to complete all the units and take the final exam. This Independent Study course is a prerequisite for G0311, *Hazardous Materials Contingency Planning*.

#### Course Objectives:

- Recognize the main groups of hazardous materials.
- Identify the ways chemicals can enter your body.
- List the effects chemicals have on the body.
- List common hazardous materials found in the home.
- List common hazardous materials found outside the home.
- Recognize how to safely select and buy chemicals.
- Identify proper protective equipment and disposal methods.
- List chemical alternatives to common hazardous materials in the household.
- Identify preventative measures to take before natural disasters.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** All members of the general public

**Course Length:** 4 hours

**CEUs:** 0.4

### IS-0056 Hazardous Materials Contingency Planning

This course will focus on the need for members of the Local Emergency Planning Committee (LEPC) to analyze their local plan to identify gaps and their overall preparedness for an event involving hazardous materials. In this course, participants will learn why it is important for all members of the LEPC and local entities, such as law enforcement, fire, businesses, the media, and others, to be involved in the hazardous materials contingency planning.

#### Course Objectives:

- Recognize the historical context in which local hazardous materials contingency planning takes place, the resources available, best practices from emergency management departments/LEPCs, and lessons learned.
- Evaluate special characteristics, planning considerations, and risk priority.

- Assess local capabilities against specific hazardous materials-related critical tasks.
- Identify and analyze gaps between the local area's LEPC capabilities and those needed to respond efficiently and effectively.
- Develop a course of action to address gaps.

**Program Area(s):** Citizen Preparedness; Voluntary Organizations

**Delivery Location:** Online

**Selection Criteria:** LEPC members ready to analyze their local plan to identify gaps and their overall preparedness for an event involving hazardous materials.

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0075 Military Resources in Emergency Management

This course will provide participants with an overview of the U.S. military resources potentially available to assist civilian authorities, and the procedures for obtaining and integrating military resources into disaster Response and Recovery operations.

The goal is to provide Emergency Managers at every jurisdictional level an overview of military resources; their capabilities and limitations; and how to access and integrate them in their respective jurisdiction's disaster Response and Recovery operations in order to save lives, mitigate human suffering, and mitigate significant property and/or environmental damage.

#### Course Objectives:

- Define key terms related to military resources for emergency management.
- Plan for military resources in emergency management.
- Identify differences, including legal authority and status, between the following military reserves; active duty military, military reserves, and National Guard.
- Describe available and special capabilities provided by military resources.
- Explain levels of military response available to civilian emergency management authorities.
- Describe the integration of military resources in accordance with the NRF and NIMS.

**Program Area(s):** National Response Framework; Response and Recovery; Tribal; FEMA Operations—Federal; FEMA Employee Training

**Delivery Location:** Online

**Selection Criteria:** This course is developed in a flexible delivery format. A facilitator's guide and visuals are available for delivery in a classroom setting.

**Required Prerequisites:** IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0100.b Introduction to the Incident Command System, ICS-100

This course provides training on and resources for personnel who require a basic understanding of the Incident Command System (ICS). It introduces the ICS and provides the foundation for higher-level ICS training. This course describes the history, features and principles, and organizational structure of the ICS. It also explains the relationship between ICS and the National Incident Management System.

Course topics:

- ICS Overview
- Basic Features of ICS
- Incident Commander and Command Staff Functions
- General Staff Functions
- ICS Facilities
- Common Responsibilities

**Delivery Options:** IS-0100.b can be taken as an Independent Study course in a classroom setting. Detailed information is found at [training.fema.gov/IS/crslist](http://training.fema.gov/IS/crslist).

**IS-0100.b Instructor Guidelines:** (In addition to the General ICS Instructor Guidelines found on page 39):

- Successful completion of accredited IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; and IS-0700.a, *National Incident Management System, An Introduction*.
- Served in a mid-level Emergency Management or incident response position within 5 years in real-world incidents, planned events, or accredited exercises.
- Recognized qualifications in techniques of instruction and adult education methodologies.

**Course Objectives:**

- Describe ICS applications.
- Explain ICS organizational principles and elements.
- Identify ICS positions and responsibilities.
- Identify ICS facilities and functions.
- Describe ICS planning.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Incident Command System

**Delivery Location:** Online

**Selection Criteria:** The target audience includes persons involved with Emergency Planning, and Response or Recovery efforts.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0100.FDA Introduction to the Incident Command System (ICS-100) for Food and Drug Administration

This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. It was developed collaboratively by the U.S. Food and Drug Administration and the Emergency Management Institute.

**Course Objectives:**

- Describe ICS applications.
- Explain ICS organizational principles and elements.
- Identify ICS positions and responsibilities.
- Identify ICS facilities and functions.
- Describe ICS planning.

**Program Area(s):** Incident Command System

**Delivery Location:** Online

**Selection Criteria:** The target audience includes persons involved with emergency planning, response, or recovery efforts.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0100.FWa Introduction to the Incident Command System (ICS-100) for Federal Workers

This course provides Federal Workers a familiarization with ICS principles, how they can be applied in incidents, and how to interface with response personnel. The course has the same objectives as IS-0100.b, *Introduction to the Incident Command System, ICS-100*. Additional

content has been added to explain how the ICS principles apply to an incident that involves Federal assistance under the Stafford Act or National Response Framework. This course meets the requirement for ICS-100/IS-0100 training.

**Course Objectives:**

- Describe ICS applications.
- Explain ICS organizational principles and elements.
- Identify ICS positions and responsibilities.
- Identify ICS facilities and functions.
- Describe ICS planning.

**Program Area(s):** Incident Command System

**Delivery Location:** Online

**Selection Criteria:** Federal workers involved in incident command.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0100.HCb Introduction to the Incident Command System (ICS-100) for Healthcare/Hospitals

This course introduces the ICS as it applies to the healthcare/hospital environment and provides the foundation for higher-level ICS training. It describes the history, features and principles, and organizational structure of the ICS. It also explains the relationship between the ICS and the NIMS. This course uses the same objectives and content as other ICS courses with healthcare/hospital examples and exercises.

**Program Area(s):** Incident Command System

**Delivery Location:** Online

**Selection Criteria:** Healthcare professionals requiring ICS training.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0100.HE Introduction to the Incident Command System (ICS-100) for Higher Education

This course introduces the ICS and provides the foundation for higher-level ICS training. It is a comprehensive introduction to ICS tailored for higher education situations. Case studies, scenarios, and video clips of people and places that have been involved in campus Emergency Planning are integrated into the course.

**Course Objectives:** At the completion of this course, participants should be familiar with:

- ICS applications in incidents at higher education institutions.
- ICS organizational principles and elements.
- ICS positions and responsibilities.
- ICS facilities and functions.
- ICS planning.

**Program Area(s):** Incident Command System

**Delivery Location:** Online

**Selection Criteria:** College Administrators, Risk Managers, Public Information Officers, Security Officers, Environmental Safety Officers, Law Enforcement, Fire, and Emergency Management Officials.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0100.LEb Introduction to the Incident Command System (ICS-100) for Law Enforcement

This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. It describes the history, features and principles, and organizational structure of the ICS. It also explains the relationship between the ICS and the National Incident Management System. This course uses the same objectives and content as other ICS courses with Law Enforcement examples and exercises.

**Course Objectives:**

- Describe ICS applications.
- Explain ICS organizational principles and elements.
- Identify ICS positions and responsibilities.
- Identify ICS facilities and functions.
- Describe ICS planning.

**Program Area(s):** Incident Command System

**Delivery Location:** Online

**Selection Criteria:** Law enforcement officers involved in incident command.

**Course Length:** 3 hours

**CEUs:** 0.3

**IS-0100.PWb Introduction to the Incident Command System (ICS-100) for Public Works**

This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. It describes the history, features and principles, and organizational structure of the ICS. It also explains the relationship between the ICS and the National Incident Management System. This course uses the same objectives and content as other ICS courses with Public Works examples and exercises.

**Course Objectives:**

- Describe ICS applications.
- Explain ICS organizational principles and elements.
- Identify ICS positions and responsibilities.
- Identify ICS facilities and functions.
- Describe ICS planning.

**Program Area(s):** Incident Command System

**Delivery Location:** Online

**Selection Criteria:** Public Works officials involved in incident command.

**Course Length:** 3 hours

**CEUs:** 0.3

**IS-0100.SCa Introduction to the Incident Command System (ICS-100) for Schools**

This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. It is a comprehensive introduction to ICS tailored for school situations. Case studies, scenarios, and video clips of people and places that have been involved in school Emergency Planning are integrated into the course.

**Course Objectives:**

- Identify school staff to participant on the school planning team.
- Identify community members who should be on the school planning team.
- Identify natural, technological, and human-caused hazards.
- Identify and assess hazards likely to impact your school.
- Describe each of the components of the traditional emergency operations plan (EOP).

- Identify the ICS roles included in the school EOP.
- Explain the benefits of training and exercising the school EOP.
- Identify the types of exercises available to exercise the school's plan.
- Describe how exercise results are used to improve school preparedness efforts.

**Program Area(s):** Incident Command System

**Delivery Location:** Online

**Selection Criteria:** Teachers, substitute teachers, counselors, parent volunteers, coaches, facility managers, bus drivers, and participants.

**Recommended Prerequisite:** IS-0700.a, *National Incident Management System, An Introduction*

**Course Length:** 3 hours

**CEUs:** 0.3

**IS-0101.c Preparing for Federal Disaster Operations: FEMA**

This course is designed to help prepare participants for deployment to a domestic incident. Responding to incidents requires that we must be ready, willing, and able to deploy at a moment's notice. This course provides personnel with practical tips and advice for incident deployment.

**Course Objectives:**

- Prepare for deployment, including detailing what information to gather, what steps to take, and what things to pack.
- Check in when arriving at the assigned location.
- Acclimate to the working and living conditions at the assigned incident facility.
- Take care of themselves during deployment.
- Maintain standards for accountability.
- Complete the check-out process.

**Program Area(s):** Response and Recovery; FEMA Employee Training

**Delivery Location:** Online

**Selection Criteria:** FEMA employees who deploy to domestic incidents.

**Recommended Prerequisites:** IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0102.c Preparing for Federal Disaster Operations: FEMA Response Partners**

This course is designed to help prepare participants for deployment as a FEMA response partner to a domestic incident. Responding to incidents requires that we must be ready, willing, and able to deploy at a moment's notice. This course provides personnel with practical tips and advice for incident deployment.

**Course Objectives:**

- Prepare for deployment, including detailing what information to gather, what steps to take and what things to pack.
- Check in when arriving at the assigned location.
- Acclimate to the working and living conditions at the assigned incident facility.
- Take care of themselves during deployment.
- Maintain standards for accountability.
- Complete the check-out process.

**Program Area(s):** FEMA Employee Training

**Delivery Location:** Online

**Selection Criteria:** FEMA's Response Partners

**Recommended Prerequisites:** IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0106.15 Workplace Violence Awareness Training 2015**

The goal of this course is to give employees awareness of violence in the workplace, how to recognize the warning signs, and what actions to take to prevent or minimize violence.

**Course Objectives:**

- Define workplace violence in accordance with the FEMA 1200.1 policy and the DHS memo referenced in the course.
- List the four types of workplace violence.
- Identify the three warning sign levels related to potential workplace violence.
- List the action steps taken in response to workplace violence.
- Identify ways to prevent workplace violence.

- Identify warning signs of potential workplace violence; and
- Identify actions to take to minimize workplace violence.

**Program Area(s):** FEMA Security

**Delivery Location:** Online

**Selection Criteria:** All FEMA employees

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0111.a Livestock in Disasters**

This course combines the knowledge of livestock producers and Emergency Managers to present a unified approach to mitigate the impact of disasters on animal agriculture.

**Course Objectives:**

- Understand issues that arise when disasters affect livestock.
- Determine a farm's susceptibility to hazards.
- Identify actions to reduce economic losses and human and animal suffering in disasters.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** Animal owners and care providers

**Course Length:** 4 hours

**CEUs:** 0.4

**IS-0120.a An Introduction to Exercises**

This course introduces the basics of Emergency Management exercises. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program and the National Standard Exercise Curriculum. IS-0120.a, *An Introduction to Exercises*, replaces IS-0120, *An Orientation to Community Disaster Exercises*.

**Course Objectives:**

- Identify the five phases of the exercise process.
- Distinguish the tasks necessary to complete each phase of the exercise process.
- Understand how exercises complete the emergency preparedness cycle.
- Comprehend the role of exercises in the testing of facilities, equipment, and personnel in a performance-based environment.



- Recognize how exercises prepare communities to respond to and recover from major emergencies.

**Program Area(s):** Master Exercise Practitioner Program; Integrated Emergency Management

**Delivery Location:** Online

**Selection Criteria:** Emergency management and homeland security professionals who require an introduction to exercises.

**Course Length:** 5 hours

**CEUs:** 0.5

### IS-0130 Exercise Evaluation and Improvement Planning

This Independent Study course is a new offering that introduces the basics of emergency management exercise evaluation and improvement planning. It also provides the foundation for exercise evaluation concepts and practices as identified in the Homeland Security Exercise and Evaluation Program.

#### Course Objectives:

- Understand the exercise, evaluation, and improvement planning steps.
- Comprehend the process of designing and developing exercise evaluation criteria.
- Identify the necessary tasks in conducting an exercise evaluation.
- Understand methods of analyzing exercise data.
- Identify the steps necessary to prepare an After-Action Report and conduct an After-Action Conference.

**Program Area(s):** Master Exercise Practitioner Program; Integrated Emergency Management

**Delivery Location:** Online

**Required Prerequisite:** Individuals who wish to enroll in IS-0130, *Exercise Evaluation and Improvement Planning*, must complete IS-0120.a, *An Introduction to Exercises*.

**Course Length:** 5 Hours

**CEUs:** 0.5

### IS-0144 Telecommunicators Emergency Response Taskforce Basic Course

This online course is intended to provide guidance to 9-1-1 operators, call takers, and dispatchers on what to expect when being deployed to a disaster site.

#### Course Objectives:

- Clarify Roles and Responsibilities.
- Improve Teams and Coordination.
- Improve Operational Coordination.
- Improve Operational Communications.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** Online

**Selection Criteria:** Emergency management communications personnel

**Required Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; and IS-0700.a, *National Incident Management System, An Introduction*

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0156 Building Design for Homeland Security for Continuity of Operations

This course provides guidance to the building sciences community working for public and private institutions, including Continuity of Operations (COOP) planners/managers, building officials, etc. This course presents tools to help decision-makers assess the performance of their buildings against terrorist threats and to make recommendations. Decision-makers will decide which types of threats they wish to protect against and then determine their level of risk against each threat. Those decision-makers who consider their buildings to be at high risk can use this guidance as necessary.

#### Course Objectives:

- Explain the basic components of the assessment methodology.
- Perform an assessment for a building by identifying and prioritizing threats, consequences, and vulnerabilities, and by calculating risks.
- Identify available mitigation measures applicable to the site and building envelope.

**Program Area(s):** Building Science

**Delivery Location:** Online

**Selection Criteria:** Federal/state department or agencies' COOP Program Office, Facility Management, and Security Management sections.

**Course Length:** 8 hours

**CEUs:** 0.8

### IS-0158 Hazard Mitigation Insurance in Disaster Operations

The Hazard Mitigation (HM) Disaster Operations courses are intended to provide a segue between the general hazard mitigation training provided in the introductory course and the function they will learn in a field assignment. These HM Disaster Operations courses are not intended to enable new employees to successfully complete all the requirements of their disaster assignment. The HM courses provide an orientation to the HM functional organization and activities of the organization, sources of information for the function, important relationships, and any other critical points that are essential to the particular function.

#### Course Objectives:

- Describe the major functions and products of HM Insurance in a disaster operation.
- Refer to key authorities, programs, and resources related to HM Insurance.
- Identify and interact with people and organizations key to HM Insurance and opportunities for collaborations.
- Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** This course is designed for new HM Insurance Specialists. A secondary audience is the HM Insurance Specialist Experts and HM Insurance Crew Leaders who have not previously participated in this training; they may find it to be a valuable review. HM Floodplain Management staff will benefit from this course because there is overlap and collaboration between the two functions.

**Required Prerequisite:** E/L/B0207/DF-128, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 4 hours

**CEUs:** 0.4

### IS-0159 Hazard Mitigation Management Support in Disaster Operations

The goal of this workshop is to provide an orientation to the Hazard Mitigation (HM) Management functional organization and activities of the organization, sources of information for the function, important relationships, and any other critical points that are essential to the particular function. This course is not intended to enable

specialist trainees to successfully demonstrate ability to perform behaviors/activities in their Position Task Books. Additional training is provided on the job and through other courses identified in the Position Qualification Sheet.

#### Course Objectives:

- Identify where HM Management fits within the HM Disaster Operations organization.
- Identify the functions of HM Management.
- Identify the products of HM Management.
- Align specific HM functions and products with HM Management Support functions.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** This workshop is designed for new HM Management support staff, including:

- HM Data Integration Specialists
- HM Training Specialists
- HM Administrative Assistants
- HM Emergency Support Function Liaisons

HM Property Damage Assessment (PDA) Specialist is also an HM Management support position; however, that position title is only assigned as a secondary title to staff who are qualified in another HM Specialist title. HM PDA Specialists will have completed the HM Functional Workshop associated with their primary title, and they could benefit from attending this one. A secondary audience is HM Program Support Managers who have not previously participated in this training; they may find it to be a valuable review.

**Required Prerequisite:** Prior to enrollment in this workshop, participants must successfully complete E/L/B0207, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 7 hours

**CEUs:** 0.7

### IS-0160 Hazard Mitigation Community Education and Outreach in Disaster Operations

This course is for Hazard Mitigation (HM) Community Education and Outreach (CEO) Specialist trainees. It provides an orientation to the HM functional organization and its activities, and introduces the function and products of HM CEO. Participants will learn how to refer to key authorities, programs, and resources related to HM CEO in disaster operations, and how to identify key people and organizations. Additionally, the course

identifies some of the critical issues that indicate a need for special handling or collaboration.

**Course Objectives:**

- Describe the major functions and products of HM CEO in a disaster operation.
- Refer to key authorities, programs, and resources related to HM CEO.
- Identify and interact with people and organizations key to HM CEO and opportunities for collaborations.
- Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** This course is designed for new HM CEO staff. A secondary audience is HM CEO Specialist Experts and Crew Leaders who have not previously participated in this training; they may find it to be a valuable review.

**Required Prerequisite:** E/L/B0207/DF-128, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 6 hours

**CEUs:** 0.6

### IS-0161 Hazard Mitigation Planning in Disaster Operations

The Hazard Mitigation (HM) Disaster Operations courses are intended to provide a segue between the general hazard mitigation training provided in the introductory course and the function they will learn in a field assignment. These HM Disaster Operations courses are not intended to enable new employees to successfully complete all the requirements of their disaster assignment. The HM courses provide an orientation to the HM functional organization and activities of the organization, sources of information for the function, important relationships, and any other critical points that are essential to the particular function.

**Course Objectives:**

- Describe the major functions and products of HM Planning in a disaster operation.
- Refer to key authorities, programs, and resources related to HM Planning.
- Identify and interact with people and organizations key to HM Planning and opportunities for collaborations.

- Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** This course is designed for new HM Community Planner staff. A secondary audience is HM Planning Specialist Experts and HM Planning supervisors who have not previously participated in this training; they may find it to be a valuable review. HM Grants Specialists will benefit from this course as there is overlap and collaboration between the two functions.

**Required Prerequisite:** E/L/B0207/DF-128, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 8 hours

**CEUs:** 0.8

### IS-0163 Hazard Mitigation Grants in Disaster Operations

The Hazard Mitigation (HM) Disaster Operations courses are intended to provide a segue between the general hazard mitigation training provided in the introductory course and the function they will learn in a field assignment. These HM Disaster Operations courses are not intended to enable new employees to successfully complete all the requirements of their disaster assignment. The HM courses provide an orientation to the HM functional organization and activities of the organization, sources of information for the function, important relationships, and any other critical points that are essential to the particular function.

**Course Objectives:**

- Describe the major functions and products of HM HPA in a disaster operation.
- Refer to key authorities, programs, and resources related to HM HPA.
- Identify and interact with people and organizations key to HM HPA and opportunities for collaborations.
- Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** This course is designed for new HM HPA staff. A secondary audience is the Specialist Expert and Crew Leader positions in HM HPA who have not previously participated in this training; they may find it to be a valuable review.

**Required Prerequisite:** E/L/B0207/DF-128, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 8 hours

**CEUs:** 0.8

### IS-0164 Hazard Mitigation Hazards and Performance Analysis in Disaster Operations

The Hazard Mitigation (HM) Disaster Operations courses are intended to provide a segue between the general hazard mitigation training provided in the introductory course and the function they will learn in a field assignment. These HM Disaster Operations courses are not intended to enable new employees to successfully complete all the requirements of their disaster assignment. The HM courses provide an orientation to the HM functional organization and activities of the organization, sources of information for the function, important relationships, and any other critical points that are essential to the particular function.

#### Course Objectives:

- Describe the major functions and products of HM Hazards and Performance Analysis (HPA) in a disaster operation.
- Refer to key authorities, programs, and resources related to HM HPA.
- Identify and interact with people and organizations key to HM HPA and opportunities for collaborations.
- Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** This course is designed for new HM HPA staff. A secondary audience is the Specialist Expert and Crew Leader positions in HM HPA who have not previously participated in this training; they may find it to be a valuable review.

**Required Prerequisite:** E/L/B0207/DF-128, *Introduction to Hazard Mitigation Field Operations*

**Course Length:** 8 hours

**CEUs:** 0.8

### IS-0200.b Incident Command System for Single Resources and Initial Action Incidents

This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). This course focuses on the management of single resources.

**Delivery Options:** IS-0200.b can be taken as an Independent Study course in a classroom setting. Detailed information is found at [training.fema.gov/IS/crslist](http://training.fema.gov/IS/crslist).

#### Course Objectives:

- Describe the ICS organization appropriate to the complexity of the incident or event.
- Use ICS to manage an incident.
- Describe ICS Leadership and Management.
- Explain Delegation of Authority and Management by Objectives.
- Identify ICS Functional Areas and Positions.
- Describe ICS Briefings.
- Explain Organizational Flexibility.
- Describe Transfer of Command.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Incident Command System

**Delivery Location:** Online

**Selection Criteria:** All Response and Recovery personnel with supervisory responsibilities.

**Required Prerequisite:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*

**Recommended Prerequisite:** Experience using the concepts and principles from ICS-100 in a response or exercise

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0200.HCa Applying the Incident Command System to Healthcare Organizations

This course provides training on the Incident Command System to healthcare professionals whose primary responsibility is Emergency Management, to include middle management within a hospital or healthcare system. Such professionals may include Physicians, Department Managers, Unit Leaders, Charge Nurses, and Hospital Administrators that would have a leadership role during an incident.

**Program Area(s):** Incident Command System

**Delivery Location:** Online

**Selection Criteria:** Healthcare professionals interested in ICS.

**Required Prerequisites:** IS-0100.HCb, *Introduction to the Incident Command System (ICS-100) for Healthcare/Hospitals*; and IS-0700.a, *National Incident Management System, An Introduction*

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0201 Forms Used for the Development of the Incident Action Plan

This is a web-based training course with a flexible delivery format to include stand-alone modules as needed on the National Incident Management System (NIMS) Incident Command System (ICS). The purpose of this course is to provide first responders with an opportunity to reinforce their knowledge of and skill in using the standard ICS forms during the Incident Action Planning process for significant incidents or events.

**Course Objective:** Provide the participant with an overview of the most frequently used forms employed by the NIMS ICS.

**Program Area(s):** Incident Command System; Integrated Emergency Management; Multi-Hazard Mitigation Planning; FEMA Disaster Field Training Operations; FEMA Logistics; FEMA Mitigation; FEMA Operations—Federal; FEMA Safety

**Delivery Location:** Online

**Selection Criteria:** Emergency Management and Response personnel who may be called upon to function in a Command, General Staff, or Unit Leader position during a significant incident or event, and who may be called upon to help prepare some portion of the Incident Action Plan.

**Required Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; and IS-0700.a, *National Incident Management System, An Introduction*

**Recommended Prerequisite:** E/G0300, *ICS-300: Intermediate Incident Command System for Expanding Incidents*

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0207 Overview of the FEMA Qualification System and Qualification Review Boards

This course provides an overview of the FEMA Qualification System (FQS) and the Qualification Review Boards (QRBs). The course is applicable to all FEMA employees with Disaster Workforce responsibilities, and includes descriptions of the FQS qualification and QRB certification processes. The course also includes a hypothetical scenario depicting how a FEMA employee may progress through the FQS process.

**Course Objectives:**

- Define the purpose, background, and importance of FQS.
- Define incident management and incident support.
- Describe the relationship between force structure and FQS.
- Identify the benefits of FQS to members of the FEMA workforce.
- Identify the purpose of the FEMA Position Task Books, Position Qualification Sheets, and Qualification Progression Flowcharts.
- Describe the FQS qualification process.
- Describe the QRB certification process.
- Describe FEMA's process for implementing FQS for the incident management workforce.
- Identify FQS support and resources available to FEMA employees.
- Summarize how the FQS process applies to a hypothetical FEMA employee.

**Program Area(s):** FEMA Disaster Field Training Operations; FEMA Employee Training

**Delivery Location:** Online

**Selection Criteria:** All FEMA employees regardless of their position/grade and appointment status.

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0208.a State Disaster Management

This course provides fundamental information on the disaster assistance process and disaster assistance programs. This course is used as a prerequisite to E0208, *State Coordinating Officer*. This Independent Study course is designed for FEMA state response partners.

**Course Objectives:**

- Develop pre-disaster plans for joint state and Federal disaster response and recovery operations.
- Produce accurate and complete declaration packages according to current requirements.
- Discuss Federal disaster assistance programs, listing the mission, management, and funding for each.
- Identify the disaster management partners needed to conduct a comprehensive emergency management program.
- Discuss the characteristics of a good, comprehensive emergency management partnership, including its establishment and maintenance.

**Program Area(s):** Response and Recovery

**Delivery Location:** Online

**Selection Criteria:** State response partners

**Course Length:** 10 hours

**CEUs:** 1

### IS-0212.a Introduction to Unified Hazard Mitigation Assistance

The purpose of this course is to educate participants on the benefits of the Unified Hazard Mitigation Assistance (HMA) grant programs and how to become qualified to apply for a grant under the HMA grant programs.

**Course Objectives:**

- Identify the role of mitigation and its benefits to society.
- Identify the Unified HMA grant programs.
- Recognize the benefits of unifying the HMA grant programs.
- Identify the lifecycle of Unified HMA grants.

**Program Area(s):** Multi-Hazard Mitigation Planning; FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** The course is intended for personnel of state and local governments, tribal governments, and Private Non-Profit organizations that are eligible applicants or sub-applicants under HMA grants; and FEMA employees assigned to HMA grant activities.

**Required Prerequisite:** IS-0393.a, *Introduction to Hazard Mitigation*

**Course Length:** 3 hours

**CEUs:** 0.3

**CECs:** 3 (Core)

### IS-0230.d Fundamentals of Emergency Management

The goal of this course is to introduce you to the fundamentals of emergency management. It presents emergency management as an integrated system with resources and capabilities networked together to address all hazards.

**Course Objectives:**

- Describe the principles and authorities that are the foundation of emergency management.
- Explain how the different partners contribute to emergency management in your community.
- Explain how the Core Capabilities support the mission areas to ensure preparedness.
- Describe the roles of each partner in emergency management.
- Explain the steps and resources necessary for developing a comprehensive emergency operations plan.
- Explain how to plan, manage, and coordinate resources for an efficient and effective response.
- Explain the functions of emergency management in emergency and day-to-day situations.

**Program Area(s):** Professional Development Series; Citizen Preparedness; Planning

**Delivery Location:** Online

**Selection Criteria:** Open to all

**Recommended Prerequisites:** IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*.

**Course Length:** 6 hours

**CEUs:** 0.6

### IS-0235.c Emergency Planning

This course is designed for emergency management personnel who are involved in developing an effective emergency planning system. It offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop your capability for effective participation in the all-hazards emergency operations planning process to save lives and protect property threatened by disaster.

**Course Objectives:**

- Identify doctrine and guidance for emergency planning.
- Indicate the relationship between preparedness and planning.
- Identify the purpose and components of an emergency operations plan.
- Identify the steps in the planning process.
- Determine the status of your jurisdiction's emergency planning.

**Program Area(s):** Planning**Delivery Location:** Online**Course Length:** 5 hours**CEUs:** 0.5**CECs:** 1**IS-0240.b Leadership and Influence**

Being able to lead others—to motivate them to commit their energies and expertise to achieving the shared mission and goals of the Emergency Management system—is a vital part of every Emergency Manager, planner, and responder's job. This course is designed to improve participants' leadership and influence skills. It addresses:

- Leadership from within
- How to facilitate change
- How to build and rebuild trust
- Using personal influence and political savvy
- Fostering an environment for leadership development

**Program Area(s):** Level II Master Continuity Practitioner Program; Master Trainer Program—Training Management Certificate; Master Trainer Program—Executive Training Management Certificate**Delivery Location:** Online**Selection Criteria:** This course is available to anyone.**Course Length:** 9 hours**CEUs:** 0.9**IS-0241.b Decision-Making and Problem-Solving**

Being able to make decisions and solve problems effectively is a necessary part of the job for every Emergency Manager, planner, and responder. This course is designed to improve participants' decision-making skills. It addresses:

- The decision-making process
- Decision-making styles
- Attributes of an effective decision-maker
- Ethical decision-making and problem-solving

**Program Area(s):** Master Trainer Program—Training Management Certificate; Master Trainer Program—Executive Training Management Certificate; Universal Emergency Preparedness**Delivery Location:** Online**Selection Criteria:** This course is available to anyone.**Course Length:** 2 hours**CEUs:** 0.2**IS-0242.b Effective Communication**

Being able to communicate effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your communication skills. It addresses:

- Basic communication skills
- How to communicate in an emergency
- How to identify community-specific communication issues
- Using technology as a communication tool
- Effective oral communication
- How to prepare an oral presentation

**Course Objectives:**

- Identify factors that contribute to and detract from effective communication.
- Develop a strategy for ensuring that emergency communications meet the needs of the whole community, including those with access and functional needs.
- Identify strategies for communicating effectively in emergency situations.
- Identify strategies for improving your oral presentation skills.

**Program Area(s):** Master Trainer Program—Basic Instructor Certificate; Master Trainer Program—Basic Instructional Design Certificate**Delivery Location:** Online**Course Length:** 8 hours**CEUs:** 0.8

### IS-0244.b Developing and Managing Volunteers

This course is for Emergency Managers and related professionals who work with all types of volunteers and coordinate with voluntary organizations. It will provide procedures and tools for building and working with voluntary organizations. Topics include benefits and challenges of working with volunteers; building a volunteer program; writing job descriptions; developing volunteers through recruitment; coordinating with voluntary and community-based organizations; and special issues such as spontaneous volunteers, liability, and stress.

#### Course Objectives:

- Identify situations in which volunteers can be a useful addition to response and recovery operations.
- Define skill and knowledge requirements for volunteers.
- Develop a volunteer program that includes strategies for recruiting and managing volunteers within the whole community.
- Develop a plan for setting up a Volunteer Reception Center.
- Identify special issues involving the use of volunteers.

**Program Area(s):** Integrated Emergency Management; Voluntary Organizations

**Delivery Location:** Online

**Selection Criteria:** Emergency Managers

**Course Length:** 4 hours

**CEUs:** 0.4

### IS-0245.a Introduction to the Defense Priorities and Allocations System

This course introduces the Defense Priorities and Allocations System (DPAS), a regulation to help ensure the priority performance of contracts and orders for the timely delivery of critical materials and services to meet program requirements. The primary audience for this course is all FEMA personnel responsible for management and oversight of FEMA Emergency Management (EM) programs.

#### Course Objectives:

- How DPAS supports timely procurement of materials and services.
- How program officials use DPAS.
- FEMA and contractor responsibilities under DPAS.

- Procedures for placing priority-rated contracts and orders (rated orders).
- Limitations on use of rated orders.
- Procedures for resolving DPAS issues.

**Program Area(s):** FEMA Contracting/Acquisition

**Delivery Location:** Online

**Selection Criteria:** This course is designed for all FEMA personnel responsible for management and oversight of FEMA EM programs, including: FEMA Program Officials responsible for directing the use of DPAS priority ratings, and DPAS Officers appointed to advise and assist FEMA Program Officials in DPAS administration. In addition, anyone interested in learning more about DPAS, such as Contracting Officers/Specialists, may complete this course.

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0246.15 Implementing the Defense Priorities and Allocations System 2015

This course describes specific procedures for using Defense Priorities and Allocations System (DPAS) priority ratings for contracts and orders that support FEMA programs. The course emphasizes the critical role DPAS plays in support of FEMA's mission. The course describes DPAS priority ratings, the placement of rated orders, the roles of FEMA employees in the DPAS process, and how to address DPAS challenges.

**Note:** This course code contains a "calendar-year" extension in order to allow FEMA staff to retake the course as a recurring requirement. Beginning on January 1, 2015, the course code will be IS-0246.15.

#### Course Objectives:

- The roles and interactions between key parties involved in implementing DPAS.
- The DPAS process and procedures at a FEMA program level, including how to place rated orders, address problems if they arise, and comply with DPAS reporting requirements.

**Program Area(s):** FEMA Contracting/Acquisition

**Delivery Location:** Online

**Selection Criteria:** This course is mandatory for DPAS Officers—FEMA personnel who are designated by FEMA management to fulfill DPAS Officer functions. The course is also strongly recommended for:

- Program officials responsible for directing the placement of DPAS-rated orders and making FEMA program and procurement policy and decisions.



- Contracting Officers/Specialists who will be primary points of contact with prime contractors on DPAS issues and who may be responsible for determining DPAS activity eligibility.
- Anyone interested in learning more about DPAS.

**Required Prerequisites:** IS-0245.a, *Introduction to the Defense Priorities and Allocations System*

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0247.a Integrated Public Alert and Warning System

This course provides basic information on the Integrated Public Alert and Warning System (IPAWS). It provides authorized Public Safety officials with: increased awareness of the benefits of using IPAWS for effective public warnings; skills to draft more appropriate, effective, and accessible warning messages; and best practices in the effective use of Common Alerting Protocol (CAP) to reach all members of their communities.

This course consists of the following lessons:

- Lesson 1: Introduction to IPAWS
- Lesson 2: Appropriate, Effective, and Accessible Alert and Warning Messages
- Lesson 3: CAP Message Composition

#### Course Objectives:

- Define IPAWS.
- Identify the benefits of using IPAWS for generating warnings.
- Describe IPAWS operation.
- Identify the basis for determining who is authorized to send IPAWS alert and warning messages.
- Apply criteria for sending appropriate alert messages.
- Identify the components of effective alert and warning messages.
- Apply criteria for creating accessible alert and warning messages.
- Describe factors that influence public response to warning messages.
- Discuss the myths associated with public response to warning messages.
- Define CAP.
- Identify some of the commonly used CAP elements and their associated values.

- Identify how a Commercial Mobile Alert System message is mapped from CAP.

**Program Area(s):** Citizen Preparedness; Continuity of Operations; Voluntary Organizations

**Delivery Location:** Online

**Selection Criteria:** This course is designed for Emergency Managers, Law Enforcement officials, Fire Department personnel, Dispatch personnel (911), National Weather Service personnel, and other authorized centers (according to a state's Emergency Alert System Plan, State Emergency Plan, Amber Plan/Amber Alert).

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0248 Integrated Public Alert and Warning System for the American Public

The Integrated Public Alert and Warning System (IPAWS) Program Management Office designed this course to provide the American Public with an introduction to IPAWS. It identifies the key features and benefits of IPAWS and the authorities responsible for sending alert and warning messages. It also describes the actions you can take before and during an emergency to protect yourself and your loved ones.

#### Course Objectives:

- Identify the key features and benefits of IPAWS.
- Describe the actions to take before, during, and after an emergency to protect yourself and your loved ones.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** General Public

**Course Length:** ½ hour

### IS-0250.a Emergency Support Function #15 (ESF #15)—External Affairs: A New Approach to Emergency Communication and Information Distribution

This course provides basic training on the concept and practical application of the Emergency Support Function #15 (ESF #15)—Standard Operating Procedures to all FEMA External Affairs (EA) staff, regardless of duty station, as well as to staff in all other Agency divisions and Federal, state, local, tribal, and Voluntary Organizations Active in Disaster partners.

It is offered as an Independent Study course, with an optional conference call session available to participants who have additional questions. Participants view videos online in conjunction with using the L0250 Student Manual and web-based resources to complete the final exam online.

Upon completion of this course, the participant will have a better understanding of how ESF #15 is activated and how the EA concept helps make incident communication more integrated, comprehensive, and empowered.

#### Course Objectives:

- Explain the purpose of ESF #15 and its relation to External Affairs and the National Response Plan (NRP).
- Understand the benefits of integrated and coordinated communications that are at the core of ESF #15.
- List the key methods of communication and the key tools used to ensure consistency in activation and communications.
- Describe the leadership structure of ESF #15 and the basic responsibilities of the seven components that comprise ESF #15.

**Program Area(s):** National Response Framework; FEMA External Affairs—Federal

**Delivery Location:** Online

**Selection Criteria:** The course is intended for use by FEMA EA staff and all Federal agencies that are signatories of the NRP. Additionally, state and locals partners that may adopt the EA/ESF #15 concept may find this course helpful in its implementation.

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0251 Integrated Public Alert and Warning System for Alerting Authorities

The Integrated Public Alert and Warning System (IPAWS) Program Management Office designed this course to provide Alerting Authorities with an increased awareness about Collaborative Operating Groups (COGs)—how they are issued, their structure, their capabilities, and their responsibilities, and skills to draft more appropriate, effective, and accessible warning messages using best practices in alerting.

#### Course Objectives:

- Have an increased awareness about COGs—how they are issued, their structure, their capabilities, and their responsibilities.
- Have skills to draft more appropriate, effective, and accessible warning messages using best practices in alerting.

**Program Area(s):** Citizen Preparedness; Continuity of Operations

**Delivery Location:** Online

**Selection Criteria:** Alerting Authorities

**Course Length:** 1.5 hours

**CEUs:** 0.1

### IS-0253.a Overview of FEMA's Environmental and Historic Preservation Review

This interactive computer-based course provides an overview of FEMA's Environmental and Historic Preservation (EHP) compliance responsibilities and is an Independent Study alternative to the 4-day E0253, *Introduction to Environmental and Historic Preservation Compliance*, course held at EMI or in the Regional Offices. The course includes interactive knowledge checks, case studies, and resource materials.

#### Course Objectives:

- Provide the user with the basic background and practical knowledge needed to participate in FEMA's EHP review process.
- Help the user understand how the EHP review process applies to various job responsibilities within FEMA's programs.
- Provide the resources necessary for the user to accomplish EHP responsibilities.

**Program Area(s):** FEMA Environmental/Historic Preservation

**Delivery Location:** Online

**Selection Criteria:** New FEMA EHP personnel

**Course Length:** 4 hours

**CEUs:** 0.4

### IS-0265 Basic Instructional Skills

This 90-minute course prepares participants to assist with state-delivered Emergency Management training. It provides a foundation from which participants can develop or enhance their instructional delivery skills within a classroom setting. This course is not designed

to teach how to design training. Rather, the focus of the course is how to present an existing lesson plan or training materials.

**Course Objectives:**

- List the qualities of effective performance-based training.
- Describe the fundamental principles of adult learning.
- Identify the preparation steps for conducting a training session.
- Describe the quality of effective presenters.
- Distinguish between presentation and facilitation.
- Describe how interpersonal skills are applied in a training setting.
- Identify the techniques used to manage classroom interactions.
- Describe how to assess training and make continuous improvements.

**Program Area(s):** Universal Emergency Preparedness

**Delivery Location:** Online

**Selection Criteria:** Members of state and local Emergency Management disciplines. Recommended for members of state and local Emergency Management disciplines who assist in the teaching of FEMA- or state-developed classroom training.

**Required Prerequisite:** Must have responsibility for teaching a portion of a FEMA- or state-developed course.

**Course Length:** 1½ hours

**CEUs:** 0.2

### IS-0271.a Anticipating Hazardous Weather and Community Risk, 2<sup>nd</sup> Edition

This course provides Emergency Managers and other decision-makers with background information about weather, natural hazards, and Preparedness. It offers web-based content designed to address topics covered in the multi-day Hazardous Weather and Flood Preparedness course offered by FEMA and the National Weather Service. The module also complements other onsite courses by those agencies. This training module covers:

- Weather basics
- Weather forecasting
- Threats analysis and hazards planning
- Fact sheets for weather and non-weather-related hazards
- Warning partnership information

- Human behavior and community response
- A desktop activity allowing you to apply what you've learned

**Course Objectives:**

- Explain the basic processes that cause and/or signal hazardous weather.
- List the main weather hazards and factors that determine community risk.
- Describe the basic weather forecasting process and its limitations.
- Discuss various techniques for communicating information about weather hazards.
- Identify the National Weather Service forecast information that is appropriate in various situations.
- Analyze various sources of information about hazards that could threaten your community.
- Develop a hazards plan for use in drills and real-life.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** Federal, state, local and tribal emergency managers who respond to hazardous weather events.

**Course Length:** 9 hours

**CEUs:** 0.9

### IS-0276 Benefit-Cost Analysis Fundamentals

This course serves as an overview of fundamental Benefit-Cost Analysis (BCA) concepts and theory and is the framework and prerequisite for the classroom, field, or facilitated distance learning BCA course.

**Course Objectives:**

- Explain basic BCA theory.
- Explain basic flood concepts.
- List and locate resources for learning more about BCA.
- List the OMB Circular A-94 guidelines as applied to mitigation projects.
- Explain basic BCA theory.
- Describe the Benefit-Cost Ratio formula.
- Explain benefits and costs included in a BCA.
- Explain important BCA terms.
- Explain the 10-, 50-, 100-, and 500-year flood events and discharges.

- Define the terms Streambed Elevation, Base Flood Elevation, and First Floor Elevation.
- Recall the concepts discussed in Lessons 1–3.
- List and locate resources for learning more about BCA.

**Program Area(s):** Building Science; Floodplain Management; Planning; FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** The primary audience for this course is Federal, state, local, and tribal hazard mitigation staff; applicants/grantees; subapplicants/subgrantees; and personnel who are involved in the grant application development process and provide technical assistance.

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0279 Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures

This course is recommended prior to attendance at EMI's more technical Resident course of the same title (E0279, *Retrofitting Flood-Prone Residential Buildings*). It provides the users with an overview of retrofitting, the National Flood Insurance Program and minimum requirements of floodplain management as it relates to retrofitting methods, and parameters that influence retrofitting decisions. The course format is programmed instruction, which allows participants to work at their own pace. This course can be downloaded from the Independent Study web site and the test can be completed and submitted online.

#### Course Objectives:

- Identify basic retrofitting methods appropriate for residential structures in flood-prone areas.
- Identify NFIP policy toward retrofitting flood-prone residential structures and the regulations that govern retrofitting projects.
- Define the relationship between NFIP regulations and other codes and regulations that govern retrofitting projects.
- Evaluate the suitability of retrofitting measures for individual residential structures in terms of: technical parameters; homeowner preference; and Federal, state, and local regulations.

**Program Area(s):** Building Science; Floodplain Management; Planning

**Delivery Location:** Online

**Selection Criteria:** The primary audience for this course is engineers and architects. Floodplain Managers and Building Code Officials are also encouraged to attend. Hazard Mitigation, Planning, Zoning, Public Works, and other building officials with building science knowledge and also those from the private sector, such as engineering firms, may also apply.

**Course Length:** 10 hours

**CEUs:** 1

### IS-0280 Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures, FEMA Publication 259, 3<sup>rd</sup> Edition

This course serves as an overview of the contents of the revised FEMA P-259, *Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures*.

#### Course Objectives:

- Understand regulatory requirements that apply to retrofit projects.
- Describe the technical, regulatory, and site-specific parameters to consider in flood protection design.
- Determine flood and other hazards present at the site that would impact design.
- Understand the basic parameters of each retrofitting measure and the associated design practices.

**Program Area(s):** Building Science; Floodplain Management; Hurricane Preparedness; Planning; FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** The primary audience for this course is engineers and architects. Floodplain managers and building code officials are also encouraged to attend. Hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge and also those from the private sector, such as engineering firms, may also apply.

**Course Length:** 1½ hours

**CEUs:** 0.1

### IS-0284 Using the Substantial Damage Estimator 2.0 Tool

This course will enable learners to successfully use the Substantial Damage Estimator (SDE) 2.0 tool. Successful use is defined as accurately populating the electronic forms within the tool; saving individual-structure and community-wide data; running all reports available in

the tool; and importing and exporting data to other formats, such as Excel. Learners must download, install, and use the SDE 2.0 software to complete the course.

#### Course Objectives:

- Identify the basic uses of the Substantial Damage Estimator (SDE) 2.0 tool and:
  - Navigate the SDE 2.0 tool layout, toolbars, help, and navigation buttons
  - Populate a database for both residential and non-residential structures
  - Save individual and community data.
- Review, import, and export data.
- Generate reports and geo-referenced files.
- Use database functions and assignment features.
- Troubleshoot SDE 2.0 tool issues.

**Program Area(s):** Building Science; Floodplain Management; Multi-Hazard Mitigation Planning; FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** This course is intended for Federal, state, and local staff that will use the Substantial Damage Estimator 2.0 tool to comply with floodplain management regulations and/or to identify opportunities for flood hazard mitigation.

**Course Length:** 3 hours

**CEUs:** 0.3

#### IS-0288 The Role of Voluntary Organizations in Emergency Management

This course is intended to educate the reader about the vital role that voluntary organizations play as key partners in providing disaster relief services throughout the entire Emergency Management cycle (i.e., Mitigation, Preparedness, Response, and Recovery). It can be downloaded from the Independent Study web site and the test can be completed and submitted online.

#### Course Objectives:

- Describe the unique capabilities of voluntary organizations.
- Identify important historical milestones in the development of the role of disaster mission oriented voluntary organizations in emergency management in the United States.

- Identify the roles and services that voluntary organizations, both those with a disaster program as well as those without a disaster program, may provide throughout the functions of emergency management.
- Explain the importance of collaboration and coordination amongst voluntary organizations and between voluntary organizations and their emergency management partners.
- Describe the entities that foster government/voluntary organization coordination throughout all functions of emergency management.
- Discuss the evolving role of voluntary organizations in emergency management.
- Discuss emerging organizations and develop contingency plans for collaborating with these organizations.

**Program Area(s):** Integrated Emergency Management; Response and Recovery; Voluntary Organizations

**Delivery Location:** Online

**Selection Criteria:** Federal, state, tribal, and local Emergency Managers, members of voluntary organizations, and the general public who are involved in Emergency Management activities and require an understanding of the roles of voluntary organizations throughout the disaster cycle.

**Course Length:** 1 hour

**CEUs:** 0.1

#### IS-0293 Mission Assignment Overview

This course is intended to provide basic training on the concept of the Resource Request and Mission Assignment (MA) process beginning with the Request for Federal Assistance to MA issuance, execution, billing, and closeout.

#### Course Objectives:

- Define the Request for Federal Assistance and authorities.
- Define the Resource Request process and Resource Request Form.
- Define Mission Assignments, types, and relationship to disaster operations.
- Describe the roles and responsibilities of the key staff involved in the Resource Request and MA process including FEMA, state, tribal, and other Federal agencies.

- Describe the various elements of the MA Phases for MA issuance, MA execution to MA billing, reimbursement, and closeout.

**Program Area(s):** FEMA Operations—Federal

**Delivery Location:** Online

**Selection Criteria:** The course is open to all FEMA/DHS, state, local, tribal, and other Federal agency program and financial staff who have a role or interest in the MA process.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0301 Radiological Emergency Response

This course provides a learning experience in which participants demonstrate a comprehensive understanding of radiological protection and response principles, guidelines, and regulations.

**Program Area(s):** Radiological Emergency Preparedness Program

**Delivery Location:** Online

**Selection Criteria:** Open to everyone

**Course Length:** 10 hours

**CEUs:** 1

### IS-0302 Modular Emergency Radiological Response Transportation Training

This series of modules can serve as a refresher training course for those participants already proficient in radiological response. This course includes the following topics: radiological basics, biological effects, hazard recognition (markings, labels, and placards), initial response actions, radioactive material shipping packages, on-scene patient handling, radiological terminology and units, assessing package integrity, radiation detection instrumentation, and radiological decontamination.

**Program Area(s):** Radiological Emergency Preparedness Program

**Delivery Location:** Online

**Course Length:** 10 hours

**CEUs:** 1

### IS-0303 Radiological Accident Assessment Concepts

This course provides the opportunity and resources for learning how to assess the offsite radiological consequences to the public following a release of radioactivity from nuclear power reactor and non-reactor incidents

and how to use this assessment as a basis for recommending protective actions to decision makers.

#### Course Objectives:

- Describe the source and magnitude of the threat to the public from a nuclear power plant incident (Lesson 1).
- Describe the various preventive and protective measures which may be implemented to protect the public and emergency workers/occupational workers during a nuclear incident, and use the Federal guidance to determine when each of these measures is necessary and/or appropriate (Lesson 1).
- Describe the relationship of dose and dose pathway to the Environmental Protection Agency (EPA) Protective Action Guides (PAGs), early injuries, and early deaths (Lesson 2).
- Locate the appropriate protective action guide using the EPA Manual of PAGs and Protective Actions for Nuclear Incidents, EPA 400-R-92-001 and the FDA Accidental Radioactive Contamination of Human Food and Animal Feeds: Recommendations for State and Local Agencies, August 13, 1998 (Lesson 2).
- Describe the guidelines and recommendations associated with using potassium iodide as a supplemental public protective action (Lesson 3).
- Describe suggested protective actions for milk, fruits and vegetables, meat and meat products, poultry and poultry products, soils, grains, and water (Lesson 4).
- Explain the appropriate techniques, procedures, and available Federal agency capabilities and resources to gather and assess data during and after a nuclear or radiological incident (Lesson 5).
- Convert from International System of Units (SI) to customary units and customary units to SI using a hand calculator (Lesson 6).
- Utilize mathematical equations to calculate dose conversion factors (Lesson 7).

**Program Area(s):** Radiological Emergency Preparedness Program

**Delivery Location:** Online

**Course Length:** 16 hours

**CEUs:** 1.6

**IS-0315 Community Emergency Response Team Supplemental Training: The Incident Command System**

The Incident Command System (ICS) is a proven management system used by emergency managers. Applying ICS during a Community Emergency Response Team (CERT) activation will help maintain the safety of disaster workers, provide clear leadership and organizational structure, and improve the effectiveness of rescue efforts. This course will cover the principles of ICS and help learners understand how to effectively apply the principles through interactive real-life scenarios.

**Course Objectives:**

- Describe ICS principles, positions, and functions.
- Apply principles of the ICS to specific scenarios.
- Evaluate an ICS application and identify effective and ineffective ICS.
- Describe and apply techniques for remediating ineffective ICS.

**Program Area(s):** Citizen Preparedness; Voluntary Organizations

**Delivery Location:** Online

**Selection Criteria:** CERT Members

**Course Length:** 2 hours

**CEUs:** 0.2

**IS-0317 Introduction to Community Emergency Response Team**

This course is an introduction to Community Emergency Response Team (CERT) concept and principles.

**Program Area(s):** Citizen Preparedness; Voluntary Organizations

**Delivery Location:** Online

**Selection Criteria:** Prospective CERT members

**Course Length:** 8 hours

**CEUs:** 0.8

**IS-0319 Tornado Mitigation Basics for Mitigation Staff**

This module is designed to help members of FEMA's Hazard Mitigation disaster workforce successfully communicate to the public the risks associated with tornadoes, and the mitigation measures available to improve personal safety and reduce damages to structures and personal property. This module is one in a series of Independent Study modules for the Hazard Mitigation disaster workforce,

which addresses appropriate basic mitigation information for public consumption regarding earthquakes, floods, hurricanes, tornadoes, and wildfires.

Topics covered in this module include:

- How tornadoes cause damage
- Mitigation measures for personal safety, structures, manufactured homes, outbuildings, and landscape
- Mitigation publications beneficial to local officials, building professionals, and the public

**Course Objective:** To train Hazard Mitigation Advisor Specialists to explain both the tornado hazard and how to mitigate future damages effectively to people affected by tornadoes.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** FEMA Hazard Mitigation Disaster Workforce Staff

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0320 Wildfire Mitigation Basics for Mitigation Staff**

This module is designed to help members of FEMA's Hazard Mitigation disaster workforce successfully communicate to the public the risks associated with wildfires, and the mitigation measures available to improve personal safety and reduce damages to structures and personal property. This module is one in a series of Independent Study modules for the Hazard Mitigation disaster workforce, which addresses appropriate basic mitigation information for public consumption regarding earthquakes, floods, hurricanes, tornadoes, and wildfires.

**Course Objective:** To train Hazard Mitigation Advisor Specialists to explain both the wildfire hazard and how to mitigate future damages effectively to people affected by wildfires.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** FEMA Hazard Mitigation Disaster Workforce Staff

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0321 Hurricane Mitigation Basics for Mitigation Staff**

This module is designed to help members of FEMA's Hazard Mitigation disaster workforce successfully communicate to the public the risks associated with hurricanes, and the mitigation measures available to improve personal safety and reduce damages to structures and personal property. This module is one in a series of Independent Study modules for the Hazard Mitigation disaster workforce, which addresses appropriate basic mitigation information for public consumption regarding earthquakes, floods, hurricanes, tornadoes, and wildfires.

Topics covered in this module include:

- How hurricanes cause damage
- Mitigation measures for personal safety and structures
- Mitigation publications beneficial to local officials, building professionals, and the public

**Course Objective:** To train Hazard Mitigation Advisor Specialists to explain both the hurricane hazard and how to mitigate future damages effectively to people affected by hurricanes.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** FEMA Hazard Mitigation Disaster Workforce Staff

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0322 Flood Mitigation Basics for Mitigation Staff**

This module is designed to help members of FEMA's Hazard Mitigation disaster workforce successfully communicate to the public the risks associated with floods, and the mitigation measures available to improve personal safety and reduce damages to structures and personal property. This module is one in a series of Independent Study modules for the Hazard Mitigation disaster workforce, which addresses appropriate basic mitigation information for public consumption regarding earthquakes, floods, hurricanes, tornadoes, and wildfires.

Topics covered in this module include:

- How floods cause damage
- Mitigation measures for personal safety and structures
- Mitigation publications beneficial to local officials, building professionals, and the public

**Course Objective:** To train Hazard Mitigation Advisor Specialists to explain both the flood hazard and how to mitigate future damages effectively to people affected by floods.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** FEMA Hazard Mitigation Disaster Workforce Staff

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0323 Earthquake Mitigation Basics for Mitigation Staff**

This module is designed to help members of FEMA's Hazard Mitigation disaster workforce successfully communicate to the public the risks associated with earthquakes, and the mitigation measures available to improve personal safety and reduce damages to structures and personal property. This module is one in a series of Independent Study modules for the Hazard Mitigation disaster workforce, which addresses appropriate basic mitigation information for public consumption regarding earthquakes, floods, hurricanes, tornadoes, and wildfires.

Topics covered in this module include:

- How earthquakes cause damage
- Mitigation measures for personal safety, structures, manufactured homes, outbuildings, and landscape
- Mitigation publications beneficial to local officials, building professionals, and the public.

**Course Objective:** To train Hazard Mitigation Advisor Specialists to explain both the earthquake hazard and how to mitigate future damages effectively to people affected by earthquakes.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** FEMA Hazard Mitigation Disaster Workforce Staff

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0324.a Community Hurricane Preparedness**

This course provides people involved in the decision-making process for hurricane Preparedness with basic information about:

- How hurricanes form
- The hazards they pose



- How the National Weather Service forecasts future hurricane behavior
- What tools and guiding principles can help Emergency Managers prepare their communities

**Note:** This course is on a non-Federal government web site operated by the Cooperative Program for Operational Meteorology, Education, and Training.

#### Course Objectives:

- Identify the characteristic features of a hurricane.
- List ways in which meteorologists monitor hurricane development.
- Describe hazards from hurricanes.
- Discuss the basic hurricane forecasting process and its limitations.
- Identify the correct forecast product to use at various stages in an event.
- Analyze various sources of information about a hurricane and formulate a plan for dealing with the potential disaster.

**Program Area(s):** Hurricane Preparedness

**Delivery Location:** Online

**Selection Criteria:** Emergency managers in communities threatened by tropical cyclones.

**Course Length:** 10 hours

**CEUs:** 1

### IS-0325 Earthquake Basics: Science, Risk, and Mitigation

This course presents basic information on earthquake science, risk, and Mitigation. It also discusses techniques for structural and non-structural earthquake Mitigation. Although certification is not a part of the course, short quizzes are included to enhance interactivity and to boost retention.

**Course Objective:** Upon completion of this course, participants should be able to raise awareness of earthquake risk and mitigation strategies for life saving planning.

**Program Area(s):** Building Science

**Delivery Location:** Online

**Selection Criteria:** Earthquake Basics is targeted to a wide range of audiences, including homeowners; business owners; the private sector; Federal, state, tribal, and local government workforce at all levels; first responders; non-profit organizations; volunteers; and community-based organizations.

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0326 Community Tsunami Preparedness

This module is designed to help Emergency Managers prepare their communities for tsunamis. Lessons include basic tsunami science, hazards produced by tsunamis, regional U.S. tsunami risks, the tsunami warning system, the importance of public education activities, and how to craft good emergency messages and develop tsunami response plans. Additional content provides video interviews of lessons learned by public officials in Crescent City, California, after the March 11, 2011, tsunami that originated in Japan. The module also contains links to extensive Reference and Resources sections. The latter includes tsunami PowerPoint presentations for each major U.S. region (Atlantic Coast, Gulf Coast, West Coast, Hawaii and Pacific Islands, Alaska, and Caribbean) that can be downloaded and customized for a particular location or need.

#### Course Objectives:

- Explain the causes of tsunamis, how the wave propagates through the ocean, and why wave height increases as it approaches the coast.
- Describe the factors that influence coastal inundation.
- Discuss the hazards associated with tsunamis.
- Assess community risk.
- Describe the components of an effective tsunami response plan that encompasses hazard mitigation strategies and disaster management tactics.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** Coastal Emergency Managers

**Course Length:** 6 hours

**CEUs:** 0.6

### IS-0328 Plan Review for Local Mitigation Plans

This course provides state and FEMA staff that review Local Mitigation Plans with the information and training they will need to determine if a plan meets Federal mitigation planning requirements.

#### Course Objectives:

- Explain the purpose and intent of reviewing local mitigation plans.

- Describe how to use the Plan Review Guide to communicate the results of the review to a state or local community.
- Determine whether a local mitigation plan meets Federal mitigation planning requirements.

**Program Area(s):** Multi-Hazard Mitigation Planning; Planning; Tribal; FEMA Mitigation; FEMA Planning

**Delivery Location:** Online

**Selection Criteria:** This course is designed for new and experienced state and FEMA plan reviewers. Plan reviewers may be full or part-time, FEMA Disaster Assistance Reservists, FEMA contract plan reviewers, or state contract plan reviewers.

**Course Length:** 4 hours

**CEUs:** 0.4

### IS-0331 Introduction to Radiological Emergency Preparedness Exercise Evaluation

This course introduces the participant to the basic concepts and terminology of the offsite emergency preparedness program for commercial nuclear power plants. It provides an introduction to the program's exercise evaluation regulations, philosophy, and methodology.

**Program Area(s):** Radiological Emergency Preparedness Program

**Delivery Location:** Online

**Course Length:** 10 hours

**CEUs:** 1

### IS-0340 Hazardous Materials Prevention

Hazardous materials pose a continuing and growing emergency risk for local jurisdictions across the Nation. This course will provide participants with the assistance and confidence needed to effectively plan for and respond to hazardous materials incidents through sound Emergency Planning and with the highest level of safety for response personnel within their jurisdictions. Participants will enroll when they complete the online answer sheet for the final exam.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** Emergency Management, Law Enforcement, Fire, public officials, and general population who want to understand the basis of Hazardous Materials Planning.

**Course Length:** 10 hours

**CEUs:** 1

### IS-0346 An Orientation to Hazardous Materials for Medical Personnel

This course is designed to prepare medical and hospital personnel to analyze hazardous materials situations, take the necessary steps to assure medical provider safety, and identify appropriate resources for decontamination and medical care.

**Course Objectives:**

- Describe the purpose of the course and why it is essential to have the knowledge and skills necessary to recognize and assess situations that can impact the facility and hospital staff in preparing for and responding to hazardous material emergencies.
- Describe the ways in which a medical center or hospital can be involved in a hazardous material event or response effort.
- Recognize the importance of compliance with Federal, state, local, and tribal regulations and standards.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** Medical personnel seeking an understanding of the basics of hazardous materials.

**Course Length:** 10 hours

**CEUs:** 1

### IS-0360 Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship

This course provides leading practices and resources to assist elementary and secondary schools, institutions of higher education, and houses of worship in developing emergency plans for preparing for, responding to, and recovering from mass casualty incidents.

**Course Objectives:** At the end of this course, the participants will be able to identify key considerations and strategies for preparing for mass casualty incidents, including:

- Understanding the threats and challenges.
- Establishing planning processes.
- Assessing and mitigating vulnerabilities.
- Establishing response procedures.
- Planning for recovery.
- Staying prepared.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** Whole community partners

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0362.a Multi-Hazard Emergency Planning for Schools

This course covers basic information about developing, implementing, and maintaining a school Emergency Operations Plan (EOP). This course provides participants with an understanding of the importance of schools having an EOP and basic information on how an EOP is developed, exercised, and maintained. The topics addressed in this course include: understanding Incident Management; forming the Planning Team; understanding the situation; developing a school EOP; incorporating Incident Command System principles and roles in the school EOP; and training, exercising, and maintaining the school EOP.

#### Course Objectives:

- Describe the activities related to the key areas of incident management.
- Describe how the school EOP fits into district, community, and family/personal emergency plans.
- Identify school staff to participate on the school planning team.
- Identify community members who should be on the school planning team.
- Identify natural, technological, and human-caused hazards.
- Identify and assess hazards likely to impact your school.
- Describe each of the components of the traditional EOP.
- Identify the steps to approve and disseminate the school EOP.
- Describe the Incident Command System (ICS) principles and organization.
- Identify the ICS roles included in the school EOP.
- Explain the benefits of training and exercising the school EOP.
- Identify the types of exercises available to exercise the school's plan.
- Describe steps for developing effective exercises.

- Describe how exercise results are used to improve school preparedness efforts.

**Program Area(s):** Citizen Preparedness; Planning

**Delivery Location:** Online

**Selection Criteria:** This course is designed for teachers, substitute teachers, counselors, parent volunteers, coaches, bus drivers, and participants. However, anyone with a personal or professional interest in school Preparedness is welcome to participate. School administrators, principals, and first responders alike will find useful information in this course.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0366.a Planning for the Needs of Children in Disasters

This course enables participants to improve their community's Mitigation and Emergency Operations Plan (EOP) specifically regarding the needs of children. The course will provide participants with the information needed to address the unique needs of children prior to, during, and following disasters. It will also provide them guidance and direction on how to form coalitions and how to become advocates for the unique needs of children in all aspects of Emergency Management.

#### Course Objectives:

- Articulate the importance of providing for the needs of children in disasters in their community's current Emergency Management Plan.
- Explain what is required to keep children safe in emergencies and why those needs are unique.
- Explain the assumptions, concept of operations, and organization and assignment of responsibilities that address the unique needs of children prior to, during, and following disasters.
- Explain the Planning components necessary to address the unique needs of children prior to, during, and following disasters.
- Create an annex to a community's EOP, addressing the unique needs of children in disasters.
- Identify stakeholders and organizations that can assist in preparing for the needs of children in disasters.
- Initiate steps to form coalitions and build teams that have a stake in keeping children safe in disasters.

**Program Area(s):** Citizen Preparedness; Multi-Hazard Mitigation Planning; Response and Recovery; Voluntary Organizations

**Delivery Location:** Online

**Selection Criteria:** The target audience for this course is state and local Emergency Managers and Planners, Child Services Agencies, Non-Governmental Organizations, Childcare Providers, Schools, and Faith-Based Organizations.

**Course Length:** 6 hours

**CEUs:** 0.6

### IS-0368 Including People with Disabilities and Others with Access and Functional Needs in Disaster Operations

This course increases awareness and understanding of the need for full inclusion of disaster survivors and FEMA staff who have disabilities or access and functional needs.

#### Course Objectives:

- Explain the importance of including people with disabilities and others with access and functional needs in disaster operations at the JFO and field locations.
- Describe how JFO and field staff can support and include people with disabilities and others with access and functional needs in disaster operations.
- Describe principles and FEMA initiatives that provide a foundation for the integration of people with disabilities and others with access and functional needs in disaster operations.
- Describe the history of the treatment of and services for people with disabilities.
- Identify laws that provide the legal foundation for issues related to people with disabilities and others with access and functional needs.
- Describe the function of the Disability Integration Advisor.

**Program Area(s):** Disability Integration

**Delivery Location:** Online

**Selection Criteria:** Open to all enrollees

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0386.a Introduction to Residential Coastal Construction

This online course is designed to train participants to effectively use FEMA P-55, Coastal Construction Manual (Fourth Edition). The course and publication provide a comprehensive approach to planning, siting, designing, constructing, and maintaining homes in the coastal

environment. The course contains in-depth descriptions of design, construction, and maintenance practices that, when followed, will increase the durability of residential buildings in the harsh coastal environment and reduce economic losses associated with coastal natural disasters.

#### Course Objectives:

- Understand the basic principles of designing in a coastal environment: Design premise, Design framework, Constraints, Defining a “successful” building.
- Understand the differences in design requirements and expected performance between coastal construction and inland construction.
- Understand the significance and lessons learned from historical coastal events.
- Describe minimum requirements and best practices for coastal construction.
- Identify coastal hazards at potential building sites and identify where to obtain pertinent information.
- Understand how to calculate design loads and conditions.
- Understand the continuous load path principle.
- Identify siting, design, construction, and maintenance defects that result in vulnerable buildings.

**Program Area(s):** Building Science; Floodplain Management; Hurricane Preparedness; Multi-Hazard Mitigation Planning; FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** The primary audience for this course is engineers and architects. Floodplain managers and building code officials are also encouraged to attend. Hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge and also those from the private sector, such as engineering firms, may also apply.

**Recommended Prerequisite:** Participants should complete IS-0279, *Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures*. Taking IS-0279 should also help potential participants establish whether they have the necessary level of building science knowledge.

**Course Length:** 10 hours

**CEUs:** 1

**IS-0390 Hazard Mitigation in Disaster Operations**

The goal of this course is to provide an orientation to the Hazard Mitigation (HM) organization, its activities, applicable laws, regulations, sources of guidance/information, and important relationships, and to describe how the HM Cadre works as a team to achieve the goal of reducing harm from natural hazards across America.

The training will enable members of the disaster workforce to recognize and advance opportunities for individuals, businesses, tribes, and communities to reduce the risk of future damages from hazard events. It also is intended to provide information about the HM Branch, to raise awareness of its programs and technical capabilities that may facilitate collaboration with Joint Field Office partners in the disaster recovery process.

This course is an overview and is not intended to enable specialist trainees to successfully demonstrate ability to perform behaviors/activities in their Position Task Books. Additional training is provided on the job and through other courses identified in the Position Qualification Sheet.

**Course Objectives:**

- Describe the goals of HM.
- Identify the key authorities for HM.
- Describe the key FEMA HM Branch functions in a disaster.
- Give examples of reducing risk of future damages from hazard events.
- Identify opportunities to encourage risk reduction activities during disaster recovery.
- Identify the primary tools used by HM.

**Program Area(s):** FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** This entry-level course is designed for all new HM support staff as well as non-Mitigation staff who need to understand the concepts, functions, and organization of HM in disaster operations. It will present a broad overview applicable to every function.

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0393.a Introduction to Hazard Mitigation**

As the costs of disasters continue to rise, governments and ordinary citizens must find ways to reduce risks to our communities. As communities plan for new development and improvements to existing infrastructure, Mitigation can and should be an important component of the planning effort. This means taking action to reduce or eliminate long-term risk from hazards and their effects. This course provides an introduction to Mitigation for those who are new to Emergency Management and/or mitigation.

**Course Objectives:**

- Define hazard mitigation and the importance of hazard mitigation in sustainable communities.
- List the main components of each phase of the local hazard mitigation planning process.
- Identify hazard mitigation measures that are applicable to your community's hazard risk problems.
- Identify resources for projects that reduce hazards.

**Program Area(s):** Multi-Hazard Mitigation Planning

**Delivery Location:** Online

**Selection Criteria:** State, local, and tribal government Emergency Program Managers, other Emergency Management staff, and other local government employees responsible for Mitigation. The secondary audience includes Federal Emergency Management personnel and employees of Federal, state, and local governments who work in the Emergency Management field.

**Course Length:** 10 hours

**CEUs:** 1

**IS-0394.a Protecting Your Home or Small Business from Disaster**

As the costs of disasters continue to rise, governments and ordinary citizens must find ways to reduce hazard risks to our communities and ourselves. Efforts made to reduce hazard risks are easily made compatible with other community goals; safer communities are more attractive to employers as well as residents. As communities plan for new development and improvements to existing infrastructure, mitigation can and should be an important component of the planning effort. Mitigation means taking action to reduce or eliminate long-term risk from hazards and their effects. FEMA has produced a series of courses intended to train those who have responsibility for, or simply interest in, reducing hazard risks in their states, communities, or tribes. This course

provides an introduction for those who are new to emergency management and/or hazard mitigation.

**Course Objectives:**

- Describe different types of natural disasters.
- Describe hazards that pose a risk to their home or small business.
- Explain how protective measures can reduce or eliminate long-term risks to their home and personal property from hazards and their effects.
- Explain how protective measures for small businesses secure people, business property, and building structures and prevent business loss from a natural disaster.

**Program Area(s):** Citizen Preparedness; Multi-Hazard Mitigation Planning

**Delivery Location:** Online

**Selection Criteria:** The primary audience is small business owners, homeowners, and individual citizens.

**Course Length:** 10 hours

**CEUs:** 1

### IS-0395 FEMA Risk Assessment Database

This course is designed to train on the FEMA 452, Risk Assessment, and FEMA 455, Rapid Visual Screening (RVS) for Buildings, components of the Building Design for Homeland Security course.

**Course Objectives:**

- Prepare risk assessments using the database, including how to download and install the database.
- Conduct FEMA 452 risk assessments.
- Conduct FEMA 455-based RVS.
- Perform assessment program management and system administrative functions.

**Program Area(s):** Building Science; Multi-Hazard Mitigation Planning

**Delivery Location:** Online

**Selection Criteria:** The primary audience for this course is the building sciences and design professional community (architects, engineers, security personnel, and facility planners) working for private institutions, and building owners, managers, and Continuity of Operations communities working for public (Federal, state, local, and tribal) and private institutions.

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0403 Introduction to Individual Assistance

This course provides FEMA personnel and partners with a basic knowledge of the Individual Assistance (IA) Program and activities that help individuals and households recover following a disaster.

**Course Objectives:**

- Describe how the Stafford Act governs FEMA disaster operations.
- Explain the Declaration Process.
- Identify the different types of IA programs.
- Explain the Sequence of Delivery of the IA programs.
- Define Individual and Households Program (IHP) Housing Assistance.
- Define IHP Other Needs Assistance.
- Identify the various field offices and processing centers.

**Program Area(s):** Response and Recovery; FEMA Individual Assistance—Federal; Individual Assistance—State

**Delivery Location:** Online

**Selection Criteria:** The primary audience is state IA Officers and FEMA IA staff.

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0405 Overview of Mass Care/Emergency Assistance

This course provides an introduction to Mass Care and Emergency Assistance (MC/EA) support, with a focus on Whole Community, by outlining the importance of collaboration and coordination between government, non-profit, public, and private sectors.

**Course Objectives:**

- Explain the importance of the National Incident Management System, the National Response Framework, and the Whole Community approach to emergency management.
- Identify MC/EA activities.
- Describe a suggested sequence of support for MC/EA.
- Explain the importance of thinking about MC/EA activities in an interoperable way.

**Program Area(s):** Response and Recovery

**Delivery Location:** Online

**Selection Criteria:** FEMA, state, tribal, local, and voluntary agency personnel assigned to MC/EA functions during disaster operations

**Course Length:** 1 hour**CEUs:** 0.1**IS-0450 Emergency Preparedness for Federal Employees**

This course provides practical steps you can take to prepare for emergencies that could threaten your home, workplace, and community. It is intended for Federal employees living and working outside of the National Capital Region. The first lesson focuses on the importance of personal emergency Preparedness and its relationship to your professional responsibilities as a Federal employee. The second lesson introduces the four steps to personal emergency Preparedness: Be Informed, Make a Plan, Build a Kit, and Get Involved. The last lesson reinforces the concepts learned in the previous lessons by applying the four steps of emergency Preparedness to a given scenario.

**Course Objectives:**

- Describe the importance of emergency preparedness and its relationship to personal and professional responsibilities.
- Explain basic steps you should take today to be better prepared for a range of emergencies and increase your ability to recover from the effects.
- Identify items to include in an emergency supply kit for your home and workplace.
- Apply the four steps of emergency preparedness—Be Informed, Make a Plan, Build a Kit, and Get Involved—to a given scenario.

**Program Area(s):** Citizen Preparedness; FEMA Employee Training**Delivery Location:** Online**Selection Criteria:** Federal employees living and working outside the National Capital Region.**Course Length:** 1 hour**CEUs:** 0.1**IS-0450.NC Emergency Preparedness for Federal Employees in the National Capital Region**

This course provides practical steps you can take to prepare for emergencies that could threaten your home, workplace, and community. It is intended specifically for Federal employees living and working in the National Capital Region. The first lesson focuses on the importance of personal emergency Preparedness and

its relationship to your professional responsibilities as a Federal employee. The second lesson introduces the four steps to personal emergency Preparedness: Be Informed, Make a Plan, Build a Kit, and Get Involved. The last lesson reinforces the concepts learned in the previous lessons by applying the four steps of emergency Preparedness to a given scenario.

**Course Objectives:**

- Describe the importance of emergency preparedness and its relationship to personal and professional responsibilities.
- Explain basic steps you should take today to be better prepared for a range of emergencies and increase your ability to recover from the effects.
- Identify items to include in an emergency supply kit for your home and workplace.
- Apply the four steps of emergency preparedness—Be Informed, Make a Plan, Build a Kit, and Get Involved—to a given scenario.

**Program Area(s):** Citizen Preparedness; FEMA Employee Training**Delivery Location:** Online**Selection Criteria:** Federal employees living and working in the National Capital Region.**Course Length:** 1 hour**CEUs:** 0.1**IS-0453 Introduction to Homeland Security Planning**

This course serves as an introduction to, and overview of, Homeland Security planning. It is meant to act as an awareness tool for employees who may or may not have a direct Homeland Security Planning job function. For those who do have job functions that require additional training in planning, this course is meant to be a “gateway” to the 3-day Introduction to Homeland Security/Homeland Defense course or the 5-day National Planner’s course.

**Course Objectives:**

- Describe homeland security planning.
- Describe characteristics of effective planning.
- Recognize how the planning process and tools lead to increased homeland security preparedness.
- Describe the planning considerations associated with the National Preparedness Mission Areas: Prevention, Protection, Mitigation, Response, and Recovery.

- Apply knowledge of homeland security preparedness to a given scenario.

**Program Area(s):** Planning; FEMA Employee Training

**Delivery Location:** Online

**Selection Criteria:** All DHS employees

**Course Length:** 2½ hours

**CEUs:** 0.25

### IS-0454 Fundamentals of Risk Management

This course is designed to foster an overall culture of Risk Management throughout the Department of Homeland Security Workforce. While providing awareness of the fundamental concepts of Risk Management, the course will prepare employees to manage risk at home, in the workplace, and in the community, and provide them with a foundation for further development in the area of Risk Management.

#### Course Objectives:

- Recognize the value of risk management.
- Explain how the fundamental concepts and principles of risk management apply at home, in the workplace, and in the community.
- Explain how the DHS Risk Management Cycle utilizes logical reasoning and critical thinking to address risk management problems.
- Describe how risk management alternatives are developed and evaluated in order to support better decisions to effectively manage risk.
- Explain how and why the management of risk is one of the fundamental strategies adopted by DHS in meeting mission performance expectations.
- Describe the characteristics of effective risk communication.

**Program Area(s):** Planning; FEMA Employee Training

**Delivery Location:** Online

**Selection Criteria:** All DHS employees

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0520 Introduction to Continuity of Operations Planning for Pandemic Influenzas

This course introduces participants to the characteristics of a pandemic influenza, the effects that a pandemic influenza can have on every facet of our society, and the steps their organizations can take to minimize the effects of a pandemic. The primary audiences for this

course are personnel at any level of government, representatives from Non-Governmental Organizations, or representatives from private industry who may have a need for a basic understanding of pandemic influenza and the impacts that they can expect should a widespread pandemic occur in the United States.

#### Course Objectives:

- Explain the differences between seasonal influenza and pandemic influenza.
- Relate the effects of a pandemic influenza to daily organizational operations and basic services.
- Describe strategies for resolving continuity challenges presented in a pandemic situation.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Continuity of Operations; Planning

**Delivery Location:** Online

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for COOP.

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0522 Exercising Continuity Plans for Pandemics

This is a follow-on course to IS-0520, *Introduction to Continuity of Operations Planning for Pandemic Influenzas*. It includes a brief review of continuity planning for pandemics and then involves the participant in a continuity pandemic exercise (Determined Accord). The primary audiences for this course are personnel at any level of government, representatives from Non-Governmental Organizations, or representatives from private industry who desire to conduct a short tabletop continuity pandemic exercise (Determined Accord). Participants should be familiar with their agency/organization continuity and pandemic plans.

#### Course Objectives:

- Relate the anticipated conditions and effects of a pandemic influenza to responders and communities.
- Describe best practices for planning for and responding to a pandemic influenza.
- Apply knowledge of the anticipated conditions and suggested practices to an activity.
- Develop next steps for pandemic planning within their agencies or communities.



**Program Area(s):** Level I Professional Continuity Practitioner Program; Continuity of Operations; Planning

**Delivery Location:** Online

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for COOP.

**Required Prerequisite:** IS-0520, *Introduction to Continuity of Operations Planning for Pandemic Influenzas*

**Course Length:** 8 hours

**CEUs:** 0.8

### IS-0523 Resilient Accord—Exercising Continuity Plans for Cyber Incidents

The purpose of the Resilient Accord Workshop is to increase Federal Department and Agency, state, local, territorial, and tribal jurisdictional Continuity of Operations awareness and discuss how to execute continuity operations resulting from a cyber security event. Upon completion of this workshop, participants should be able to do the following:

- Define the importance of an increased organizational awareness of incorporating cyber security into continuity planning.
- Discuss how critical Essential Functions will continue through a cyber security emergency and the planning required to perform those functions.
- Review the Essential Elements of a viable continuity capability.
- Identify solutions or alternative actions to challenges, gaps, or vulnerabilities in organizational continuity plans and procedures.

#### Course Objectives:

- Demonstrate increased organizational awareness about the importance of incorporating cyber security into continuity planning.
- Establish and enhance relationships between information technology professionals and emergency managers or continuity planners.
- Discuss how cyber disruptions may impact the performance of essential functions and identify solutions to address vulnerabilities in existing continuity plans.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Continuity of Operations; Planning

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone involved in continuity of operations.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0524 Continuity of Operations Planner's Workshop

The Continuity of Operations (COOP) Planner's Workshop is to provide COOP training for Continuity Planners at the Federal, state, local, territorial, and tribal levels of government. Federal Continuity Directive 1 directs the Federal Executive Branch departments and agencies for developing COOP Plans and Programs. COOP Plans facilitate the performance of essential functions during any situation that may disrupt normal operations. The goal of this workshop is to provide you with the tools and hands-on experience necessary to improve your departments' or agencies' COOP Plans.

#### Course Objectives:

- Correctly recognize the background and policy regarding continuity that affects development of continuity plans for reference in plan development.
- Develop a strategy to create a continuity plan using available requirements, guidance, and tools.
- Recognize and incorporate the key elements of a viable continuity capability into an outline for their continuity plan.
- Explain the four phases of continuity and relate their application to the continuity planning process in your organization.
- Recognize factors that affect plan maintenance and distribution strategies based upon factors identified through best practices, requirements, and guidance.
- Demonstrate knowledge of key concepts and strategies for developing, implementing, and updating a continuity plan and adhering to requirements and guidance by passing the final exam with at least a score of 70%.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Continuity of Operations; Planning

**Delivery Location:** Online

**Required Prerequisite:** Successful completion of E0548, *Continuity of Operations Planning Program Manager Train-the-Trainer Course*; or IS-0547.a, *Introduction to Continuity of Operations*

**Course Length:** 5 hours

**CEUs:** 0.5

**IS-0525 Guardian Accord Workshop**

The purpose of Guardian Accord Workshop is to increase Federal Department and Agencies, state, territorial, tribal, and local jurisdictions awareness about the importance of incorporating the specific risks of terrorism into continuity planning.

**Course Objectives:** The objectives for this course are focused on improving continuity programs by addressing the unique planning considerations of terrorism. The following objectives support the overall course goal:

- Increase awareness of the sources, methods, and targets of terrorism.
- Explore the unique implications of a terrorist event on continuity programs and the ability to continue essential functions.
- Provide a forum to identify and correct gaps or vulnerabilities in organizational continuity plans and procedures.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Continuity of Operations; Planning  
**Delivery Location:** Online

**Selection Criteria:** Federal, state, territorial, local, and tribal government employees responsible for managing a Continuity of Operations Program. There is no stipend for non-Federal attendees.

**ACE: Level:** Lower Division/Associate

**Course Length:** 4 hours

**CEUs:** 0.4

**IS-0526 Mission Essential Functions Workshop**

The Mission Essential Functions Workshop will assist Federal, state, local, territorial, and tribal levels of government continuity personnel develop Essential Functions to support continuity of essential operations during and following a significant disruption to normal operations and reconstitution.

**Course Objectives:**

- Begin the process to identify essential functions.
- Recognize and incorporate the all key elements of a viable continuity capability into an outline for their continuity plan.
- Identify mission essential functions, identify essential supporting activities.

- Recognize factors that affect plan maintenance and distribution strategies based upon factors identified through best practices, requirements, and guidance.
- Conduct a business process analysis.
- Conduct a business impact analysis.
- Develop a mitigation strategy to reduce risk.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Continuity of Operations; Planning  
**Delivery Location:** Online

**Selection Criteria:** Federal, state, territorial, local, and tribal government employees responsible for managing a Continuity of Operations Program. There is no stipend for non-Federal attendees.

**Course Length:** 6 hours

**CEUs:** 0.6

**IS-0546.a Continuity of Operations Awareness**

This web-based course will provide all public sector employees with a fundamental understanding of Continuity of Operations (COOP), terms, objectives, and benefits to their organization. It gives a brief overview of the elements of a viable COOP capability. This awareness course provides information on how a COOP event might affect participants, their organizations, and their families, whether they are a member of their organization's COOP team or not.

**Note:** This course code no longer contains a "calendar year" extension. The course is recognized as a one-time completion requirement.

**Course Objectives:**

- Define continuity of operations.
- Identify the legal basis for continuity of operations.
- Explain the Continuity Program Management Cycle.
- Describe the elements of a viable continuity program.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Continuity of Operations; Planning  
**Delivery Location:** Online

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for COOP.

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0547.a Introduction to Continuity of Operations**

This web-based course is designed for a broad Federal audience—from Senior Managers to those directly involved in the Continuity of Operations (COOP) planning effort. The course provides a working knowledge of the COOP guidance. The course also provides activities to enhance participants' COOP Programs.

**Course Objectives:**

- Define COOP.
- Identify the legal basis for COOP.
- Describe the structure of the continuity planning team.
- Explain the continuity program management cycle.
- Identify the phases of continuity.
- Recognize the steps in the continuity planning model.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Continuity of Operations; Planning

**Delivery Location:** Online

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for COOP.

**Required Prerequisites:** IS-0546.a, *Continuity of Operations Awareness*, or previous version

**Course Length:** 2 hours

**CEUs:** 0.2

**IS-0548 Continuity of Operations Program Manager**

This course describes the requirements for developing a Continuity Program as prescribed in Federal Continuity Directive 1, Federal Executive Branch National Continuity Program and Requirements. The course covers program requirements and elements and support requirements and describes the roles and responsibilities of the Continuity Program Manager and other key players in developing a viable Continuity Program. Although this course directly addresses continuity requirements for Federal Executive Branch organizations, the course is also useful to state, local, territorial, and tribal governments.

**Course Objectives:**

- Define Continuity Of Operations (COOP).
- Explain the benefits of developing a viable continuity program.

- Identify the elements of a viable continuity program.
- Identify processes, resources, and tasks necessary to implement and manage a successful continuity program.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Continuity of Operations; Planning

**Delivery Location:** Online

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for COOP.

**Required Prerequisites:** IS-0546.a, *Continuity of Operations Awareness*; and IS-0547.a, *Introduction to Continuity of Operations*

**Course Length:** 4 hours

**CEUs:** 0.4

**IS-0551 Continuity of Operations Devolution Planning**

This course provides participants with the tools and practical knowledge necessary to develop their organization's Devolution Plans and procedures.

**Course Objectives:**

- Identify the conditions under which devolution would be appropriate for your organization.
- Describe the activation protocols for devolution.
- Tailor the devolution template to meet your organization's needs.
- Identify special considerations for devolution planning.

**Program Area(s):** Level II Master Continuity Practitioner Program; Continuity of Operations; Planning

**Delivery Location:** Online

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for COOP.

**Required Prerequisites:** IS-0546.a, *Continuity of Operations Awareness*; IS-0547.a, *Introduction to Continuity of Operations*; and IS-0548, *Continuity of Operations Program Manager*

**Course Length:** 2 hours

**CEUs:** 0.2

**IS-0554 Emergency Planning for Public Works**

This course explains how Public Works prepares and plans for emergencies.

**Course Objectives:**

- Explain the relationships between public works activities and emergency planning.
- Describe how to establish a planning team.

- Explain how risk and vulnerability assessments are used in public works planning.
- Explain how to plan for each activity in the emergency management process.
- Explain basic principles for implementing and maintaining a public works emergency plan.

**Program Area(s):** Public Works

**Delivery Location:** Online

**Selection Criteria:** Public Works professionals, urban planners, local government officials, and Elected Officials.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0556 Damage Assessment for Public Works

This course will build local capacity for damage assessment by enabling the development or refinement of a Damage Assessment Program for the Public Works agency.

#### Course Objectives:

- Explain basic concepts related to damage assessment.
- Use risk and vulnerability assessment information for public works damage assessment planning.
- Explain how public works is involved in planning the damage assessment program for both the community and the agency.
- Use training and exercises to enhance the damage assessment program.
- Describe basic operations of local damage assessment.
- Analyze damage assessment after-action information.

**Program Area(s):** Public Works

**Delivery Location:** Online

**Selection Criteria:** Public Works professionals, urban planners, local government officials, and Elected Officials.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0558 Public Works and Disaster Recovery

This course will explain how Public Works is involved in disaster recovery.

#### Course Objectives:

- Explain the role of public works during the recovery period.

- Explain how and why public works should plan for recovery.
- Describe the primary areas that should be included when public works is planning for recovery.
- Describe effective communication and coordination practices during the recovery period.
- Select a course of action based on information in a recovery plan.
- Identify opportunities for achieving recovery goals.

**Program Area(s):** Public Works

**Delivery Location:** Online

**Selection Criteria:** Public Works professionals, urban planners, local government officials, and elected officials.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0559 Local Damage Assessment

This course provides information and resources that will enable participants to plan an effective Damage Assessment Program and conduct rapid and effective damage assessments in order to save lives, protect property and the environment, and begin the process of Recovery and Mitigation.

#### Course Objectives:

- Explain basic concepts related to damage assessment.
- Describe how risk and vulnerability assessment information is used for damage assessment planning.
- Explain the process for planning the damage assessment program.
- Describe how training and exercises are used to enhance the damage assessment program.
- Describe basic operations of local damage assessment.
- Describe damage assessment after-action activities.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** Local officials who are responsible for assessing, collecting, and reporting damages during and after any event that causes damage of private, public, and critical infrastructure.

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; IS-0800.b, *National Response Framework, An Introduction*; IS-0120.a, *An Introduction to Exercises*; and IS-0130, *Exercise Evaluation and Improvement Planning*

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0613 Technical Writing

This course is designed as an asynchronous course that supports the Master Trainer professional and communication foundational competencies of the instructional design certificate program. It consists of multiple modules instructing to the comprehension of research, writing, and graphic communications principles.

**Program Area(s):** Master Trainer Program—Instructional Design Certificate

**Delivery Location:** Online

**Selection Criteria:** The audience for this course consists of training personnel and managers and those who wish to gain knowledge and skills in the areas of training and development.

**Course Length:** 10 hours

**CEUs:** 1

### IS-0619 Research in Training and Education

This course provides an overview of the process of conducting research in training and education and documenting the analysis of the research in a paper. Topics in the course include the development of an issue or problem statement to be researched, the process to conduct a literature review, types of research and data collection models, and formats for research papers.

**Program Area(s):** Master Trainer Program—Instructor Certificate; Master Trainer Program—Instructional Design Certificate; Master Trainer Program—Training Management Certificate

**Delivery Location:** Online

**Selection Criteria:** The audience for this course is managers assigned to positions that supervise and coordinate training and exercise programs. This course is not appropriate for entry-level training personnel.

**Course Length:** 6 hours

**CEUs:** 0.6

### IS-0632.a Introduction to Debris Operations

This course is designed to familiarize participants with general debris removal operations and identify critical debris operations issues.

#### Course Objectives:

- List the eligibility criteria for participation in the Public Assistance Program.

- Identify the organizational structure for managing debris removal operations.
- Describe the types of debris generated by disasters.
- Explain strategies for debris removal.
- Describe procedures for debris removal.
- Discuss the special issues associated with debris removal operations.

**Program Area(s):** Public Assistance—State; FEMA Public Assistance—Federal

**Delivery Location:** Online

**Selection Criteria:** All audiences

**Recommended Prerequisite:** IS-0634, *Introduction to FEMA's Public Assistance Program*

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0634 Introduction to FEMA's Public Assistance Program

This course is designed to familiarize participants with the Public Assistance (PA) Program and the steps in the PA process, as well as the documentation requirements. After completing the course, participants should: be familiar with the PA Program; identify the functional steps in the PA Program; and be familiar with the documentation requirements for the PA Program.

**Course Objective:** Demonstrate a basic knowledge of the Public Assistance Program and the steps in the PA process.

**Program Area(s):** Public Assistance—State; FEMA Public Assistance—Federal

**Delivery Location:** Online

**Selection Criteria:** All audiences

**Course Length:** 4 hours

**CEUs:** 0.4

### IS-0650.a Building Partnerships with Tribal Governments

This course provides non-tribal participants with the basic knowledge to build effective partnerships with tribal governments and to work in concert with them to protect native people and their property against all types of hazards. Throughout this course, tribal representatives speak about their history, their culture, their way of life, and how to develop good relationships with tribal communities.

**Course Objectives:**

- Build effective partnerships with tribal governments.
- Work in concert with tribal governments to protect native people and property against all types of hazards.

**Program Area(s):** Tribal**Delivery Location:** Online**Selection Criteria:** This course is available to anyone.**Course Length:** 10 hours**CEUs:** 1**IS-0660 Introduction to Public-Private Partnerships**

This course provides an introduction to the role of public-private partnerships in Emergency Preparedness and Planning. The goal of this training is to establish a common vocabulary for public sector agencies and private sector organizations interested in utilizing partnerships to improve response, recovery, and resilience.

**Course Objectives:**

- Clarify roles and responsibilities.
- Improve teams and coordination.
- Improve operational coordination.
- Expedite economic recovery.

**Program Area(s):** Integrated Emergency Management**Delivery Location:** Online**Selection Criteria:** Emergency management professionals involved in public-private partnerships.**Course Length:** 2 hours**CEUs:** 0.2**IS-0662 Improving Preparedness and Resilience through Public-Private Partnerships**

This online independent study course describes how to establish and sustain public-private partnerships, as well as how to communicate and share resources in a partnership.

**Course Objectives:**

- Clarify roles and responsibilities.
- Improve teamwork and coordination.
- Improve operational coordination.
- Improve operational communications.
- Improve Economic Recovery

**Program Area(s):** Integrated Emergency Management; Planning**Delivery Location:** Online**Selection Criteria:** Emergency management planners and others interested in public-private partnerships.**Course Length:** 2 hours**CEUs:** 0.2**IS-0700.a National Incident Management System, An Introduction**

This course provides an introduction to the National Incident Management System (NIMS). It provides a basic introduction to NIMS; it is not designed to replace Incident Command System or position-specific training.

**Course Objectives:**

- Describe the intent of NIMS.
- Describe the key concepts and principles underlying NIMS.
- Describe the purpose of the NIMS Components, including Preparedness, Communications and Information Management, Resource Management, and Command and Management.
- Describe the purpose of the National Integration Center.

**Program Area(s):** Level I Professional Continuity Practitioner Program**Delivery Location:** Online**Selection Criteria:** This course is available to anyone.**Course Length:** 3 hours**CEUs:** 0.3**IS-0701.a National Incident Management System Multi-Agency Coordination System Course**

This interactive computer-based National Incident Management System course prepares participants to use the components of a Multi-Agency Coordination System (MACS) and establish relationships between all elements of the system. The primary functions of MACS addressed in the course are: to support Incident Management policies and priorities; facilitate logistics support and resource tracking; make informed resource allocation decisions using Incident Management priorities; coordinate Incident Management-related information; and coordinate interagency and intergovernmental issues regarding Incident Management policies, priorities, and strategies. There also is a group study version of this course by which it may be delivered in the classroom.

**Course Objectives:**

- Define multi-agency coordination at the local, tribal, state, and Federal levels of government.
- Define key terms related to the MACS.
- Identify typical priorities established between elements of the MACS.
- Describe the process of acquiring and allocating resources required by incident management personnel related to the entire MACS.
- Identify potential coordination and policy issues arising from an incident relative to the entire MACS.

**Program Area(s):** Incident Command System; Universal Emergency Preparedness

**Delivery Location:** Online

**Selection Criteria:** General Public

**Course Length:** 5 hours

**CEUs:** 0.5

### IS-0702.a National Incident Management System Public Information Systems

The Public Information Systems described in National Incident Management System (NIMS) are designed to effectively manage public information at an incident, regardless of the size and complexity of the situation or the number of entities involved in the response. The goal of this course is to facilitate NIMS compliance by providing participants with the basic information and tools that they need to apply the NIMS public information systems and protocols during Incident Management.

**Course Objectives:**

- Define NIMS public information systems to include onsite operations, the Joint Information System (JIS), and the Joint Information Center (JIC), and how they relate to each other.
- Describe the JIS/JIC process of gathering, verifying, coordinating, and disseminating information by public information and incident management personnel.
- Identify each agency involved in given emergency situations and the role of each in the JIS to ensure appropriate situational awareness information is communicated to the public.
- Define key terms related to public information systems to include the relationship with multi-agency coordination systems and the field.

**Program Area(s):** Planning

**Delivery Location:** Online

**Selection Criteria:** This course is designed for local and state Public Information Officers.

**Recommended Prerequisite:** Completion of IS-0700.a, *National Incident Management System, An Introduction*

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0703.a National Incident Management System Resource Management

This interactive computer-based course provides the principles, tools, processes, and systems used in National Incident Management System (NIMS) that Incident Managers need for timely and effective Resource Management during an incident.

The course shows that resources, including personnel, teams, facilities, equipment, and supplies, are managed through NIMS by advance planning, resource identification and ordering, categorizing resources, use of agreements, acquisition management, management information systems, and protocols for ordering, mobilization, and dispatching.

**Course Objectives:**

- Explain the systems for describing, inventorying, requesting, and tracking resources.
- Describe how to activate these systems prior to and during an incident.
- Describe how to dispatch resources prior to and during an incident.
- Explain the process used to deactivate or recall resources during or after incidents.

**Program Area(s):** Incident Command System; Universal Emergency Preparedness

**Delivery Location:** Online classroom

**Selection Criteria:** This course is available to anyone.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0706 National Incident Management System Intrastate Mutual Aid—An Introduction

This online course provides an introduction to National Incident Management System (NIMS) intrastate mutual aid and assistance. Participants will learn about the purpose and benefits of mutual aid and assistance, and the emphasis that NIMS places on mutual aid and

assistance. The course explains how to develop mutual aid and assistance agreements and mutual aid operational plans.

**Course Objectives:**

- Describe the purpose, benefits, and uses of mutual aid and assistance.
- Explain how mutual aid and assistance agreements relate to NIMS.
- Identify what information should be included in a mutual aid and assistance agreement.
- Explain the process for developing mutual aid and assistance agreements.
- Identify the elements of a mutual aid and assistance operational plan.

**Program Area(s):** Continuity of Operations; Incident Command System; Integrated Emergency Management; National Response Framework; Response and Recovery; Tribal; Voluntary Organizations

**Delivery Location:** Online

**Selection Criteria:** This course is designed for state, local, and tribal emergency response and coordination personnel.

**Required Prerequisite:** IS-0700.a, *National Incident Management System, An Introduction*

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0720 An Introduction to the National Emergency Technology Guard

This course is designed to introduce the participant to the National Emergency Technology (NET) Guard Program, and to briefly explain how to create a NET Guard Program in a local community.

**Course Objectives:**

- Explain what NET Guard is and its benefit for a community.
- Identify services NET Guard can provide and functions it does not provide.
- Identify four key steps to creating a NET Guard program plan.
- Explain four key steps to build, implement, and sustain a NET Guard program.

**Program Area(s):** Citizen Preparedness; Voluntary Organizations; FEMA Planning

**Delivery Location:** Online

**Selection Criteria:** NET Guard founders/administrators, potential NET Guard administrators, NET Guard volunteers, the general public.

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0775 Emergency Operations Center Management and Operations

This course describes the role, design, and functions of Emergency Operations Centers (EOCs) and their relationships as components of a Multi-Agency Coordination System (MACS). The course contains disaster-related examples, activities, and case studies that relate to EOCs and MACS at the Federal, state, and local levels of government.

**Course Objectives:**

- Relate EOC operations to National Incident Management System requirements.
- Describe the role that EOCs play in overall multi-agency coordination.
- Describe the relationship between the EOC and the on-scene Incident Command System structure.
- Identify staffing, information, systems, and equipment needs at the EOC.
- Determine whether participants' EOC organizations are conducive to effective coordination.
- Identify potential alternate locations suitable for EOC operations should the primary EOC facility become damaged or inoperable.
- Create a test, training, and exercise plan for critical EOC operations.
- Develop a strategy and schedule for reviewing EOC resource requirements and technology needs.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** Federal, state, local, and tribal Emergency Managers; first responders to include Incident Commanders from all Emergency Management disciplines; private industry personnel responsible for coordination activities during a disaster; and Voluntary Organizations Active in Disaster personnel.

**Course Length:** 4 hours

**CEUs:** 0.4



**IS-0794 External Affairs Program Liaison Function**

This training is designed to equip participants with the skills needed to perform effectively at the trainee level in their assigned Program Liaison area.

**Course Objectives:**

- Recognize the importance of getting accurate and timely information that informs the general public and survivors to the public during and after a disaster.
- Explain how the Program Liaison supports the disaster recovery mission by gathering and sharing information.
- Describe techniques for building and maintaining effective working relationships with program areas.
- Describe how information gathered by the Program Liaison is analyzed for significance and to identify opportunities to achieve mission objectives.

**Program Area(s):** External Affairs—State/Local/Federal; FEMA External Affairs—Federal

**Delivery Location:** Online

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0800.b National Response Framework, An Introduction**

This course introduces participants to the concepts and principles of the National Response Framework (NRF).

**Course Objectives:** At the end of this course, participants will be able to describe:

- The purpose of the NRF.
- The response doctrine established by the NRF.
- The roles and responsibilities of entities as specified in the NRF.
- The actions that support national response.
- The response organizations used for Multi-Agency Coordination.
- How planning relates to national Preparedness.

The course is available on the Independent Study web site.

**Program Area(s):** Generalized Emergency Preparedness; Level I Professional Continuity Practitioner Program; National Response Framework

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Course Length:** 3 hours

**CEUs:** 0.3

**IS-0801 Emergency Support Function (ESF) #1—Transportation**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to ESF #1—Transportation.

**Course Objectives:**

- Describe the overall purpose and scope of ESF #1.
- Identify the supplemental assistance ESF #1 provides to state, local, and tribal governments.
- Identify typical actions accomplished by ESF #1 resources and teams.
- Describe the types of partnerships formed between ESF #1 and other response agencies and organizations.

**Program Area(s):** National Response Framework

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0800.b, National Response Framework, An Introduction

**Course Length:** 4 hours

**IS-0802 Emergency Support Function (ESF) #2—Communications**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to ESF #2—Communications.

**Course Objectives:**

- Describe the overall purpose and scope of ESF #2.
- Identify the supplemental assistance ESF #2 provides to state, local, and tribal governments.

- Identify typical actions accomplished by ESF #2 resources and teams.
- Describe the types of partnerships formed between ESF #2 and other response agencies and organizations.

**Program Area(s):** National Response Framework

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 hours

### IS-0803 Emergency Support Function (ESF) #3—Public Works and Engineering

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to ESF #3—Public Works and Engineering.

#### Course Objectives:

- Describe the overall purpose and scope of ESF #3.
- Identify the supplemental assistance ESF #3 provides to state, local, and tribal governments.
- Identify typical actions accomplished by ESF #3 resources and teams.
- Describe the types of partnerships formed between ESF #3 and other response agencies and organizations.

**Program Area(s):** National Response Framework; Public Works

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 hours

### IS-0804 Emergency Support Function (ESF) #4—Firefighting

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident

to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to ESF #4—Firefighting.

#### Course Objectives:

- Describe the overall purpose and scope of ESF #4.
- Identify the supplemental assistance ESF #4 provides to state, local, and tribal governments.
- Identify typical actions accomplished by ESF #4 resources and teams.
- Describe the types of partnerships formed between ESF #4 and other response agencies and organizations.

**Program Area(s):** National Response Framework

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 hours

### IS-0806 Emergency Support Function (ESF) #6—Mass Care, Emergency Assistance, Housing, and Human Services

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses provides an overview of each of the 14 ESFs. This course introduces ESF #6—Mass Care, Emergency Assistance, Housing, and Human Services.

#### Course Objectives:

- Describe the overall purpose and scope of ESF #6.
- Identify the types of supplemental assistance ESF #6 provides to individuals and state, local, and tribal governments.
- Identify typical activities accomplished by ESF #6 resources and teams.
- Describe the types of partnerships formed between ESF #6 and other response agencies and organizations.

**Program Area(s):** National Response Framework

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 hours

### IS-0807 Emergency Support Function (ESF) #7—Logistics Management and Resource Support Annex

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to ESF #7—Logistics Management and Resource Support Annex.

#### Course Objectives:

- Describe the overall purpose and scope of ESF #7.
- Identify the supplemental assistance ESF #7 provides to state, local, and tribal governments.
- Identify typical actions accomplished by ESF #7 resources and teams.
- Describe the types of partnerships formed between ESF #7 and other response agencies and organizations.

**Program Area(s):** National Response Framework

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 hours

### IS-0808 Emergency Support Function (ESF) #8—Public Health and Medical Services

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to ESF #8—Public Health and Medical Services.

#### Course Objectives:

- Describe the overall purpose and scope of ESF #8.
- Identify the supplemental assistance ESF #8 provides to state, local, and tribal governments.
- Identify typical actions accomplished by ESF #8 resources and teams.
- Describe the types of partnerships formed between ESF #8 and other response agencies and organizations.

**Program Area(s):** National Response Framework

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 hours

### IS-0809 Emergency Support Function (ESF) #9—Search and Rescue

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to ESF #9—Search and Rescue.

#### Course Objectives:

- Describe the overall purpose and scope of ESF #9.
- Identify the supplemental assistance ESF #9 provides to state, local, and tribal governments.
- Identify typical actions accomplished by ESF #9 resources and teams.
- Describe the types of partnerships formed between ESF #9 and other response agencies and organizations.

**Program Area(s):** National Response Framework

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 hours

### IS-0810 Emergency Support Function (ESF) #10—Oil and Hazardous Materials Resources Annex

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to ESF #10—Oil and Hazardous Materials Resources Annex.

#### Course Objectives:

- Describe the overall purpose and scope of ESF #10.
- Identify the supplemental assistance ESF #10 provides to state, local, and tribal governments.
- Identify typical actions accomplished by ESF #10 resources and teams.
- Describe the types of partnerships formed between ESF #10 and other response agencies and organizations.

**Program Area(s):** National Response Framework

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 hours

### IS-0811 Emergency Support Function (ESF) #11—Agriculture and Natural Resources Annex

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to ESF #11—Agriculture and Natural Resources Annex.

#### Course Objectives:

- Describe the overall purpose and scope of ESF #11.
- Identify the supplemental assistance ESF #11 provides to state, local, and tribal governments.

- Identify typical actions accomplished by ESF #11 resources and teams. Describe the types of partnerships formed between ESF #11 and other response agencies and organizations.

**Program Area(s):** National Response Framework

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 hours

### IS-0812 Emergency Support Function (ESF) #12—Energy

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 14 ESFs. This course provides an introduction to ESF #12—Energy.

#### Course Objectives:

- Describe the overall purpose and scope of ESF #12.
- Identify the supplemental assistance ESF #12 provides to state, local, and tribal governments.
- Identify typical actions accomplished by ESF #12 resources and teams.
- Describe the types of partnerships formed between ESF #12 and other response agencies and organizations.

**Program Area(s):** National Response Framework

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 hours

### IS-0813 Emergency Support Function (ESF) #13—Public Safety and Security Annex

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses

is designed to overview each of the 14 ESFs. This course provides an introduction to ESF #13—Public Safety and Security Annex.

**Course Objectives:**

- Describe the overall purpose and scope of ESF #13.
- Identify the supplemental assistance ESF #13 provides to state, local, and tribal governments.
- Identify typical actions accomplished by ESF #13 resources and teams.
- Describe the types of partnerships formed between ESF #13 and other response agencies and organizations.

**Program Area(s):** National Response Framework

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 hours

### IS-0820 Introduction to National Response Framework Support Annexes

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies from the smallest incident to the largest catastrophe. As part of the NRF, Support Annexes describe how Federal departments and agencies, the private sector, volunteer organizations, and Non-Governmental Organizations coordinate and execute the common support processes and administrative tasks required during an incident. The actions described in the Support Annexes are not limited to particular types of events, but are overarching in nature and applicable to nearly every type of incident.

**Course Objectives:**

- Describe the purpose of the NRF Support Annexes.
- Identify the roles and responsibilities of response partners for supporting incident management.
- Describe the coordinating procedures and mechanisms set forth in each NRF Support Annex.

**Program Area(s):** National Response Framework

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0821.a Critical Infrastructure and Key Resources Support Annex

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, Support Annexes describe how Federal departments and agencies, the private sector, volunteer organizations, and Non-Governmental Organizations coordinate and execute the common support processes and administrative tasks required during an incident. The actions described in the Support Annexes are not limited to particular types of events, but are overarching in nature and applicable to nearly every type of incident. This course provides an introduction to the Critical Infrastructure and Key Resources Support Annex to the NRF.

**Program Area(s):** Critical Infrastructure Security and Resilience; National Response Framework

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0822 Fundamentals of Management and Support Coordination of Federal Disaster Operations

This course is designed to provide the fundamental knowledge for FEMA and other Federal emergency management personnel to assist with disaster operations with incident management or support roles. The course content is based upon FEMA's authorities and doctrine. This awareness-level course provides the learner a good starting point to further training in his/her specific FQS position.

**Course Objectives:**

- Identify key FEMA authorities and doctrine that guide the organization's actions.
- Summarize the FEMA disaster declaration process.
- Describe the relationships among FEMA partners in response to a disaster.
- Identify the key principles and concepts of FEMA doctrine as they apply to disaster response and recovery operations.

- Differentiate the different roles and responsibilities between FEMA (and Federal) incident management and incident support coordination.
- Describe the Individual Assistance, Public Assistance, and Hazard Mitigation programs.
- Describe how the NRF and NIMS are applied at the FEMA incident management level.
- Identify the different types of planning.
- Describe the resource requirements process.

**Program Area(s):** National Response Framework; Planning; Response and Recovery; FEMA Logistics; FEMA Long-Term Community Recovery; FEMA Mitigation; FEMA National Disaster Recovery Support; FEMA Operations–Federal; FEMA Planning; FEMA Public Assistance–Federal; FEMA Employee Training

**Delivery Location:** Online

**Selection Criteria:** All FEMA employees who are assigned to a FEMA Qualification System position in Incident Management or Incident Support.

**Recommended Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; and IS-0700.a, *National Incident Management System, An Introduction*; and IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 4 hours

**CEUs:** 0.4

### IS-0830 Introduction to National Response Framework Incident Annexes

As part of the National Response Framework (NRF), Incident Annexes address the unique aspects of how we respond to seven broad incident categories (e.g., biological, nuclear/radiological, mass evacuation). The overarching nature of functions described in these annexes frequently involves either support to or cooperation of all Federal departments and agencies involved in Incident Management efforts to ensure seamless integration of and transitions between Preparedness, Prevention, Response, Recovery, and Mitigation activities.

#### Course Objectives:

- Describe the purpose of the NRF Incident Annexes.
- Identify the roles and responsibilities of response partners for supporting incident management.
- Describe the coordinating procedures and mechanisms set forth in each NRF Incident Annex.

**Program Area(s):** National Response Framework

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0800.b, *National Response Framework, An Introduction*

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0836 Nuclear/Radiological Incident Annex

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, the Incident Annexes describe the concept of operations to address specific contingency or hazard situations or an element of an incident requiring specialized application of the NRF. This course provides an introduction to the Nuclear/Radiological Incident Annex (NRIA) to the NRF.

#### Course Objectives:

- Describe the overall purpose of the NRIA and the policies that govern its use.
- Describe the roles and responsibilities of agencies involved in the management of nuclear/radiological incidents.
- Describe the types of incidents for which it would be activated and the concept of operations for a response.

**Program Area(s):** National Response Framework; Radiological Emergency Preparedness Program

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0860.b The National Infrastructure Protection Plan, An Introduction

Ensuring the security and resilience of the critical infrastructure of the United States is essential to the Nation's security, public health and safety, economic vitality, and way of life. The purpose of this course is to present an overview of the National Infrastructure Protection Plan (NIPP). The NIPP provides the unifying structure for the integration of existing and future critical infrastructure security and resilience efforts into a single national program.

**Program Area(s):** Critical Infrastructure Security and Resilience

**Delivery Location:** Online

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0870.a Dams Sector: Crisis Management

This is the first course in the Dams Sector web-based training series. The purpose of this series of courses is to provide owners and operators with information pertaining to security awareness, protective measures, and crisis management.

This course addresses crisis management activities as an important component of an overall Risk Management Program and provides dam and levee stakeholders with recommendations to assist in the development of various plans focused on enhancing preparedness, protection, recovery, and resilience capabilities. The training course describes the purpose and basic elements of Emergency Action Plans, Recovery Plans, and Continuity Plans; and addresses the basic elements of an effective exercise program.

#### Course Objectives:

- Describe the mission and characteristics of the Dams Sector.
- Identify the elements of risk management related to the Dams Sector.
- Describe the purpose and elements of Emergency Action, Recovery, and Continuity Plans.
- Describe the purpose and elements of pandemic preparedness.
- Describe the purpose and types of exercises.
- Identify the elements of risk management, including consequence, vulnerability, and threat.
- Describe the purpose and elements of emergency action plans, recovery plans, and continuity plans.
- Describe the purpose and types of exercises, including discussion-based and operations-based exercises.

**Program Area(s):** Critical Infrastructure Security and Resilience; Dam Safety; Planning

**Delivery Location:** Online

**Selection Criteria:** All Dams Sector facility owners and operators, with emphasis on owners and operators seeking the fundamentals of the crisis management elements of a Risk Management Program.

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0871.a Dams Sector: Security Awareness

Dams Sector: Security Awareness is the second course in the Dams Sector web-based training series. The purpose of this series of courses is to provide owners and operators with information pertaining to security awareness, protective measures, and crisis management.

This course explains how security awareness is an important component of an overall risk management program. In addition, it provides owners and operators with information that assists in identifying security concerns, coordinating proper response, and establishing effective partnerships with local law enforcement and first responders.

#### Course Objectives:

- Describe the mission and partners of the Dams Sector.
- Identify the common characteristics of dams.
- Describe the consequences of dam failures.
- Describe common security vulnerabilities and interdependencies that affect the Dams Sector.
- Describe potential terrorist threats and targets related to the Dams Sector.
- Identify terrorist surveillance objectives and methodologies.
- Identify indicators of surveillance and other suspicious activities.
- Identify indicators of weapons, explosives, chemical, biological, and radiological threats.
- Describe the process for reporting incidents.
- Identify the strengths and weaknesses in a sample report narrative.

**Program Area(s):** Critical Infrastructure Security and Resilience; Dam Safety; Planning

**Delivery Location:** Online

**Selection Criteria:** All Dams Sector facility owners and operators, with emphasis on owners and operators seeking the fundamentals of the crisis management elements of a Risk Management Program.

**Required Prerequisite:** IS-0870.a, Dams Sector: Crisis Management

**Course Length:** 2½ hours

**CEUs:** 0.2

**IS-0872.a Dams Sector: Protective Measures**

*Dams Sector: Protective Measures* is the third course in the Dams Sector web-based training series. The purpose of this series of courses is to provide owners and operators with information pertaining to security awareness, protective measures, and crisis management. This course provides owners and operators with information regarding protective programs used to reduce and manage risk within the Dams Sector.

**Course Objectives:**

- Describe the mission and partners of the Dams Sector.
- Describe the steps for establishing a protective program.
- Identify the elements of the risk management model.
- Describe strategies for reducing risk.
- Identify the general categories of protective measures.
- Describe how protective measures relate to threat levels.
- Select potential protective measures to address a threat when given a scenario.

**Program Area(s):** Critical Infrastructure Security and Resilience; Dam Safety; Planning

**Delivery Location:** Online

**Selection Criteria:** All Dams Sector facility owners and operators, with emphasis on owners and operators seeking the fundamentals of the crisis management elements of a Risk Management Program.

**Required Prerequisites:** IS-0870.a, *Dams Sector: Crisis Management*; and IS-0871.a, *Dams Sector: Security Awareness*

**Course Length:** 2 hours

**CEUs:** 0.2

**IS-0890.a Introduction to the Interagency Security Committee**

This is the first course in the Interagency Security Committee (ISC) web-based training series. The purpose of this series of courses is to provide Federal facility security professionals, engineers, building owners, construction contractors, architects, and the general public with basic information pertaining to the ISC and its facility security standards, processes, and practices.

**Course Objectives:**

- Explain why the ISC was formed.
- Describe the history, vision, and mission of the ISC.
- Identify key historical ISC documents.

- Describe the composition of the ISC.
- Describe the functions of the ISC and ISC subcommittees and working groups.
- Identify how ISC standards are used to identify needed security requirements and enhancements.
- Describe the steps to identify, implement, and test the effectiveness of security requirements for a Federal facility.

**Program Area(s):** Critical Infrastructure Security and Resilience

**Delivery Location:** Online

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0891 Facility Security Level Determinations for Federal Facilities**

This is the second course in the Interagency Security Committee (ISC) web-based training series. This course will provide Federal personnel with responsibilities for security-related policies, programs, projects, and/or operations for their department or agency with an overview of the process to determine the Facility Security Level for a Federal facility.

**Course Objectives:**

- Define both the criteria and process to determine the facility security level (FSL) for a facility, which serves as the basis for implementing protective measures.
- Describe how the FSL determination directs agency officials to a set of baseline security standards that may be customized to address site-specific threat conditions.
- Demonstrate how to use the ISC FSL Determination Matrix.
- Describe how the FSL matrix incorporates security factors to be evaluated.

**Program Area(s):** Critical Infrastructure Security and Resilience

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisite:** IS-0890.a, *Introduction to the Interagency Security Committee*

**Course Length:** 1 hour

**CEUs:** 0.1



**IS-0892 Physical Security Criteria for Federal Facilities**

This is the third course in the Interagency Security Committee (ISC) web-based training series. It provides an introduction to how the ISC Physical Security Criteria for Federal Facilities Standard establishes a baseline set of physical security measures to be applied to all non-military Federal facilities. The course also provides an understanding of the framework for the customization of security measures to address unique risks faced at each facility.

**Course Objectives:**

- Describe the ISC risk management process.
- Determine the baseline level of protection (LOP) and countermeasures for a Federal facility based on its facility security level.
- Describe the steps for determining the customized and highest achievable LOP for a Federal facility using the ISC risk management process.
- Identify the physical security countermeasures for a Federal facility that correspond with its LOP and specific security threats.

**Program Area(s):** Critical Infrastructure Security and Resilience

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisites:** IS-0890.a, *Introduction to the Interagency Security Committee*; and IS-0891, *Facility Security Level Determinations for Federal Facilities*

**Course Length:** 2 hours

**CEUs:** 0.2

**IS-0893 Facility Security Committees**

This course has been developed by the Department of Homeland Security's Interagency Security Committee and is being hosted by EMI. All questions or comments about this course should be directed to the following e-mail address: [ISCAccess@dhs.gov](mailto:ISCAccess@dhs.gov). This course will provide Federal personnel with an overview of Facility Security Committees (FSCs), including: their members, roles, and responsibilities, and the policies and procedures for FSC operations and decision-making.

**Course Objectives:**

- Describe the members of the FSC.
- Identify the roles and responsibilities of the FSC.

- Describe FSC operational and decision-making procedures.

**Program Area(s):** Critical Infrastructure Security and Resilience

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Recommended Prerequisites:** IS-0890.a, *Introduction to the Interagency Security Committee*; IS-0891, *Facility Security Level Determinations for Federal Facilities*; and IS-0892, *Physical Security Criteria for Federal Facilities*

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0901 Section 508 Awareness Course**

This course provides the user with background information about the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 (as amended) by providing participants with a general overview of Section 508 basics.

**Program Area(s):** Master Trainer Program—Instructor Certificate; Master Trainer Program—Instructional Design Certificate; Master Trainer Program—Training Management Certificate; Master Trainer Program—Executive Training Management Certificate; FEMA Employee Training

**Delivery Location:** Online

**Selection Criteria:** This course is open to the general public.

**Course Length:** 3 hours

**CEUs:** 0.3

**IS-0906 Workplace Security Awareness**

This course provides guidance to individuals and organizations on how to improve workplace security.

**Course Objectives:**

- Identify potential risks to workplace security.
- Describe measures for improving workplace security.
- Determine the actions to take in response to a security situation.

**Program Area(s):** Citizen Preparedness; Critical Infrastructure Security and Resilience; FEMA Safety; FEMA Employee Training

**Delivery Location:** Online

**Selection Criteria:** Staff at CIKR locations

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0907 Active Shooter: What You Can Do**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and otherwise populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. All employees can help prevent and prepare for potential active shooter situations.

This course provides guidance to individuals, including managers and employees, so that they can prepare to respond to an active shooter situation. This course is not written for law enforcement officers but for non-law enforcement employees. The material may provide law enforcement officers information on recommended actions for non-law enforcement employees to take should they be confronted with an active shooter situation.

**Course Objectives:**

- Describe actions to take when confronted with an active shooter and responding Law Enforcement officials.
- Recognize potential workplace violence indicators.
- Describe actions to take to prevent and prepare for potential active shooter incidents.
- Describe how to manage the consequences of an active shooter incident.

**Program Area(s):** Citizen Preparedness; Critical Infrastructure Security and Resilience

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0908 Emergency Management for Senior Officials**

This course introduces Senior Officials to the important role they play in Emergency Management. The responsibility for preparing for, responding to, and recovering from incidents, both natural and man-made, begins at the local level—with individuals and public officials in the county, city, or town affected by the incident. This course presents simple steps officials can take to become acquainted with their Emergency Management role, authorities, and team members. The course includes video presentations sharing lessons learned from officials of the city of Baton Rouge, East Baton Rouge Parish, Louisiana.

**Program Area(s):** Generalized Emergency Preparedness

**Delivery Location:** Online

**Selection Criteria:** Senior officials, including mayors, city managers, and county managers.

**Course Length:** 1 hour

**CEUs:** 0.1

**IS-0909 Community Preparedness: Implementing Simple Activities for Everyone**

Community members are the key to our Nation's Preparedness and resilience. As such, we need to:

- Support the development of prepared, vigilant, and engaged communities.
- Foster strategic partnerships among:
  - The private sector
  - Non-Governmental Organizations
  - Foundations
  - Community-Based Organizations

This course presents a model program for community Preparedness. In addition, it includes 16 Preparedness Modules ranging from 20 to 90 minutes that can be delivered to community groups. The modules (available in English and Spanish) provide information and activities on:

- Creating a no-cost or low-cost disaster kit.
- Developing a Communications Plan.
- Establishing a personal support network.
- Planning for and practicing an evacuation.
- Staying safe when evacuation is not an option.
- Practicing your disaster plan.
- Identifying and reducing home hazards.
- Identifying and reducing fire risks.
- Using a fire extinguisher.
- Implementing simple risk-reduction (mitigation) measures.
- Protecting important items and documents.
- Taking care of pets and service animals during a disaster.
- Starting a "Stay Healthy" Kit and plan.
- Preparing for utility outages.
- Planning for recovery from disaster.
- Understanding Emergency Management and Response roles and getting involved.

**Program Area(s):** Citizen Preparedness

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0910.a Emergency Management Preparedness Fundamentals

This course introduces and provides an overview of basic Preparedness concepts, and presents basic strategies for improving community Preparedness.

**Program Area(s):** Generalized Emergency Preparedness

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0912 Retail Security Awareness: Understanding the Hidden Hazards

This course will make persons involved in commercial retail operations aware of the actions they can take to identify and report suspicious purchases or thefts of products that actors could use in terrorist or other criminal activities. To achieve this goal, the course provides an overview of prevention steps aimed at identifying and monitoring high-risk inventory products and reporting suspicious activities to Law Enforcement agencies.

**Program Area(s):** Critical Infrastructure Security and Resilience

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Course Length:** ¾ hour

### IS-0913.a Critical Infrastructure Protection: Achieving Results through Partnership and Collaboration

This course will make critical infrastructure employees and service providers aware of actions they can take to detect and report suspicious activities associated with hostile surveillance. To achieve this goal, the course provides an overview of surveillance activities and the indicators associated with them, as well as the actions that employees and service providers can take to report potential surveillance incidents.

#### Course Objectives:

- Explain the value of partnerships to infrastructure security and resilience.

- Identify strategies to build successful critical infrastructure partnerships.
- Describe methods to work effectively in a critical infrastructure partnership.
- Identify processes and techniques used to sustain critical infrastructure partnerships.
- Identify strategies and methods for achieving results through critical infrastructure partnerships.

**Program Area(s):** Critical Infrastructure Security and Resilience

**Delivery Location:** Online

**Selection Criteria:** The course is available to anyone.

**Course Length:** 2 hours

**CEUs:** 0.2

### IS-0914 Surveillance Awareness: What You Can Do

This course introduces the skills and tools to effectively achieve results for critical infrastructure protection and resilience through partnership and collaboration. The course provides an overview of the elements of and processes to develop and sustain successful critical infrastructure protection partnerships.

#### Course Objectives:

- Identify potential targets of adversarial surveillance.
- Describe the information obtained by surveillance that is of interest to adversaries.
- Recognize indicators of surveillance within the everyday environment.
- Identify actions that you can take to detect potential adversarial surveillance incidents.
- Describe the importance of identifying and reporting suspicious activities associated with adversarial surveillance.
- Specify actions you can take to report potential incidents of adversarial surveillance.

**Program Area(s):** Critical Infrastructure Security and Resilience

**Delivery Location:** Online

**Selection Criteria:** This course is available to anyone.

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0915 Protecting Critical Infrastructure Against Insider Threats

This course provides guidance to critical infrastructure employees and service providers on how to identify and take action against insider threats to critical infrastructure.

#### Course Objectives:

- Describe the threat that malicious insiders pose to critical infrastructure.
- Identify common characteristics and indicators associated with malicious insiders.
- Identify actions that can be taken against insider threats.

**Program Area(s):** Critical Infrastructure Security and Resilience

**Delivery Location:** Online

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0916 Critical Infrastructure Security: Theft and Diversion—What You Can Do

This course introduces critical infrastructure personnel to the information they need and the resources available to them to identify threats and vulnerabilities to critical infrastructure from the theft and diversion of critical resources, raw materials, and products that can be used for criminal or terrorist activities. The course also identifies actions that participants can take to reduce or prevent theft and diversion.

**Program Area(s):** Critical Infrastructure Security and Resilience

**Delivery Location:** Online

**Selection Criteria:** This course is designed for critical infrastructure personnel who: Are responsible for the storage, sale, or transfer of materials or technologies of value; work at sites where products or raw materials are susceptible to theft or diversion, such as facilities covered under the Chemical Facility Anti-Terrorism Standards regulations; and desire to heighten their awareness regarding theft or diversion vulnerabilities and countermeasures.

**Recommended Prerequisite:** Participants should take IS-0906, *Workplace Security Awareness*, to provide a foundation for this course.

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-0921.a Implementing Critical Infrastructure Security and Resilience and Critical Infrastructure Security and Resilience Toolkit

This course introduces those with critical infrastructure duties and responsibilities at the state, local, tribal, and territorial levels to the information they need and the resources available to them in the execution of the mission to secure and improve resilience in the Nation's critical infrastructure.

**Program Area(s):** Critical Infrastructure Security and Resilience

**Delivery Location:** Online

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0922 Applications of Geospatial Information Systems for Emergency Management

This hands-on course is designed to empower Emergency Managers, planners, engineers, Public Safety professionals, and others with the skills needed to visualize, query, and analyze information related to Disaster Mitigation, Response, Recovery, and Risk Management using ArcGIS, the application on which Hazus Multi-Hazard is based. The course provides a solid foundation of basic skills for new ArcGIS users as well as an exploration of the many powerful tools for managing, visualizing, and analyzing information that ArcGIS and its many extensions make available.

#### Course Objectives:

- Describe the types of products that Geospatial Information Systems (GIS) can produce.
- Explain the role that GIS plays in supporting emergency management through each mission area.
- Understand the types of technology options that are currently available, and equip you with a list of questions and issues that you should consider when choosing the best solution for your organization.

**Program Area(s):** Hazus-MH and GIS; Multi-Hazard Mitigation Planning

**Delivery Location:** Online

**Selection Criteria:** This course is intended for Federal, state, local, and tribal emergency managers; state, local, and tribal GIS specialists responsible for risk assessment activities; regional personnel responsible for mitigation and response activities; other Federal agencies with a need to conduct risk assessment; and state, local, and tribal planners.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-0923 Performance Management—Goal Writing

This course will provide an overview of the goal-writing process for performance management.

**Program Area(s):** FEMA Operations—Federal

**Delivery Location:** Frederick Logistic Center; Online

**Selection Criteria:** Managers and Supervisors

**Required Prerequisite:** IS-0920, *Performance Management*

**Course Length:** 5 hours

**CEUs:** 0.5

### IS-0930 Emergency Responder Health Monitoring and Surveillance: A Guide for Key Decision Makers

This course is a companion to the National Response Team Technical Assistance Document on Emergency Responder Health Monitoring and Surveillance (ERHMS). It provides a step-by-step summary of the components of the ERHMS system, its primary data requirements, primary recommendations, and key decision points, and it outlines the type of health and safety reports that the ERHMS system can provide to decision-makers.

**Course Objectives:** At the conclusion of this course, participants should be able to perform the following tasks:

- Pre-Deployment:
  - Determine that each participating organization completes activities to ensure their emergency responders and volunteers have the required personal information, health screening data, and training.
  - Ensure the data from these activities is made available to the ERHMS Unit.
  - Facilitate the procurement of any missing/absent data by direct survey of participating responders.
- Deployment:
  - Be certain the Incident Commander appoints an ERHMS Unit in charge of collecting and analyzing the responder safety and health data that is required by the ERHMS system.
  - Facilitate collaboration and sharing of data between this Unit and other key components of the Incident

Command System (ICS) structure, such as Planning and Logistics and the Safety Officer.

- Post-Deployment:
  - Administer an out-processing assessment survey for all responders at or near the completion of their duties for the event.
  - Ensure the ERHMS Unit will identify those responders or responder groups whose health would benefit from periodic tracking after the event, make recommendations regarding the most suitable method of tracking, and suggest an appropriate duration for health tracking.
  - Facilitate the compiling of an After-Action Report for ICS leadership that should be made available to all responder organizations involved, so they can benefit from these insights.

**Program Area(s):** Response and Recovery

**Delivery Location:** Online

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-1900 National Disaster Medical System Federal Coordinating Center Operations Course

This course provides training to address the needs of Federal Coordinating Centers (FCCs). The purpose of this course is to:

- Provide the training necessary to ensure all FCCs as being proficient to perform their duties.
- Provide flexible training for FCCs that will not sacrifice training quality or standards.
- Provide a forum for FCC development through individual participation.
- Acclimate FCCs to function during incidents of national significance.
- Acclimate FCCs to function in support of the DOD.

**Course Objectives:**

- Describe the mission and goals of the National Disaster Medical System (NDMS).
- Describe the critical role of the FCCs prior to, during, and following an incident.

**Program Area(s):** Response and Recovery

**Delivery Location:** Online

**Selection Criteria:** Primarily intended for NDMS personnel as an introduction to the mission and

organization. The course is on the public IS web site so it is open to all audiences.

**Course Length:** 3 hours

**CEUs:** 0.3

### IS-2000 National Preparedness System: Overview

The National Preparedness System builds on current efforts, many of which are based in the Post-Katrina Emergency Management Reform Act and other statutes. Implementing the National Preparedness System allows our Nation to work together to address any threat or hazard. The goal of this course is to familiarize participants with the components of the National Preparedness System so they can become engaged in the process.

#### Course Objectives:

- Identify the purpose of Presidential Policy Directive 8 and the National Preparedness Goal.
- Describe the purpose of Core Capabilities.
- Identify the five mission areas.
- Describe the intent of the National Preparedness System.
- Identify the six components of the National Preparedness System.

**Program Area(s):** Planning

**Course Length:** 1 hour

**CEUs:** 0.1

### IS-2001 Threat and Hazard Identification and Risk Assessment

This course introduces the Threat and Hazard Identification and Risk Assessment (THIRA) process, and explains how THIRA is an integral part of the overall National Preparedness System.

#### Course Objectives:

- Identify the purpose of THIRA.
- Describe the relationship between the National Preparedness System and THIRA.
- Identify the five mission areas.
- Describe the intent of the Core Capabilities.
- Describe the process for THIRA.

**Program Area(s):** Planning

**Delivery Location:** Online

## Adobe Connect Webinar Courses

### K0276 Benefit-Cost Analysis: Entry Level

This course is designed as an introduction to the fundamental concepts of benefit-cost (BC) analysis. Participants will learn how to obtain BC data and conduct analyses using the latest version of the Benefit Cost Toolkit. This course will not teach how to conduct level-two BC analyses.

#### Course Objectives:

- Demonstrate their knowledge of the basic BCA theory learned in IS-0276, *Benefit-Cost Analysis Fundamentals*.
- Demonstrate their knowledge of the basic flood concepts learned in IS-0276, *Benefit-Cost Analysis Fundamentals*.
- Describe features of the BCA Tool.
- Complete a BCA using the Flood Module.
- Explain each screen and important data fields in the Flood Module.
- Complete the independent case study assignment.
- Use supplemental tools and techniques in the BCA Tool in response to different scenarios, which include: Multiple Structures, Displacement Costs Calculation, Loss of Function Calculation, BCR Just Below 1.0, Types of Basements.
- Explain key DFA concepts.
- Identify eligible hazards.
- Explain the DFA Module data and documentation requirements.
- Complete a DFA Module BCA.
- Explain Tornado Safe Room, Hurricane Wind, Hurricane Safe Room, Wildfire, and Earthquake Module data and documentation requirements.
- Complete a Tornado Safe Room, Hurricane Wind, Hurricane Safe Room, Wildfire, and Earthquake Module BCA.

**Program Area(s):** Building Science; Planning; FEMA Mitigation

**Delivery Location:** Online

**Selection Criteria:** The primary audience for this course is Federal, state, local, and tribal hazard mitigation staff; applicants/grantees; subapplicants/subgrantees; and personnel who are involved in the grant application development process and provide technical assistance.

**Required Prerequisites:** Participants must have knowledge of computers (basic Windows and spreadsheet programs). Participants must complete the following online tutorials:

FIRM tutorial at [www.fema.gov/media/fhm/firm/ot\\_firm](http://www.fema.gov/media/fhm/firm/ot_firm) (30 Minutes)

FIS tutorial at [www.fema.gov/media/fhm/fis/ot\\_fis](http://www.fema.gov/media/fhm/fis/ot_fis) (40 Minutes)

Participants must also complete IS-0276, *Benefit-Cost Analysis Fundamentals*.

**Course Length:** 2 days

**CEUs:** 1.4

**CECs:** 12 (CORE)

### K0726 Financial Management Concepts for Disaster Operations

This training is intended to enable Senior Financial Disaster staff to perform their duties in a more uniform and unified manner by increasing technical skills and reinforcing lessons learned from on-the-job training; providing measurable milestones in recognizing increased skill level; increasing consistency in quality of work, clean-up, and close-out of Joint Field Offices; and providing for consistent performance and qualification of resources.

#### Course Objectives:

- Identify the legislation and policy documents that apply to JFO disaster operations.
- Apply regulations, legislation, and policy to common funding issues at a JFO.
- Describe techniques for managing financial documentation over an incident lifecycle.
- List strategies for applying internal controls during FEMA operations.
- Describe the leadership skills required for managing financial activities during disaster operations.

**Program Area(s):** FEMA Comptroller; FEMA Financial Management

**Delivery Location:** Online

**Selection Criteria:** This course is open to the Finance Management Cadre's Cost Unit Leaders; the Finance and Administration Cadre's Finance/Administration Section Chief Type II; Regional Financial Management Specialists and Grants Management Specialists; the Finance/Administration Section Chief Type II; and Cost Unit Leader.

**Required Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*; IS-0700.a, *National Incident Management System, An Introduction*; IS-0800.b, *National Response Framework, An Introduction*; and E0337, *Posting Integrated Financial Management Information System Transactions*

**Course Length:** 4 days

**CEUs:** 3.2



## Resident Courses Held at Offsite Locations

### L0142 Writing Skills Workshop for FEMA Staff

This course is designed to focus on and correct common writing problems, bad habits, and errors that have found their way into our everyday written communications. It also contains instruction in Plain Writing Act Guidelines. Participants will have the opportunity to write and receive peer and instructor feedback on their written work.

**Course Objectives:** The 5-day course will give participants the opportunity to apply specific principles of good writing through a variety of practice exercises.

**Program Area(s):** FEMA Employee Training

**Delivery Location:** Resident Offsite

**Selection Criteria:** Anyone in the agency who would like a refresher on writing skills or to learn more about the Plain Writing Act.

**Course Length:** 5 days

**CEUs:** 3

### L0146 Homeland Security Exercise and Evaluation Program Training Course

This new HSEEP training course will focus on exercise program management to include design and development, conduct, evaluation, and improvement planning.

#### Course Objectives:

- Increase awareness of the Homeland Security Exercise Evaluation Program Doctrine.
- Clarify Roles and Responsibilities.
- Improve Teamwork and Coordination.

**Program Area(s):** Master Exercise Practitioner Program; Integrated Emergency Management

**Delivery Location:** Resident Offsite Webinar

**Selection Criteria:** Emergency management professionals requiring exercise background.

**Required Prerequisite:** IS-0120, *An Orientation to Community Disaster Exercises*; or IS-0120.a, *An Introduction to Exercises*

**Recommended Prerequisite:** IS-0130, *Exercise Evaluation and Improvement Planning*

**Course Length:** 16 hours

**CEUs:** 1.6

### L/B0299 Risk MAP Process and Tools

This course is designed to enable participants to define and describe Risk MAP; identify the purpose and scope of the Risk MAP process and tools; describe the roles of Federal, state, and local users in producing and delivering Risk Map; describe Risk MAP decision-making tools; and identify Risk MAP resources.

#### Course Objectives:

- Describe the Risk MAP products.
- Identify Risk Map training opportunities.
- Identify the four parts of the Risk Map process.
- Describe governmental roles in the Risk MAP process.
- Apply decision-making applications of Risk MAP.

**Program Area(s):** Floodplain Management; Hazus-MH and GIS; Hurricane Preparedness

**Delivery Location:** CDP; Resident Offsite

**Selection Criteria:** Federal, state, local, or tribal Floodplain Managers

**Course Length:** ½ day

**CEUs:** 0.4

### L0310 Hurricane Readiness for Inland Communities

This is a 1-day course that builds the capacity of emergency managers and decision-makers to plan for and respond to inland hazards from tropical storms.

#### Course Objectives:

- Explain inland hazards associated with tropical systems for communities.
- Use National Oceanic and Atmospheric Administration (NOAA) weather products from National Weather Service (NWS), River Forecast Centers (RFC), etc., to determine the threat from an approaching storm.
- Describe information from Hurricane Evacuation Studies, HURREVAC, and other resources that can be used to develop a comprehensive hurricane action plan.
- Describe communication and coordination efforts needed within a jurisdiction and between emergency management and NOAA/NWS throughout the hurricane planning process.
- Develop a Hurricane Readiness Checklist as a guide for time-phased actions.



**Program Area(s):** Hurricane Preparedness

**Delivery Location:** Resident Offsite

**Selection Criteria:** Local Emergency Management staff from inland states/communities that are involved in the hurricane decision-making process.

**Course Length:** 1 day

**CEUs:** 0.7

### L0311 Hurricane Readiness for Coastal Communities

This 1-day course is an introduction to the National Hurricane Center's (NHC's) forecast procedures and products and the National Hurricane Program's tools for how to incorporate them into Planning and Response. Topics include hurricane hazards, how forecasters use model guidance, readiness checklists, decision aids, and evacuation planning.

#### Course Objectives:

- Have a better understanding of the NHC forecasts process and products.
- Understand that NHC forecasts have significant uncertainties that must be considered in emergency management decision-making.
- Have a greater understanding of how to use NHC storm surge information.
- Understand the components of Hurricane Evacuation Studies and how to plan for the threat.
- Have a greater insight into the resources available for evacuation decision-making.

**Program Area(s):** Hurricane Preparedness

**Delivery Location:** Resident Offsite

**Selection Criteria:** Local emergency staff from coastal state/communities that are involved in the hurricane decision-making process.

**Course Length:** 1 day

**CEUs:** 0.7

**CECs:** 0.7

### L0320 Hurricane Preparedness for Decision-Makers—State Specific

This course, conducted onsite at state locations, instructs state and local Emergency Managers/Planners on how to plan for and make decisions to implement and execute protective actions from hurricanes, particularly hurricane evacuations.

Participants receive comprehensive instruction from National Hurricane Center (NHC) Specialists on how to use hurricane forecasts and other NHC products to determine who and when they must evacuate from various types of approaching hurricanes. This includes how to interpret and use the Sea, Lake, and Overland Surge from Hurricanes numerical storm surge model to perform the hurricane hazard analysis of their coastal jurisdiction. The course then provides instruction from FEMA and U.S. Army Corps of Engineers Specialists on using data from their state and local Hurricane Evacuation Studies (HES) to formulate local evacuation plans. In addition, the course provides hands-on instruction on the use of the HURREVAC computer software decision-support tool for determining the optimum timing of their evacuation decisions and evacuation orders.

The course includes a demonstration of how the NHC Specialists track and forecast hurricanes and their potential impacts. The final course activity is a hurricane exercise to practice the tools and techniques presented in the course.

#### Course Objectives:

- Develop a better understanding of the NHC forecasts process and products.
- Describe the significant constraints that impact the NHC forecasts that must be considered in decision-making.
- Develop a greater understanding of how to use NHC storm surge information.
- Understand the components of HES and how to plan for hurricane threat.
- Learn about the available resources and real-time products for evacuation decision-making.

**Program Area(s):** Hurricane Preparedness; Response and Recovery

**Delivery Location:** Resident Offsite

**Selection Criteria:** The state sponsoring the training selects the attendees that represent the target audience.

**Required Prerequisite:** IS-0324.a, Community Hurricane Preparedness

**Course Length:** 3 days

**CEUs:** 2.1

### L0324 Hurricane Preparedness for Decision-Makers

This course, held at the National Hurricane Center (NHC) in Miami, Florida, instructs Emergency Managers on how to plan for and make decisions to implement and execute protective actions from hurricanes, particularly hurricane evacuations.

Participants receive comprehensive instruction from NHC Specialists on how to use hurricane forecasts and other NHC products to determine who and when they must evacuate from various types of approaching hurricanes. This includes how to interpret and use the Sea, Lake, and Overland Surge from Hurricanes (SLOSH) numerical storm surge model to perform the hurricane Hazard Analysis of their coastal jurisdiction. The course then provides instruction from FEMA and U.S. Army Corps of Engineers Specialists on using data from their state and local Hurricane Evacuation Studies to formulate local evacuation plans. In addition, the course provides hands-on instruction on the use of the HURREVAC computer software decision-support tool for determining the optimum timing of their evacuation decisions and evacuation orders.

The course includes a behind-the-scenes tour of the NHC and a demonstration of how the NHC Specialists track and forecast hurricanes and their potential impacts. The final course activity is a hurricane exercise to practice the tools and techniques presented in the course.

#### Course Objectives:

- Describe various hurricane hazards including storm surge.
- Describe the NHC forecast process.
- Describe the impact of forecast uncertainties on emergency management decision-making.
- Describe the components of Hurricane Evacuation Studies (HES) and how HES can be utilized to improve hurricane threat planning.
- List the available resources and real time products for evacuation decision-making.
- During a hurricane simulation exercise, use HURREVAC and SLOSH and other knowledge learned during the course to make decisions to different scenarios.

**Program Area(s):** Hurricane Preparedness

**Delivery Location:** Resident Offsite; National Hurricane Center, Miami, FL

**Selection Criteria:** The course is designed for:

- State and coastal local Emergency Managers that have hurricane evacuation decision-making authority.
- Elected officials that have hurricane evacuation decision-making authority.
- Hurricane Evacuation Planners and Operations Officers who have direct responsibilities for evacuation decision-making during a hurricane.

Participants will be selected based on their jurisdiction and responsibilities. To participate, all applicants must serve coastal communities. Applications from inland communities will not be accepted.

**Required Prerequisites:** Completion of the online EMI Independent Study (IS) course IS-0324.a, *Community Hurricane Preparedness*. To register, you will need to visit [training.fema.gov/IS/crslist](http://training.fema.gov/IS/crslist) and a letter of recommendation from your immediate supervisor.

**Course Length:** 4½ days

**CEUs:** 2.65

### L0363 Multi-Hazard Emergency Planning for Higher Education

This 3-day course provides institutions of higher education with the knowledge and planning strategies to better protect lives, property, and operations within the context of comprehensive Emergency Management by utilizing the Incident Command System to develop and implement an Emergency Operations Plan (EOP).

#### Course Objectives:

- Recognize the importance of an Emergency Plan that meets the unique needs of an institution of higher education.
- Identify hazards that present risks for institutions of higher education and the impact of those hazards.
- Identify the process and benefits of conducting a Risk Assessment.
- Identify the benefits of an effective Emergency Operations Center.
- Create a partnership with stakeholders.
- Identify and assemble a Planning Team.

- Develop or revise a multi-hazard EOP.
- Develop and implement a strategy for training and testing the EOP.
- Engage the academic community in the essential elements of Emergency Planning.

**Program Area(s):** Planning

**Delivery Location:** Resident Offsite

**Selection Criteria:**

- Only higher education institution teams should apply.
- Submit applications as a “package” to the host institution using the format below as a cover sheet. Place person’s name next to position being filled.

**Community First Responders**—1–2 people. (Do NOT duplicate positions.)

- 1 person—Law Enforcement/SRO
- 1 person—Fire/Emergency Medical Services (EMS)/Public Health
- 1 person—Office of Emergency Management

**College/University Officials**—5–6 people. (Do NOT duplicate positions.)

- College Administrator (President, Vice President, Provost, Dean, etc.)
- Office of Emergency Management/Planning Official
- Risk Manager
- Public Information Officer
- Security Officer, Environmental Safety Officer, or Public Safety Chief
- Office of Facilities Management Official
- Food/Dining Services Director
- Health Services or Counseling Services Representative or Psychologist
- Faculty Representative
- Student Affairs Representative

**Required Prerequisite:** Completion of IS-0100.HE, *Introduction to the Incident Command System (ICS-100) for Higher Education*

**Course Length:** 3 days

**CEUs:** 2.1

### L0463 FEMA Incident Workforce Academy— Surge Capacity Force Surge Specialist Training

This course trains Surge Capacity Force Specialists to expeditiously augment the FEMA Disaster Workforce as qualified employees, as described in the Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295, Sec 624.

**Course Objectives:**

- Describe Department of Homeland Security Surge Capacity Force history and purpose.
- Discuss effective interpersonal, customer service, teamwork, and problem-solving skills in classroom exercises as they relate to the role of a Surge Capacity Force Surge Specialist.
- Discuss roles and responsibilities of the Surge Capacity Force Surge Specialist.
- Apply Surge Capacity Force concepts in related activities.

**Program Area(s):** Hurricane Preparedness; National Response Framework; Response and Recovery; FEMA Operations—Federal; FEMA Employee Training

**Delivery Location:** NETC; CDP; Resident Offsite—can be taught in venues suitable for large training projects

**Selection Criteria:** Non-emergency FEMA staff who have been pre-identified to serve as Surge Capacity Force Surge Specialists during periods of extreme disaster activity.

**Required Prerequisites:** IS-0100.b, *Introduction to the Incident Command System, ICS-100*; and IS-0200.b, *Incident Command System for Single Resources and Initial Action Incidents*

**Course Length:** 5 days

**CEUs:** 3.2

### L0552 Continuity of Operations for Tribal Governments

This 2-day course provides tribal representatives with an understanding of how to develop and implement a Continuity of Operations Program to ensure continuity of community essential functions across a wide range of emergencies and events. Topics include legal basis for continuity, continuity planning, determining essential functions, vital records management, and pandemic flu implications for continuity operations.

**Course Objectives:**

- Explain the process for and benefits of completing an in-depth risk analysis.
- Describe the essential functions required for a viable continuity capability.
- Describe the continuity planning model.
- Apply the continuity planning model to their tribal continuity requirements.

**Program Area(s):** Level I Professional Continuity Practitioner Program; Tribal

**Delivery Location:** Resident Offsite

**Selection Criteria:** The primary audience is tribal leaders, tribal Emergency Managers, and tribal community response personnel. This course is only offered as an offsite delivery. Delivery must be requested through the EMI Preparedness Branch.

**Recommended Prerequisites:** E0580, *Emergency Management Framework for Tribal Governments*; IS-0546.a, *Continuity of Operations Awareness*; or IS-0547.a, *Introduction to Continuity of Operations*

**Course Length:** 2 days

**CEUs:** 1.2

### L0583 Emergency Management Overview for Tribal Leaders

This 4-hour course will provide elected and appointed tribal officials with the knowledge and skills necessary to prepare their communities to respond to and recover from incidents and help tribal leaders understand how effective Emergency Management can improve the sustainability of their tribal community and better protect tribal citizens, lands, culture, and sovereignty.

**Course Objectives:**

- Describe the role that tribal leaders play in ensuring the safety and security of tribal members and others on tribal land.
- Define the legal and financial responsibilities that tribal leaders have for emergency management.
- Describe the relationships among Federal, state, local, and tribal governments for overall emergency preparedness.
- Explain the relationship between emergency management and operations.

**Program Area(s):** Tribal

**Delivery Location:** Resident Offsite

**Selection Criteria:** Tribal elected officials; tribal council members; tribal chairs, presidents, governors, principal chiefs, and appointed officials.

**Course Length:** ½ day

**CEUs:** 0.4

### L0660 Federal Staging Area Operations

This course trains FEMA, Other Federal Agency (OFA), and other key personnel in the setup, management, and operations of a Federal Staging Area (FSA).

**Course Objectives:** Participants will learn and practice standard procedures in the areas essential to the success of FSA operations, including:

- Activating the site
- Laying out the site by commodity and traffic flow
- Establishing communications
- Assembling a team
- Establishing essential services for team and driver support
- Receiving and issuing commodities
- Staging Temporary Housing Units
- Strategic partners

**Program Area(s):** FEMA Logistics; FEMA Operations—Federal; FEMA Planning

**Delivery Location:** Resident Offsite; Frederick Distribution Center

**Selection Criteria:** The class is open to Operations, Logistics, and Planning personnel in FEMA and OFAs who have or who will operate in a FEMA Staging Area.

**Required Prerequisite:** IS-0293, *Mission Assignment Overview*  
**Recommended Prerequisite:** IS-0026, *Guide to Points of Distribution*

**Course Length:** 2 days

**CEUs:** 1.4

### L0663 Managing Logistics Fiscal Responsibilities

This course addresses the financial functions and responsibilities performed by Unit Leaders, Managers, and Specialists within the Logistics Section and the necessity of coordination within the Joint Field Office.

**Course Objective:** The course will enable participants to apply sound principles and practices involving fiscal management and accountability.

**Program Area(s):** FEMA Logistics

**Delivery Location:** Resident Offsite

**Selection Criteria:** Logistics Section Chiefs, Deputies, Branch Directors, Unit Leaders, Receiving and Distribution Managers, and Accountable Property Managers.

**Course Length:** 1 day

**CEUs:** 0.6

### L0820 Fundamentals of Incident Support

This course provides an overview of the FEMA incident support function, as well as foundational knowledge regarding the roles and responsibilities of the National Response Coordination Center (NRCC) and Regional Response Coordination Centers (RRCCs) in order to prepare FEMA personnel to assume incident support positions as part of the National Response Coordination Staff (NRCS) or Regional Response Coordination Staff (RRCS).

#### Course Objectives:

- Identify the purpose of the NRCS and RRCS in incident support.
- Describe the organizational structure of the NRCC and RRCC.
- Identify key relationships between NRCS, RRCS, and other partner organizations.
- Explain key concepts, activities, and tasks within the NRCC and RRCC.
- Explain regional differences in environment, disaster history, and other factors that affect implementation/execution of the National Incident Support Manual and Regional Incident Support Manual.

**Program Area(s):** Response and Recovery; FEMA Operations–Federal; FEMA Employee Training

**Delivery Location:** Resident Offsite; FEMA Regions/HQ

**Recommended Prerequisites:** IS-0822, Fundamentals of Management and Support Coordination of Federal Disaster Operations; IS-0293, Mission Assignment Overview; ESF-related Independent Study courses; IS-0393.a, Introduction to Hazard Mitigation; IS-0403, Introduction to Individual Assistance (DF103); and IS-0634, Introduction to FEMA's Public Assistance Program

**Course Length:** 1½ days

**CEUs:** 1

### L0945 State IEMC National Response Framework

This National Response Framework IEMC provides the knowledge, skills, and abilities necessary to state-level Emergency Management personnel to effectively conduct all-hazards response by coordinating organizations from local government, other state governments, Federal agencies, private sector organizations, and non-governmental agencies.

#### Course Objectives:

- Analyze community emergency plans, policies, and procedures.
- Identify additional planning needs.
- Clarify Roles and Responsibilities.
- Improve teams and coordination.
- Improve response/recovery capabilities.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** Resident Offsite

**Selection Criteria:** State-level: elected and appointed officials, Emergency Management personnel and state-level agencies, local EM who staff the SEOC during planned and unplanned events.

**Required Prerequisites:** IS-0100.b, Introduction to the Incident Command System, ICS-100; IS-0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS-0700.a, National Incident Management System, An Introduction; IS-0800.b, National Response Framework, An Introduction; and G0402, Incident Command System Overview for Executives and Senior Officials, ICS-402

**Course Length:** 4 days

**CEUs:** 3.2

## Resident Course Held at FEMA Distribution Center in Frederick, Maryland

### S0674 Basic Interagency Logistics

This seminar-style course offers a Whole Government/Community perspective for disaster/humanitarian relief logistics. The course is 4½ academic days long and is unclassified (no security clearance required). The Interagency Logistics (IL) Seminar focuses on national- and international-level logistics operations by providing military and civilian stakeholders with insights into interagency logistics planning and execution.

The objectives of the course are accomplished through the use of dynamic lectures provided by experts in the field of disaster operations and logistics with threaded discussions that are interspersed with mini and culminating case study activities. Current policy, doctrine, theory, and processes are addressed.

The IL Seminar provides participants with the opportunity to develop and define the authorities, attributes, needs, and perspectives of a National Logistics Coordinator as described in Emergency Support Function (ESF) #7, Logistics Management and Resource Support, of the National Response Framework (NRF). Additionally, this course provides insights and explores potential solutions necessary to manage logistics at the strategic, operational, and tactical levels during a national disaster/incident.

The course includes a number of guest lecturers from DHS/FEMA, Department of Defense (DOD), General Services Administration, states, Non-Governmental Organizations, Private Sector, and other Federal departments and agencies. All material is non-testable. Students will be granted access to the Interagency Logistics Portal for presentations and other relevant course material.

**Course Objective:** Familiarize participants with the logistics planning considerations of FEMA all-hazards and DOD Support of Civil Authorities (DSCA) missions.

**Program Area(s):** FEMA Logistics

**Delivery Location:** Frederick Distribution Center

**Selection Criteria:** Students should be mid-to-senior-level logistics managers from organizations such as DHS, FEMA, and the Military services (Active, Guard, Reserve). Military officers (O-4 through O-6), warrant officers (W-3 through W-5), senior non-commissioned officers (E-8 through E-9), or DOD civilians (GS-12 through GS-15 or equivalent) assigned to, or en route to, a position requiring Interagency logistics knowledge. Civilians from non-governmental and volunteer agencies are invited to attend. International logistics exchange officers assigned to a U.S. joint level or multi-national staff billet are eligible to attend. All others not falling into one of the above categories by either rank or duties, but feel they may benefit from this course, may attend pending approval.

**Required Prerequisite:** NRF/FEMA EMI Online Course IS-0800.b, National Response Framework, An Introduction

**Recommended Prerequisites:** Defense Support of Civil Authorities (DSCA Phase I/USARMYNORTH web site); ESF #7 Annex/FEMA EMI Action: FEMA/Link on Portal DSCA 3½-Day Course (EMI/Various locations CONUS and Hawaii Army Logistics University; Joint Logistics Course, Fort Lee, Virginia; Joint Humanitarian Ops Course (2-Day)/USAID, Alexandria, Virginia)

**Course Length:** 4½ days

**CEUs:** 3



## Video Teleconference Courses

### V0001 Virtual Tabletop Exercise—Earthquake

This Virtual Tabletop Exercise (VTTX) has an earthquake focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the earthquake hazard (facilitated discussion on hazard and a tabletop exercise).

#### Course Objectives:

- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Master Exercise Practitioner Program; Integrated Emergency Management

**Delivery Location:** VTC Hosted from NETC

**Selection Criteria:** Emergency management jurisdiction, organization, or agency

**Course Length:** 4 hours

### V0002 Virtual Tabletop Exercise—Winter Storm

This Virtual Tabletop Exercise (VTTX) has a winter storm focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the winter storm hazard (facilitated discussion on hazard and a tabletop exercise).

#### Course Objectives:

- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.

- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Master Exercise Practitioner Program; Integrated Emergency Management

**Delivery Location:** VTC hosted from NETC

**Selection Criteria:** Emergency Management jurisdiction, organization, or agency

**Course Length:** 4 hours

### V0003 Virtual Tabletop Exercise—Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE)—Explosive

This Virtual Tabletop Exercise (VTTX) has a Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE)—Explosive focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the CBRNE Explosive hazard (facilitated discussion on hazard and a tabletop exercise).

#### Course Objectives:

- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** VTC hosted from NETC

**Selection Criteria:** Emergency management jurisdiction, organization, or agency

**Course Length:** 4 hours

### V0004 Virtual Tabletop Exercise—Highway Hazmat

This Virtual Tabletop Exercise (VTTX) has a highway hazardous materials focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the highway hazardous materials hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant’s knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** VTC Hosted from NETC

**Selection Criteria:** Emergency management jurisdiction, organization, or agency

**Course Length:** 4 hours

**V0005 Virtual Tabletop Exercise—Tornado**

This Virtual Tabletop Exercise (VTTX) has a tornado focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the tornado hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant’s knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Master Exercise Practitioner Program; Integrated Emergency Management

**Delivery Location:** VTC Hosted from NETC

**Selection Criteria:** Emergency management jurisdictions, organizations, or agencies

**Course Length:** 4 hours

**V0006 Virtual Tabletop Exercise—Wildland Fire**

This Virtual Tabletop Exercise (VTTX) has a wildland fire focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the wildland fire hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant’s knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Master Exercise Practitioner Program; Integrated Emergency Management

**Delivery Location:** VTC Hosted from NETC

**Selection Criteria:** Emergency Management jurisdiction, organization, or agency

**Course Length:** 4 hours

**V0007 Virtual Tabletop Exercise—Flood**

This Virtual Tabletop Exercise (VTTX) has a flood focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the flood hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant’s knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.



**Program Area(s):** Master Exercise Practitioner Program; Integrated Emergency Management

**Delivery Location:** VTC Hosted from NETC

**Selection Criteria:** Emergency management jurisdiction, organization, or agency

**Course Length:** 4 hours

### V0008 Virtual Tabletop Exercise—Rail Hazmat

This Virtual Tabletop Exercise (VTTX) has a rail hazardous materials focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the rail hazardous materials hazard (facilitated discussion on hazard and a tabletop exercise).

#### Course Objectives:

- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Master Exercise Practitioner Program; Integrated Emergency Management

**Delivery Location:** VTC Hosted from NETC

**Selection Criteria:** Emergency management jurisdiction, organization, or agency

**Course Length:** 4 hours

### V0009 Virtual Tabletop Exercise—Hurricane

This Virtual Tabletop Exercise (VTTX) has a hurricane focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the hurricane hazard (facilitated discussion on hazard and a tabletop exercise).

#### Course Objectives:

- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.

- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Master Exercise Practitioner Program; Integrated Emergency Management

**Delivery Location:** VTC Hosted from NETC

**Selection Criteria:** Emergency management jurisdiction, organization, or agency

**Course Length:** 4 hours

### V0010 Virtual Tabletop Exercise—Mass Casualty

This Virtual Tabletop Exercise (VTTX) has a mass casualty focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the mass casualty hazard (facilitated discussion on hazard and a tabletop exercise).

#### Course Objectives:

- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** VTC Hosted from NETC

**Selection Criteria:** Emergency management jurisdiction, organization, or agency

**Course Length:** 4 hours

### V0011 Virtual Tabletop Exercise—Fixed Site Hazmat

This Virtual Tabletop Exercise (VTTX) has a fixed site hazardous materials focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the fixed site hazardous materials hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant’s knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** VTC Hosted from NETC

**Selection Criteria:** Emergency management jurisdiction, organization, or agency

**Course Length:** 4 hours

**V0012 Virtual Tabletop Exercise—Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE)—Bio**

This Virtual Tabletop Exercise (VTTX) has a Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE)—Biological focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the CBRNE—Biological hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant’s knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** VTC Hosted from NETC

**Selection Criteria:** Emergency management jurisdiction, organization, or agency

**Course Length:** 4 hours

**V0013 Virtual Tabletop Exercise—Continuity of Operations Focus**

This Virtual Tabletop Exercise (VTTX) has a designated disaster or hazard focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the designated hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant’s knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** Via VTC Hosted from EMI

**ACE Level:** Vocational Certificate

**Course Length:** 4 hours

**V0014 Virtual Tabletop Exercise—Prison Riot Focus**

This Virtual Tabletop Exercise (VTTX) has a designated disaster or hazard focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the designated hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant’s knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC via VTC

**Course Length:** 4 hours

**V0015 Virtual Tabletop Exercise—Cyber Focus**

This Virtual Tabletop Exercise (VTTX) has a designated disaster or hazard focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the designated hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC via VTC

**Course Length:** 4 hours

**V0016 Virtual Tabletop Exercise—Aircraft Crash Focus**

This Virtual Tabletop Exercise (VTTX) has a designated disaster or hazard focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the designated hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC via VTC

**V0017 Virtual Tabletop Exercise—Stadium/Arena Scenario Focus**

This Virtual Tabletop Exercise (VTTX) has a designated disaster or hazard focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the designated hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC via VTC

**V0018 Virtual Tabletop Exercise—School Hostage Focus**

This Virtual Tabletop Exercise (VTTX) has a designated disaster or hazard focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the designated hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC via VTC

**V0019 Virtual Tabletop Exercise—Radiological Dispersal Device (RDD) Focus**

This Virtual Tabletop Exercise (VTTX) has a designated disaster or hazard focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the designated hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC via VTC

**V0020 Virtual Tabletop Exercise—High-Rise Fire Focus**

This Virtual Tabletop Exercise (VTTX) has a designated disaster or hazard focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the designated hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC via VTC

**V0021 Virtual Tabletop Exercise—Public Health Winter Storm Focus**

This Virtual Tabletop Exercise (VTTX) has a designated disaster or hazard focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the designated hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC via VTC

**V0022 Virtual Tabletop Exercise—Public Health Chemical Focus**

This Virtual Tabletop Exercise (VTTX) has a designated disaster or hazard focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the designated hazard (facilitated discussion on hazard and a tabletop exercise).

**Course Objectives:**

- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
  - Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC via VTC



### V0023 Virtual Tabletop Exercise—Public Health Pandemic Flu Focus

This Virtual Tabletop Exercise (VTTX) has a designated disaster or hazard focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the designated hazard (facilitated discussion on hazard and a tabletop exercise).

#### Course Objectives:

- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC via VTC

### V0024 Virtual Tabletop Exercise—Public Health Radiological Dispersal Device (RDD) Focus

This Virtual Tabletop Exercise (VTTX) has a designated disaster or hazard focus. Each VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess policies, plans, procedures, and resources for the designated hazard (facilitated discussion on hazard and a tabletop exercise).

#### Course Objectives:

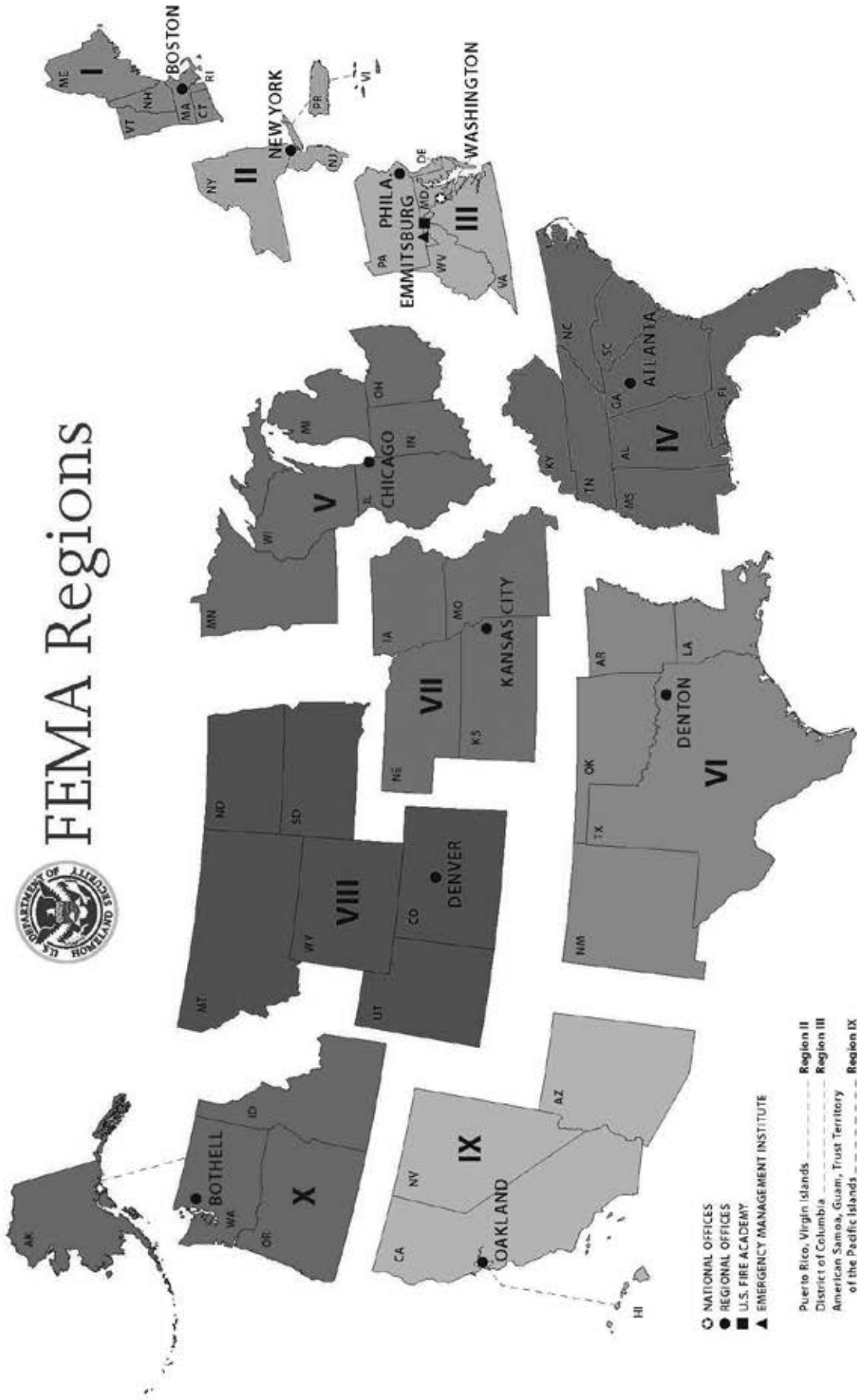
- Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.
- Enable participants to better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies.
- Allow participating locations to share real-time disaster related preparation, response, and recovery solutions with all participants.

**Program Area(s):** Integrated Emergency Management

**Delivery Location:** NETC via VTC



# FEMA Regions



# FEMA Regional Offices

There are 10 FEMA regional offices. Each office is headed by a Regional Administrator who reports to the FEMA Administrator and is responsible for FEMA programs in the Region. Regional Training Manager contact information is listed below.

## Address

## States Served

### Region I

Daisy Sweeney, Regional Training Manager  
99 High Street, 5<sup>th</sup> Floor  
Boston, Massachusetts 02110-2320  
(617) 832-4788 (Training Office)  
FSN: 551-9550  
Fax: (617) 956-7519 or 956-7538  
E-mail: [daisy.sweeney@fema.dhs.gov](mailto:daisy.sweeney@fema.dhs.gov)

Connecticut, Maine, Massachusetts, New Hampshire,  
Rhode Island, Vermont

### Region II

Edward Capps, Regional Training Manager  
26 Federal Plaza, Room 1307  
New York, New York 10278-0002  
(212) 680-3615  
(212) 225-7018 (Training Office)  
Fax: (212) 680-3608  
E-mail: [edward.capps@fema.dhs.gov](mailto:edward.capps@fema.dhs.gov)

New Jersey, New York, Puerto Rico, Virgin Islands

### Region III

Rhonda Booth, Regional Training Manager  
One Independence Mall Building  
615 Chestnut Street, 6<sup>th</sup> Floor  
Philadelphia, Pennsylvania 19106-4404  
(215) 931-5500  
(215) 931-5685 (Training Office)  
FSN: 553-5569  
Fax: (215) 931-5714  
E-mail: [rhonda.booth@fema.dhs.gov](mailto:rhonda.booth@fema.dhs.gov)

Delaware, District of Columbia, Maryland,  
Pennsylvania, Virginia, West Virginia

### Region IV

Gayle Alston, Regional Training Manager  
3003 Chamblee Tucker Road  
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(770) 220-5218 (Training Office)  
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Fax: (770) 220-5275  
E-mail: [gayle.alston@fema.dhs.gov](mailto:gayle.alston@fema.dhs.gov)

Alabama, Florida, Georgia, Kentucky, Mississippi,  
North Carolina, South Carolina, Tennessee

**Address****States Served****Region V**

Nancy Olson, Regional Training Manager  
 536 South Clark Street, 6<sup>th</sup> Floor  
 Chicago, Illinois 60605  
 (312) 408-5500  
 (312) 408-5376 (Training Office)  
 FSN: 555-5377  
 Fax: (312) 408-5222  
 E-mail: nancy.olson@fema.dhs.gov

Illinois, Indiana, Michigan, Minnesota, Ohio,  
 Wisconsin

**Region VI**

Angela Stapleton, Regional Training Manager  
 Federal Regional Center  
 800 North Loop 288  
 Denton, Texas 76209-3698  
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 (940) 898-5457 (Training Office)  
 FSN: 536-5399  
 Fax: (940) 898-5263  
 E-mail: angela.stapleton@fema.dhs.gov

Arkansas, Louisiana, New Mexico, Oklahoma, Texas

**Region VII**

Thomas Akins, Regional Training Manager  
 9221 Ward Parkway Building, Suite 300  
 Kansas City, Missouri 64114-3372  
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 (816) 283-7093 (Training Office)  
 FSN: 537-7093  
 Fax: (816) 283-7093  
 E-mail: thomas.akins@fema.dhs.gov

Iowa, Kansas, Missouri, Nebraska

**Region VIII**

Anne Griffin, Regional Training Manager  
 Denver Federal Center  
 Building 710, Box 25267  
 Denver, Colorado 80225-0267  
 (303) 235-4800  
 (303) 235-4929 (Training Office)  
 FSN: 538-4929  
 Fax: (303) 235-4857  
 E-mail: anne.griffin@fema.dhs.gov

Colorado, Montana, North Dakota, South Dakota,  
 Utah, Wyoming



**Address**

**States Served**

**Region IX**

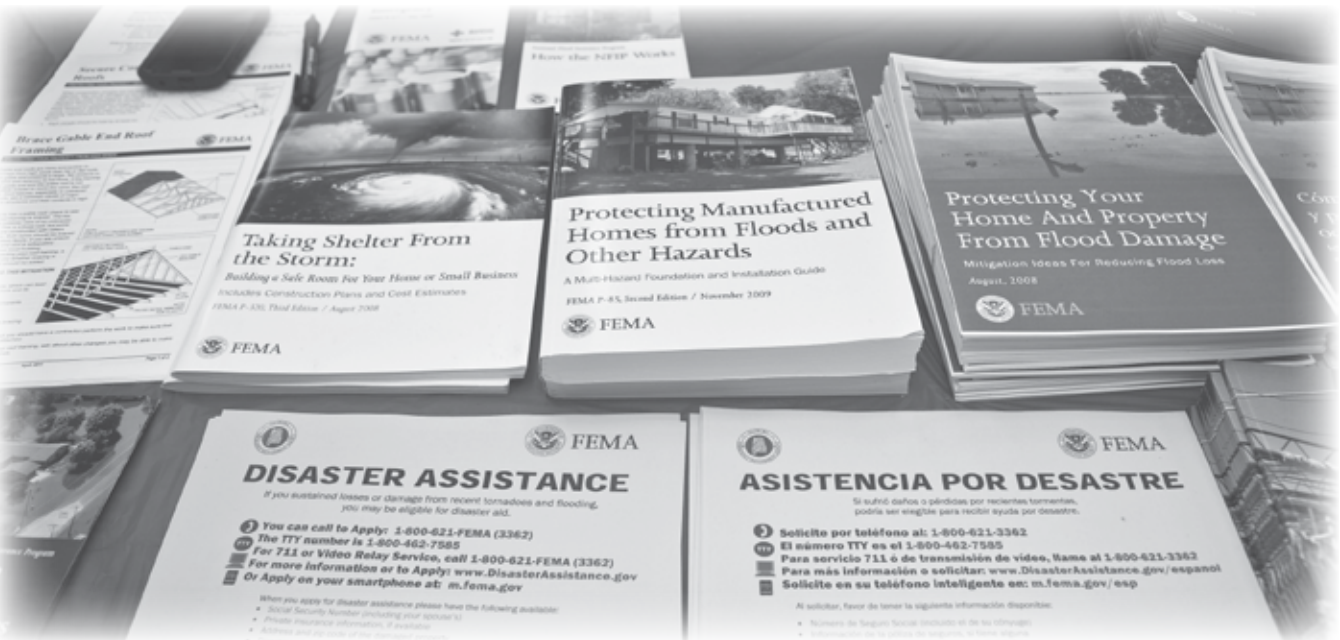
Tomas Kaselionis, Regional Training Manager  
 1111 Broadway, Suite 1200  
 Oakland, California 94607-4052  
 (510) 627-7100  
 (510) 627-7298 (Training Office)  
 FSN: 539-7298  
 Fax: (510) 627-7112 or 627-7117  
 E-mail: [tomas.kaselionis@fema.dhs.gov](mailto:tomas.kaselionis@fema.dhs.gov)

Arizona, California, Hawaii, Nevada, American Samoa, Guam, Commonwealth of the Northern Mariana Islands

**Region X**

Adina Pease, (Acting) Regional Training Manager  
 Federal Regional Center  
 130 228<sup>th</sup> Street SW  
 Bothell, Washington 98021-9796  
 (425) 487-4600  
 (425) 487-4662 (Training Office) or  
 (425) 487-4684  
 FSN: 530-4603  
 Fax: (425) 487-4777  
 E-mail: [adina.pease@fema.dhs.gov](mailto:adina.pease@fema.dhs.gov)

Alaska, Idaho, Oregon, Washington



**FEMA REGIONAL OFFICES**



## Scale

- What
- Why
- Why
- What

# State Training Offices

## REGION I

### Connecticut

State Training Officer  
Connecticut Department of Emergency  
Management and Homeland Security  
25 Sigourney Street, 6<sup>th</sup> Floor  
Hartford, Connecticut 06106  
(860) 706-5519  
Fax: (860) 706-5539  
[www.ct.gov/demhs](http://www.ct.gov/demhs)

### Maine

State Training Officer  
Maine Emergency Management Agency  
State House, Station 72  
Augusta, Maine 04333-0072  
(207) 624-4460  
Fax: (207) 287-3189  
[www.maine.gov/mema](http://www.maine.gov/mema)

### Massachusetts

State Training Officer  
Massachusetts Emergency Management Agency  
400 Worcester Road  
Framingham, Massachusetts 01702-5399  
(508) 820-1446  
Fax: (508) 820-2030  
[mass.gov/eopss/agencies/mema](http://mass.gov/eopss/agencies/mema)

### New Hampshire

State Training Officer  
New Hampshire Homeland Security and Emergency  
Management  
33 Hazen Drive  
Concord, New Hampshire 03305  
(603) 271-2661; (603) 271-2231  
Fax: (603) 271-1091  
[www.nh.gov/safety/divisions/hsem](http://www.nh.gov/safety/divisions/hsem)

### Rhode Island

State Training Officer  
Rhode Island Emergency Management Agency  
645 New London Avenue  
Cranston, Rhode Island 02920-3097  
(401) 462-7122  
Fax: (401) 944-1891  
[www.riema.ri.gov](http://www.riema.ri.gov)

### Vermont

State Training Officer  
Vermont Emergency Management Agency  
Waterbury State Complex  
103 South Main Street  
Waterbury, Vermont 05671-2101  
(802) 244-8721  
(800) 347-0488  
TTY: (888) 545-7598  
Fax: (802) 241-5349  
[vem.vermont.gov](http://vem.vermont.gov)

## REGION II

### New Jersey

State Training Officer  
New Jersey Office of Emergency Management  
P.O. Box 7068  
One River Road  
West Trenton, New Jersey 08628-0068  
(609) 584-5000 (ext. 5009)  
Fax: (609) 584-1528  
[www.state.nj.us/njoem](http://www.state.nj.us/njoem)

### New York

State Training Officer  
New York State Office of Emergency Management  
1220 Washington Avenue  
Building 22, Suite 101  
Albany, New York 12226-2251  
(518) 292-2351  
Fax: (518) 322-4987  
[www.dhses.ny.gov/oem](http://www.dhses.ny.gov/oem)

### Puerto Rico

State Training and Exercise Officer  
Puerto Rico Emergency Management Agency  
P.O. Box 9066597  
115 Eleanor Roosevelt Avenue  
San Juan, Puerto Rico 00906-6597  
(787) 724-0124

**Virgin Islands**

State Training Officer  
 Virgin Islands Territorial Emergency  
 Management Agency (VITEMA)  
 102 Estate Hermon Hill  
 St. Croix, U.S. Virgin Islands 00820  
 (340) 774-2244  
 Fax: (340) 774-1491  
[www.vitema.gov](http://www.vitema.gov)

**REGION III****Delaware**

State Training Officer  
 Delaware Emergency Management Agency  
 165 Brick Store Landing Road  
 Smyrna, Delaware 19977-9628  
 (302) 659-2233  
 Fax: (302) 659-6855  
[dema.delaware.gov](http://dema.delaware.gov)

**District of Columbia**

State Training Officer  
 DC Emergency Management Agency  
 2720 Martin Luther King, Jr., Avenue, SE  
 Washington, DC 20032  
 (202) 727-6161  
 (202) 673-2101 (ext. 1162)  
 Fax: (202) 673-2290  
[hsema.dc.gov](http://hsema.dc.gov)

**Maryland**

Lead Training Administrator  
 Maryland Emergency Management Agency  
 Camp Fretterd Military Reservation  
 5401 Rue Saint Lo Drive  
 Reisterstown, Maryland 21136-4541  
 (410) 517-3600; (410) 517-3609  
 (877) MEMA-USA  
 Fax: (410) 517-3610  
[www.mema.maryland.gov](http://www.mema.maryland.gov)

**Pennsylvania**

State Training and Exercise Officer  
 Pennsylvania Emergency Management Agency  
 2605 Interstate Drive  
 Harrisburg, Pennsylvania 17110-9364  
 (717) 651-2256  
 Fax: (717) 651-3105  
[www.pema.state.pa.us](http://www.pema.state.pa.us)

**Virginia**

State Training and Exercise Officer  
 Virginia Department of Emergency Management  
 10501 Trade Court  
 Richmond, Virginia 23236-3713  
 (804) 897-6500  
 Fax: (804) 897-6556  
[www.vaemergency.gov](http://www.vaemergency.gov)

**West Virginia**

State Training Officer  
 West Virginia Division of Homeland Security  
 and Emergency Management  
 Building 1, Room EB-80  
 1900 Kanawha Boulevard, East  
 Charleston, West Virginia 25305-0360  
 (304) 558-5380  
 Fax: (304) 344-4538  
[www.dhsem.wv.gov](http://www.dhsem.wv.gov)

**REGION IV****Alabama**

State Training Officer  
 Alabama Emergency Management Agency  
 5898 County Road 41  
 P.O. Drawer 2160  
 Clanton, Alabama 35046-2106  
 (205) 280-2246  
 Fax: (205) 280-2495  
[ema.alabama.gov](http://ema.alabama.gov)

**Florida**

State Training Officer  
 Florida Division of Emergency Management  
 2555 Shumard Oak Boulevard  
 Tallahassee, Florida 32399-2100  
 (850) 413-9899  
 Fax: (850) 488-0395  
[www.floridadisaster.org](http://www.floridadisaster.org)

**Georgia**

State Training Officer  
 Georgia Emergency Management Agency  
 1000 Indian Springs Drive  
 Forsyth, Georgia 31029  
 (478) 993-4621  
 Fax: (478) 993-4260  
[www.gema.state.ga.us](http://www.gema.state.ga.us)

**Kentucky**

Training and Exercise Section Supervisor  
 Kentucky Division of Emergency Management  
 100 Minuteman Parkway  
 Frankfort, Kentucky 40601  
 (502) 607-5733  
 Fax: (502) 607-5710  
[kyem.ky.gov](http://kyem.ky.gov)

**Mississippi**

State Training Officer  
 Mississippi Emergency Management Agency  
 P.O. Box 5644  
 1 MEMA Drive  
 Pearl, Mississippi 39288  
 (601) 933-6370  
 Fax: (601) 933-6800  
[www.msema.org](http://www.msema.org)

**North Carolina**

State Training Officer  
 North Carolina Division of Emergency Management  
 4713 Mail Service Center  
 Raleigh, North Carolina 27699-4713  
 (919) 733-3426  
 (919) 733-2500  
 Fax: (919) 733-6327  
[www.ncdps.gov](http://www.ncdps.gov)

**South Carolina**

Training and Exercise Manager  
 South Carolina Emergency Management  
 Division  
 2779 Fish Hatchery Road  
 West Columbia, South Carolina 29172  
 (803) 737-8648  
 Fax: (803) 737-8570  
[www.scemd.org](http://www.scemd.org)

**Tennessee**

State Training Officer  
 Tennessee Emergency Management Agency  
 3041 Sidco Drive  
 Nashville, Tennessee 37204-1502  
 (615) 741-3882  
 Fax: (615) 741-4173  
[www.tnema.org](http://www.tnema.org)

**REGION V****Illinois**

State Training Officer  
 Illinois Emergency Management Agency  
 2200 South Dirksen Parkway  
 Springfield, Illinois 62703  
 (217) 557-4791  
[www.state.il.us/iema](http://www.state.il.us/iema)

**Indiana**

State Training Officer  
 Indiana Department of Homeland Security  
 302 West Washington Street, Room E208  
 Indianapolis, Indiana 46204-2760  
 (317) 234-2539  
 Fax: (317) 234-0736  
[www.in.gov/dhs](http://www.in.gov/dhs)

**Michigan**

State Training Officer  
 Michigan State Police  
 Emergency Management and Homeland  
 Security Division  
 7426 Osborn  
 Lansing, Michigan 48913  
 (517) 636-0734  
 Fax: (517) 322-6442  
[www.michigan.gov](http://www.michigan.gov)

**Minnesota**

State Training Officer  
 Minnesota Homeland Security and Emergency  
 Management  
 444 Cedar Street, Suite 223  
 St. Paul, Minnesota 55101-6223  
 (651) 201-7441  
 Fax: (651) 296-0459  
[dps.mn.gov/divisions/hsem](http://dps.mn.gov/divisions/hsem)

**Ohio**

State Training Officer  
 Ohio Emergency Management Agency  
 2855 West Dublin-Granville Road  
 Columbus, Ohio 43235-2206  
 (614) 799-3824  
 Fax: (614) 799-3831  
[ema.ohio.gov](http://ema.ohio.gov)

**Wisconsin**

State Training Supervisor  
 Wisconsin Emergency Management  
 2400 Wright Street  
 Madison, Wisconsin 53707-7865  
 (608) 242-3213  
 Fax: (608) 242-3247  
[emergencymanagement.wi.gov](http://emergencymanagement.wi.gov)

**REGION VI****Arkansas**

Training and Exercise Branch Manager  
 Arkansas Department of Emergency Management  
 Building 9501 Camp Joseph T. Robinson  
 North Little Rock, Arkansas 72199-9600  
 (501) 683-6700  
 Fax: (501) 730-9754  
[www.adem.arkansas.gov/ADEM](http://www.adem.arkansas.gov/ADEM)

**Louisiana**

State Training Officer  
 Louisiana Office of Emergency Preparedness  
 7667 Independence Boulevard  
 Baton Rouge, Louisiana 70806-6404  
 (225) 925-1706  
 Fax: (225) 925-7501  
[gohsep.la.gov](http://gohsep.la.gov)

**New Mexico**

State Training Officer  
 New Mexico Department of Homeland Security  
 and Emergency Management  
 P.O. Box 27111  
 13 Bataan Boulevard  
 Santa Fe, New Mexico 87508  
 (505) 476-0632  
 Fax: (505) 471-5922  
[www.nmdhsem.org](http://www.nmdhsem.org)

**Oklahoma**

State Training Officer  
 Oklahoma Department of Emergency Management  
 2401 North Lincoln Boulevard, Suite C51  
 Oklahoma City, Oklahoma 73015  
 (405) 521-2481  
 Fax: (405) 521-4053  
[www.ok.gov/OEM](http://www.ok.gov/OEM)

**Texas**

State Training Officer  
 Governor's Division of Emergency Management  
 5805 North Lamar Boulevard  
 P.O. Box 4087  
 Austin, Texas 78773-0225  
 (512) 424-2195  
 Fax: (512) 424-5647  
[www.txdps.state.tx.us/dem](http://www.txdps.state.tx.us/dem)

**REGION VII****Iowa**

State Training Officer  
 Iowa Homeland Security and Emergency  
 Management Division  
 7105 NW 70<sup>th</sup> Avenue, Camp Dodge  
 Building W-4  
 Johnston, Iowa 50131  
 (515) 725-3231  
 Fax: (515) 281-3260  
[www.iowahomelandsecurity.org](http://www.iowahomelandsecurity.org)

**Kansas**

State Training Officer  
 Kansas Division of Emergency Management  
 2800 Southwest Topeka Boulevard  
 Topeka, Kansas 66611-1287  
 (785) 274-1413  
 Fax: (785) 274-1426  
[www.kansastag.gov/kdem](http://www.kansastag.gov/kdem)

**Missouri**

State Training Officer  
 Missouri Emergency Management Agency  
 P.O. Box 116  
 2302 Militia Drive  
 Jefferson City, Missouri 65102-0116  
 (573) 526-9120  
 Fax: (573) 526-9262  
[www.sema.dps.mo.gov](http://www.sema.dps.mo.gov)

**Nebraska**

State Training and Exercise Programs Manager  
 Nebraska Emergency Management Agency  
 1300 Military Road  
 Lincoln, Nebraska 68508-1090  
 (402) 471-7349  
 Fax: (402) 471-7433  
[www.nema.ne.gov](http://www.nema.ne.gov)

**REGION VIII****Colorado**

State Training Officer  
 Colorado Division of Emergency Management  
 9195 East Mineral Avenue, Suite 200  
 Centennial, Colorado 80112-3549  
 (720) 852-6617  
 Fax: (720) 852-6750  
[www.dhsem.state.co.us](http://www.dhsem.state.co.us)

**Montana**

State Training and Exercise Coordinator  
 Montana Disaster and Emergency Services Division  
 P.O. Box 4789  
 1956 Mt. Majo Street  
 Fort Harrison, Montana 59636-4789  
 (406) 841-3968; (406) 841-3911  
 Fax: (406) 841-3965  
[montanadma.org/disaster-and-emergency-services](http://montanadma.org/disaster-and-emergency-services)

**North Dakota**

Training and Exercise Officer  
 North Dakota Department of Emergency Services  
 P.O. Box 5511  
 Fraine Barracks Lane, Building 35  
 Bismarck, North Dakota 58506-5511  
 (701) 328-8100  
 Fax: (701) 328-8181  
[www.nd.gov/des](http://www.nd.gov/des)

**South Dakota**

State Training and Exercise Coordinator  
 South Dakota Office of Emergency Management  
 118 West Capitol Avenue  
 Pierre, South Dakota 57501-5070  
 (605) 773-3231  
 Fax: (605) 773-3580  
[dps.sd.gov/emergency\\_services](http://dps.sd.gov/emergency_services)

**Utah**

State Training Officer  
 Utah Division of Emergency Services and  
 Homeland Security  
 Room 1110, State Office Building  
 Salt Lake City, Utah 84114-1710  
 (801) 538-3400; (801) 538-3758  
 Fax: (801) 538-3770  
[publicsafety.utah.gov/emergencymanagement](http://publicsafety.utah.gov/emergencymanagement)

**Wyoming**

State Training Officer  
 Wyoming Office of Homeland Security/  
 Emergency Management  
 1556 Riverbend Drive  
 Douglas, Wyoming 82633  
 (307) 358-1920  
 Fax: (307) 638-7670  
[wyohomelandsecurity.state.wy.us](http://wyohomelandsecurity.state.wy.us)

**REGION IX****Arizona**

State Training Officer  
 Arizona Division of Emergency Management  
 5636 East McDowell Road  
 Phoenix, Arizona 85008  
 (602) 464-6262  
 Fax: (602) 464-6206  
[www.azdema.gov](http://www.azdema.gov)

**California**

State Training Officer  
 California Emergency Management Agency  
 9800 Goethe Road  
 Box 46  
 Sacramento, California 95827  
 (916) 324-9128  
 Fax: (916) 324-5929  
[www.oes.ca.gov](http://www.oes.ca.gov)

**Hawaii**

State Training Officer  
 Hawaii State Civil Defense  
 3949 Diamond Head Road  
 Honolulu, Hawaii 96816-4495  
 (808) 733-4300; (808) 733-4301  
 Fax: (808) 733-4287  
[www.scd.hawaii.gov](http://www.scd.hawaii.gov)

**Nevada**

State Training Officer  
 Nevada Department of Public Safety  
 Division of Emergency Management  
 2478 Fairview Drive  
 Carson City, Nevada 89701  
 (775) 687-0320  
 Fax: (775) 687-0323  
[dem.state.nv.us](http://dem.state.nv.us)

**American Samoa**

Director  
Territorial Emergency Management Coordinating  
Office (TEMCO)  
American Samoa Government  
P.O. Box 4567  
Pago Pago, American Samoa 96799  
(684) 699-6481  
Fax: (684) 699-6414

**Guam**

Training and Exercise Program Manager  
Guam Homeland Security  
Office of Civil Defense  
221-B Chalan Palasyo Street  
Agana Heights, Guam 96910  
(671) 475-9600  
Fax: (671) 475-3727  
guamhs.org

**Northern Mariana Islands (MP)**

Director  
Emergency Management Office  
Commonwealth of the Northern Mariana Islands  
P.O. Box 10007  
Saipan, Mariana Islands 96950  
(670) 322-8001  
Fax: (670) 322-7743  
www.cnmihomelandsecurity.gov

**Republic of the Marshall Islands (MH)**

Director  
National Disaster Management Office  
Office of the Chief Secretary  
P.O. Box 15  
Majuro, MH 96960-0015  
(692) 625-3234  
Fax: (692) 625-6896

**Federated States of Micronesia (FM)**

National Disaster Control Officer  
Federated States of Micronesia  
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Kolonja, Pohnpei-Micronesia 96941  
(691) 320-8815  
Fax: (691) 320-2785

**REGION X****Alaska**

State Training Officer  
Alaska Division of Homeland Security and  
Emergency Management  
P.O. Box 5750  
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Fort Richardson, Alaska 99505-5750  
(907) 428-7021  
Fax: (907) 428-7009  
www.ak-prepared.com

**Idaho**

State Training Officer  
Idaho Bureau of Homeland Security  
4040 West Guard Street, Building #600  
Boise, Idaho 83705-5004  
(208) 422-3095  
Fax: (208) 422-3044  
www.bhs.idaho.gov

**Oregon**

State Training and Exercise Officer  
Oregon Emergency Management Division  
3225 State Street  
PO Box 14370  
Salem, Oregon 97309-5062  
(503) 378-2911  
Fax: (503) 373-7833  
www.oregon.gov/OMD/OEM

**Washington**

State Training Officer  
Washington State Emergency Management  
Division  
Building 20, Mailstop TA-20  
Camp Murray, Washington 98430-5122  
(253) 512-7049  
Fax: (253) 512-7206  
www.emd.wa.gov



# Index of Courses and Mission Areas

**O**n March 30, 2011, the President issued Presidential Policy Directive-8 (PPD-8). PPD-8 is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the Nation, including acts of terrorism, cyber attacks, pandemics, and catastrophic natural disasters. PPD-8 directed the Secretary of Homeland Security to develop the National Preparedness Goal in coordination with the heads of other appropriate Federal departments and agencies and in consultation with state, local, tribal, and territorial governments, the private and non-private sectors, and the public.

The National Preparedness Goal was published in September 2011. It establishes a capabilities-based approach to Preparedness. Simply put, a capability provides the means to accomplish a mission. The Goal addresses Preparedness for all Homeland Security Mission Areas: Mitigation, Prevention, Protection, Response, and Recovery.

**Prevention:** Actions to avoid, prevent, or stop a threatened or actual act of terrorism. Prevention capabilities include, but are not limited to, information-sharing and warning; domestic counterterrorism; and preventing the acquisition or use of Weapons of Mass Destruction (WMD).

**Protection:** Actions to secure the homeland against acts of terrorism and man-made or natural disasters. Protection capabilities include, but are not limited to, defense against WMD threats; defense of agriculture and food; critical infrastructure protection; protection of key leadership and events; border security; maritime security; transportation security; and cyber security.

**Mitigation:** Actions to reduce loss of life and property by lessening the impact of disasters. Mitigation capabilities include, but are not limited to, community-wide risk-reduction projects; efforts to improve the resilience of critical infrastructure and key resource lifelines; risk reduction for specific vulnerabilities from natural hazards or acts of terrorism; and initiatives to reduce future risks after a disaster has occurred.

**Response:** Actions to save lives, protect property, and the environment, and to meet basic human needs after an incident has occurred.

**Recovery:** Actions to assist communities affected by an incident to recover effectively. Recovery capabilities include, but are not limited to, rebuilding infrastructure systems; providing adequate interim and long-term housing for survivors; restoring health, social, and community services; promoting economic development; and restoring natural and cultural resources.

The following table matches EMI’s courses with the Mission Areas developed to support the National Preparedness Goal.

Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
B0598	FEMA Incident Workforce Academy—Specialist Series	X	X	X	X	X	PFT, TFT, CORE, IM-CORE, Reservist
E0101	Foundations of Emergency Management	X	X	X	X	X	Newly appointed Emergency Managers from Federal, state, local, tribal, and territorial Emergency Management agencies and prospective professionals transferring from another discipline to Emergency Management
E0102	Science of Disaster	X	X	X	X	X	Newly appointed Emergency Managers from Federal, state, local, tribal, and territorial Emergency Management agencies and prospective professionals transferring from another discipline to Emergency Management
E0103	Planning: Emergency Operations	X	X	X	X	X	Newly appointed Emergency Managers from Federal, state, local, tribal, and territorial Emergency Management agencies and prospective professionals transferring from another discipline to Emergency Management
E0104	Exercise Design	X	X	X	X	X	Newly appointed Emergency Managers from Federal, state, local, tribal, and territorial Emergency Management agencies and prospective professionals transferring from another discipline to Emergency Management
E0105	Public Information and Warning	X	X	X	X	X	Newly appointed Emergency Managers from Federal, state, local, tribal, and territorial Emergency Management agencies and prospective professionals transferring from another discipline to Emergency Management
E0106	Joint Field Office Finance and Administration Section Chief				X	X	FEMA Joint Field Office Comptroller, Emergency Management
E0110	Foundations Course Train-the-Trainer	X	X	X	X	X	Participants enrolled in the Basic Academy who have completed the <i>Foundations of Emergency Management</i> course and are interested in sharing that experience with others
E0111	Train-the-Trainer for E0103–E0105	X		X	X	X	Newly appointed Emergency Managers
E0113	Joint Field Office Procurement Specialist				X	X	FEMA Joint Field Office Procurement Staff, Emergency Management
E0122	Emergency Management Accreditation Program	X	X	X	X	X	Emergency management personnel from state, tribal, territorial, county, and city Emergency Management programs
E0131	Exercise Evaluation and Improvement Planning	X	X	X	X	X	Emergency Management, Emergency Medical Services, Health Care, Public Health, Public Works
E0132	Discussion-Based Exercise Design and Evaluation	X	X	X	X	X	Emergency Management Exercise Staff
E0133	Operations-Based Exercise Design and Evaluation	X	X	X	X	X	Public Health, Environmental Health, Health Care Providers, Pre-Hospital Emergency Medical Services, Emergency Management, Volunteer Organizations Active in Disaster, Public Information Officer, Fire, Public Works, Private Industry
E0136	Master Exercise Practitioner Capstone Course	X	X	X	X	X	Emergency Management, Emergency Medical Services, Fire, Government Administrative, Health Care, Information Technology, Law Enforcement, Public Health, Public Safety Communications, Public Works, Transportation
E0141	Instructional Presentation and Evaluation Skills	X	X	X	X	X	Subject Matter Experts who have been given the responsibility to provide instruction
E0143	Advanced Situational Awareness and Common Operating Picture	X	X	X	X	X	Emergency management professionals (all disciplines) with Situational Awareness and Common Operating Picture responsibility
E0157	Hazard Mitigation Community Education and Outreach Specialist Qualifying Course			X			Hazard Mitigation Community Education and Outreach Specialists
E0158	Hazard Mitigation Community Planner Specialist Qualifying Course			X			FEMA HM Community and Education Outreach (CEO) trainees, Primary. Secondary audience includes FEMA HM CEO Specialist experts and HM CEO Crew Leaders
E0160	Hazard Mitigation Community Education and Outreach in Disaster Operations			X			New HM CEO Staff, HM CEO Specialist Experts, and Crew Leaders

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Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
E0161	Hazard Mitigation Community Planning in Disaster Operations			X			New HM Community Planner Specialists, HM Planning Specialist Experts, and HM Planning Supervisors
E0162	Hazard Mitigation Floodplain Management in Disaster Operations			X			New HM Floodplain Management Staff, HM Floodplain Management Specialist Experts, and Supervisors
E0163	Hazard Mitigation Grants in Disaster Operations			X			HM Grants Specialists, HM Grants Crew Leaders who have not previously participated in this training
E0164	Hazard Mitigation Hazard and Performance Analysis in Disaster Operations			X			New HM Hazards and Performance Analysis (HPA) Staff, Specialist Experts, and Crew Leaders
E0165	Hazard Mitigation Insurance in Disaster Operations			X			New HM Insurance Specialists, HM Insurance Specialist Experts, and HM Insurance Crew Leaders
E0166	Hazard Mitigation: Preliminary Damage Assessment Specialist Qualifying Course			X			FEMA HM Preliminary Damage Assessment Trainees
E0167	Core Principles for Hazard Mitigation Hazard Performance Analysis Specialists			X			FEMA HM Hazards and Performance Analysis Trainees
E0170	Hazus Multi-Hazard for Hurricane			X	X	X	State and local Emergency Managers, GIS Specialists, state and local planners, and regional personnel
E0172	Hazus Multi-Hazard for Flood			X	X	X	State and local Emergency Managers, GIS Specialists, state and local planners, and regional personnel
E0174	Hazus Multi-Hazard for Earthquake			X	X	X	State and local Emergency Managers, GIS Specialists, state and local planners, and regional personnel
E0176	Hazus Multi-Hazard for Floodplain Managers			X	X	X	State and local Emergency Managers, GIS Specialists, state and local planners, regional personnel, and state and local Floodplain Managers
E0179	Application of Hazus Multi-Hazard for Disaster Operations			X	X	X	FEMA Mitigation staff, state Building Science Officials, GIS Professionals
E0180	Core Principles for Hazard Mitigation Insurance Specialists			X			FEMA Disaster Workforce employees who will serve as HM Insurance Specialists during a disaster
E0181	Hazard Mitigation Community Education and Outreach Specialist in the Disaster Recovery Center: Flood			X			FEMA employees recently hired as HM CEO Specialists, or FEMA employees who have been assigned to fulfill HM CEO responsibilities in a disaster
E0182	Hazard Mitigation Community Education and Outreach Specialist in the Disaster Recovery Center: Hurricane			X			FEMA employees recently hired as HM CEO Specialists, or FEMA employees who have been assigned to fulfill HM CEO responsibilities in a disaster
E0183	Hazard Mitigation Community Education and Outreach Specialist in the Disaster Recovery Center: Tornado			X			FEMA employees recently hired as HM CEO Specialists, or FEMA employees who have been assigned to fulfill HM CEO responsibilities in a disaster
E0184	Hazard Mitigation Community Education and Outreach Specialist in the Disaster Recovery Center: Earthquake			X			FEMA employees recently hired as HM CEO Specialists, or FEMA employees who have been assigned to fulfill HM CEO responsibilities in a disaster
E0185	Hazard Mitigation Community Education and Outreach Specialist in the Disaster Recovery Center: Wildfire			X			FEMA employees recently hired as HM CEO Specialists, or FEMA employees who have been assigned to fulfill HM CEO responsibilities in a disaster
E0190	ArcGIS for Emergency Managers			X	X	X	State and local Emergency Managers, state and local GIS, regional, other Federal agencies, and state and local planners
E0194	Advanced Floodplain Management Concepts			X			Floodplain Managers
E0197	Integrating Access and Functional Needs into Emergency Planning			X	X	X	Emergency Services personnel, Non-Governmental Organization, and Volunteer Organizations Active in Disaster, Disability groups/organizations
E0201	Debris Technical Specialist					X	FEMA PA Group Supervisors, PA Task Force Leader, PAC Crew Leader, PA Project Specialist, and PA Technical Specialist

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Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
E0202	Debris Management Planning for State, Tribal, and Local Officials	X				X	State, local, and tribal staff
E0203	Hazard Mitigation Functional Group Supervisors in Disaster Operations			X			FEMA staff involved in Mitigation Grant Processes
E0206	Hazard Mitigation Disaster Operations Train-the-Trainer			X			FEMA staff instructing in Disaster Operations
E0207	Introduction to Hazard Mitigation Field Operations			X			FEMA employees recently assigned to HM disaster operations positions, state employees recently assigned to disaster operations positions in the HM component of their organization
E0208	State Coordinating Officer	X	X	X	X	X	State Emergency Management Directors/Deputy Directors, Governor's Authorized Representative
E0212	Unified Hazard Mitigation Assistance: Developing Quality Application Elements			X			State or FEMA staff involved in Mitigation Grants
E0213	Unified Hazard Mitigation Assistance: Application Review and Evaluation			X			State or FEMA staff involved in Mitigation Grants
E0214	Unified Hazard Mitigation Assistance: Project Implementation and Closeout			X			State or FEMA staff involved in Mitigation Grants
E0215	Unified Hazard Mitigation Assistance: Developing Quality Application Elements Train-the-Trainer			X			FEMA staff
E0216	Unified Hazard Mitigation Assistance: Application Review and Evaluation Train-the-Trainer			X			FEMA staff
E0217	Equal Rights Advisor Update				X	X	Current FEMA Equal Rights Officers
E0229	FEMA Documentation Unit			X	X	X	FEMA employees with open PTBs for Documentation Specialist, Reports Specialist, or Documentation Unit Leader
E0236	National Training and Exercise Symposium Roundtable	X	X	X	X	X	State Emergency Management Training Officers, State Emergency Management Exercise Officers, State Administrative Agency Representatives, Tribal Training and Exercise Officers
E0237	National Training and Exercise Symposium	X	X	X	X	X	FEMA RTMs, State Emergency Management Training Officers, State Emergency Management Exercise Officers, State Administrative Agency Representatives, Tribal Training and Exercise Officers
E0239	406 Hazard Mitigation					X	FEMA PA Group Supervisors, PA Task Force Leader, PAC Crew Leader, PA Project Specialist, PA Technical Specialist, and state/tribal PA staff
E0241	Cooperating Technical Partners: Special Topics			X			Federal, state/local CTP members
E0247	Executive Orders 11988 and 11990: Floodplain Management and Wetlands Protection Train-the-Trainer			X			EHP Cadre Members who have approval from Headquarters and/or FEMA Regional Environmental Officers
E0248	Environmental and Historic Preservation Management Information System			X			EHP Cadre Members who have approval from Headquarters and/or FEMA Regional Environmental Officers
E0249	Planning and Products Basic	X	X	X	X	X	FEMA External Affairs Specialists with position titles in the Joint Information Center and Planning and Products EXCEPT External Affairs Resource Support Specialist, Videography Specialist, Photography Specialist, any position not in JIC/P&P components
E0252	Environmental and Historic Preservation Cadre Training			X			EHP Cadre Members including EHP Advisors, Team Leads, and EHP Specialists
E0253	Introduction to Environmental and Historic Preservation Compliance			X			Program Managers and staff, EHP Specialists, state Emergency Management Program staff, FEMA's Technical Assistance Contractors, and any others who require a basic knowledge of FEMA's EHP compliance process

Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
E0255	Environmental and Historic Preservation System (eGrants) Train-the-Trainer			X			EHP Cadre Members who serve as trainers in the field
E0257	State Director Training Course		X	X	X	X	State Emergency Management Directors/Deputy Directors
E0260	Dam Security and Protection Technical Seminar		X		X		Dam owners, professional staff of Dam Safety Programs, Dam Security Programs, and Emergency Managers at the Federal, state, local, tribal, and territorial levels, as well as Dam Safety, Dam Security, and Incident Management personnel from the private sector
E0261	Consequences of Dam Failure			X			Dam owners, professional staff of Dam Safety Programs, Dam Security Programs, and Emergency Managers at the Federal, state, local, tribal, and territorial levels, as well as Dam Safety, Dam Security, and Incident Management personnel from the private sector
E0262	Instructional Delivery for Subject Matter Experts	X	X				Federal, state, tribal, and local staff designated to train in various EM subject areas
E0265	Advanced Methods of FEMA's Historic Preservation Program			X			EHP Cadre Members, Historical Preservation Specialists, FEMA TACs, state/tribal representatives
E0272	Managing the Floodplain Post-Disaster			X			EM and Government Administrative
E0273	Managing Floodplain Development through the National Flood Insurance Program	X	X	X			Floodplain Managers
E0274	National Dam Safety Program Technical Seminar			X			Professional staff of Dam Safety Programs and private sector
E0276	Benefit-Cost Analysis: Entry-Level			X		X	Federal, state, tribal Hazard Mitigation staff applicants/grantees; subapplicants/subgrantees; personnel who are involved in the grant application development process
E0278	National Flood Insurance Program/Community Rating System			X			Floodplain Managers
E0279	Retrofitting Flood-Prone Residential Buildings			X			Engineers, Architects, Floodplain Managers, Building Code Officials, Hazard Mitigation, Planning, Zoning, Public Works, and other building officials with building science knowledge
E0282	Advanced Floodplain Management Concepts II	X	X	X			Federal, state, tribal, and local Floodplain Managers
E0283	Disaster Field Training Operations Orientation				X	X	DFTO Cadre Member Training Specialists, Training FQS Specialist, Training Support Specialist
E0284	Advanced Floodplain Management Concepts III			X			Floodplain Managers
E0285	Providing Post-Disaster Substantial Damage Technical Assistance to Communities			X			FEMA Disaster Reservists, Cadre of On-Call Response/Recovery Employees (COREs), and FEMA Permanent Full-Time Employees (PFTs) whose work assignments require SDE knowledge
E0287	Voluntary Agency Liaison: Functions and Methods	X		X	X	X	FEMA Voluntary Agency Liaison Specialist and Voluntary Organization Representatives
E0288	Local Volunteer and Donations Management	X			X	X	Emergency Managers and representatives of Voluntary Organizations
E0289	State Volunteer and Donations Management	X		X	X	X	State and Federal Donations Managers, Voluntary Organizations
E0291	Community Dam Safety, Preparedness and Mitigation			X	X		Emergency planners, managers, responders, service. Providers, floodplain managers, local officials, dam safety/code officials, mitigation staff, land use/transportation planners, community leaders, Federal/state/private dam owners/operators/regulators
E0294	Managing Training in Disaster Operations				X	X	FEMA employees attached to the DFTO
E0296	Application of Hazus Multi-Hazard for Risk Assessment			X	X	X	FEMA Regional staff, state and local Emergency Management Planners
E0300	ICS-300: Intermediate Incident Command System for Expanding Incidents				X	X	Individuals who may assume a supervisory role in a Type 3 or higher incident

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Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
E0302	Division Supervisor			X	X	X	FEMA DIVS Trainee or Candidate. Other positions may attend with permission from the Operations Cadre Management
E0312	Fundamentals of Building Science			X			FEMA Disaster Reservists, Cadre of On-Call Response/Recovery Employees (COREs), and FEMA Permanent Full-Time Employees (PFTs) whose work assignments require disaster-resistant building science knowledge
E0313	Basic Hazus Multi-Hazard			X	X	X	State and local Emergency Managers, GIS Specialists, state and local planners, regional personnel responsible for mitigation and response activities, and other Federal agencies
E0317	Comprehensive Data Management for Hazus Multi-Hazard			X	X	X	State and local Emergency Managers, GIS Specialists, state and local planners, regional personnel responsible for mitigation and response activities, and other Federal agencies
E0321	Management of Individual Assistance				X	X	FEMA IA staff including IA Branch Directors and IA Group Supervisors, as well as Operations Section Chiefs and FCOs
E0337	Posting Integrated Financial Management Information System Transactions			X	X	X	FEMA staff
E0348	Orientation to Mission Assignments for FEMA Staff and Interagency Partners				X	X	FEMA staff, OFA staff, state Emergency Management staff
E0349	Mission Assignment Processing				X	X	Mission Assignment (MA) Specialist, MA Managers, Operations Section Chief-Type III
E0352	Crisis Counseling Assistance and Training Program Training State Trainers				X	X	State and territory Mental Health Coordinators, individuals with crisis counseling and training experience identified to conduct CCP training
E0354	Crisis Counseling Program (Grants Training) for State Mental Health Authorities				X	X	State Mental Health personnel
E0357	State Individual Assistance Operations				X	X	State IA officers
E0359	Individual Assistance Other Needs Assistance Specialist				X	X	FEMA IA ONA Specialists and trainees, Human Services Manager, and State ONA (Joint Option States only)
E0361	Multi-Hazard Emergency Planning for Schools	X	X	X	X	X	Primary target audience for this course includes school administrators and local first responders interested in comprehensive planning for grades K–12
E0362	Train-the-Trainer for G0364, Multi-Hazard Emergency Planning for Schools	X	X	X	X	X	Education, Police, Fire, Emergency Management, Public Health, Emergency Medical Services
E0364	Multi-Hazard Emergency Planning for Schools	X		X	X	X	K–12 Educators, Police, Fire, Public Health, Emergency Management
E0366	Planning for the Needs of Children in Disasters			X			State and local Emergency Managers, planners, child services agencies, Non-Governmental Organizations, childcare providers, schools, and Faith-Based Organizations
E0368	Congressional Affairs Basic	X	X	X	X	X	FEMA Disaster Reservists who are in the Congressional Affairs Cadre
E0374	Public Assistance Group Supervisor					X	FEMA PA staff
E0376	State Public Assistance Operations					X	Grantee and Subgrantee Public Assistance Program and Grant Administration staff
E0380	Public Assistance Task Force Leader					X	FEMA PA staff
E0381	Project Specialist					X	FEMA PA Project Specialists
E0382	Public Assistance Coordinator Crew Leader					X	FEMA PA staff performing duties of PAC Crew Leader
E0386	Residential Coastal Construction			X			Engineers, Architects, Floodplain Managers, Building Code Officials, Hazard Mitigation, Planning, Zoning, Public Works, and other building officials with building science knowledge
E0388	Advanced Public Information Officers Course	X	X	X	X	X	PIO, LE, Fire, EMS, PW, PH, EM

Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
E0390	Integrating Emergency Management Education into Your Institution	X	X	X	X	X	Minority Colleges and Universities Department Chairs of Emergency Management-related disciplines
E0392	Emergency Management Higher Education Symposium	X	X	X	X	X	College and University Faculty and Administrators
E0400	Advanced Incident Command System for Command and General Staff—Complex Incidents				X	X	ICS Command and General Staff personnel
E0410	Mass Care/Emergency Assistance Task Force Leaders				X	X	FEMA Mass Care Task Force Leaders
E0411	Mass Care/Emergency Assistance Support for Field Operations				X	X	FEMA Mass Care Specialists
E0415	Mass Care Group Supervisors				X	X	FEMA Mass Care Group Supervisors
E0416	Individual Assistance Housing Group Supervisor				X	X	Housing Group Supervisor candidates
E0417	Mass Care/Emergency Assistance Shelter Field Guide Training				X	X	Mass Care professionals
E0427	Community Emergency Response Team Program Manager			X			Professionals and volunteers who are either already CERT Program Managers or interested in being one
E0428	Community Emergency Response Team Train-the-Trainer			X			Current or future Course Managers for CERT Basic Training course
E0431	Understanding the Emergency Management Assistance Compact		X		X	X	State Emergency Management officials
E0449	Incident Command System Curricula Train-the-Trainer				X	X	Instructors who will deliver ICS curricula courses
E0451	Leadership I: Overview of Leadership in Emergency Management	X	X	X	X	X	Directors or Deputy Emergency Managers from the Whole Community of practice
E0452	Leadership II: Application of Personal Leadership in Emergency Management	X	X	X	X	X	Directors or Deputy Emergency Managers from the Whole Community of practice
E0453	Leadership III: Leadership in the Emergency Management Organization	X	X	X	X	X	Directors or Deputy Emergency Managers from the Whole Community of practice
E0454	Leadership IV: Emergency Management Leadership in the Community and Profession	X	X	X	X	X	Directors or Deputy Emergency Managers from the Whole Community of practice
E0478	Public Assistance Grants Administration for Grantees					X	State/tribal/local Public Assistance staff
E0480	Public Assistance Cost Estimating Format					X	FEMA PA staff
E0489	Management of Spontaneous Volunteers in Disasters				X	X	Emergency Managers and Voluntary Organizations responsible for the management of spontaneous volunteers
E0491	Direct Housing Management				X	X	Direct Housing Management personnel
E0492	Direct Housing Specialist				X	X	FEMA personnel performing DH Specialist tasks
E0493	Direct Housing Support Specialist				X	X	FEMA employees with FQS title, HR Specialist or HR Specialist trainee, FEMA personnel performing DH Support Specialist tasks
E0495	Introduction to the World of the Voluntary Agency Liaison				X	X	Applicant Services Program Specialists with an open task book for the IA VAL Specialist position and for VAL trainees
E0496	FEMA Volunteer and Donations Management				X	X	FEMA, Federal Agency, State, and volunteer agency staff
E0537	Strategic Problem-Solving for the Workplace	X	X	X	X	X	FEMA employees

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Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
E0547	Continuity Exercise Design			X	X	X	Continuity Managers and Planners, Exercise or Training Managers and Planners, Information Technology (IT) Managers, Security Managers, Emergency Managers
E0548	Continuity of Operations Planning Program Manager Train-the-Trainer Course		X		X	X	Federal, state, local, territorial, and tribal government employees responsible for managing a Continuity of Operations Program
E0549	Reconstitution Planning Workshop		X		X	X	Federal, state, local, territorial, and tribal government employees responsible for Continuity of Operations and Reconstitution Planning
E0550	Continuity of Operations Planning		X		X	X	Federal, state, local, territorial, and tribal government employees responsible for managing a Continuity of Operations Program
E0551	Devolution Planning Workshop Train-the-Trainer		X		X	X	Federal, state, local, territorial, and tribal government employees responsible for Continuity of Operations Program and planning
E0553	Resilient Accord Cyber Security Planning Workshop		X		X	X	Federal, state, local, territorial, and tribal government employees responsible for managing a Continuity of Operations Program
E0554	Determined Accord Workshop		X		X	X	Federal, state, local, territorial, and tribal government employees responsible for Continuity of Operations Programs
E0556	Guardian Accord TerrorismBased Planning Workshop		X		X	X	Federal, state, local, territorial, and tribal government employees responsible for Continuity of Operations Programs
E0557	Mission Essential Functions Workshop (Continuity Guidance)		X		X	X	Federal, state, local, territorial, and tribal government employees responsible for Continuity of Operations Programs
E0563	Basic Management in Disaster Operations—Preparing the First-Line Supervisor				X	X	Reservists are the primary audience for this course; however, other FEMA employees who may be assigned the first-line supervisor position in the disaster operations environment may also take this course.
E0564	Managing in Disaster Operations—Preparing the Middle Manager				X	X	They may be FEMA PFTs, Reservists, or CORE employees. FQS job titles include, but are not limited to: Unit Leader, Group Supervisor, Task Force Leader, Branch Director Type II
E0565	Managing in Disaster Operations—Preparing Command and General Staff				X	X	The target audience for this course includes all FEMA employees who are assigned to an FQS position in Incident Management as a Section Chief Type I/II, Branch Chief Type I/II, Officer Type I/II, Chief of Staff Type I/II, or FCO Type I/II
E0580	Emergency Management Framework for Tribal Governments	X	X	X	X	X	Fire, LE, EMS, PW, PH, EM, Government Officials, PIO, Animal Care/Control, Mass Care providers, educators, Resource Managers, Financial Officers, VOAD
E0581	Emergency Operations for Tribal Governments			X	X	X	Fire, LE, EMS, PW, PH, EM, Government Officials, PIO, Animal Care/Control, Mass Care providers, educators, Resource Managers, Financial Officers, VOAD
E0582	Mitigation for Tribal Governments			X		X	EM, PW, Government Officials, Planning staff, Grant Administration staff
E0590	Human Resources Basic Course	X	X	X	X	X	HR Deployment Specialists, HR Recruiting and Hiring Specialists, and HR Time and Attendance Specialists
E0591	Human Resources Intermediate Course	X	X	X	X	X	FEMA employees with the FQS title Human Resources Manager or HR Resources Manager trainee
E0592	Human Resources Advanced Course	X	X	X	X	X	FEMA employees with the FQS title HR Unit Leader or HR Unit Leader trainee
E0597	FEMA Incident Workforce Academy—FEMA Incident Workforce Cadre Management	X	X	X	X	X	Primary course participants are the Cadre Coordinators and their support teams as required and Incident Workforce Management Division Liaisons
E0599	Introduction to FEMA Information Technology			X	X	X	FEMA IT staff
E0610	Introduction to Instructional Design Methods	X	X	X	X	X	Persons assigned to Instructional Design and Curriculum Development positions or duties
E0611	Instructing and Facilitating in the Classroom and Online	X	X	X	X	X	Persons assigned to Instructor positions or duties
E0612	Managing Courses and Classrooms	X	X	X	X	X	Persons assigned to Instructor positions or duties
E0614	Analysis and Design of Training	X	X	X	X	X	Persons assigned to Instructional Design and Curriculum Development positions or duties

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Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
E0615	Development and Evaluation of Training	X	X	X	X	X	Persons assigned to Instructional Design and Curriculum Development positions or duties
E0616	Training Program Management	X	X	X	X	X	Persons assigned to Training Management positions or duties
E0617	Training Project Management	X	X	X	X	X	Persons assigned to Training Management positions or duties
E0618	Strategic Issues in Training Management	X	X	X	X	X	Persons assigned to Training Management positions or duties
E0619	Fraud Awareness and Prevention Train-the-Trainer	X	X	X	X	X	Regional Security Officers and Senior Security Managers
E0662	Single Point Order Tracking				X	X	FEMA staff who manage and track resources for disasters
E0680	Emergency Management—A Leadership Challenge	X	X	X	X	X	Emergency Management and Senior Leadership and Executives
E0682	Emergency Management in the 21 <sup>st</sup> Century	X	X	X	X	X	Emergency Management and Senior Leadership and Executives
E0684	Integrating Science into Emergency Management Policies and Decisions	X	X	X	X	X	Emergency Management and Senior Leadership and Executives
E0686	Exercising Emergency Management Executive Policy and Decision-Making	X	X	X	X	X	Emergency Management and Senior Leadership and Executives
E0692	FEMA Disability Integration Advisor	X	X	X	X	X	FEMA Disability Integration Advisors
E0695	FEMA Resources Unit Leader			X	X	X	FEMA Resources Unit Leaders/Trainees
E0696	FEMA Mission Readiness	X	X	X	X	X	FEMA PFTs
E0697	FEMA Planning Section Chief			X	X	X	FEMA Planning Section Chiefs/Trainees
E0698	FEMA Planning Support Unit Leader			X	X	X	FEMA Planning Support Unit Leaders/Trainees
E0706	Disaster Contracting				X	X	FEMA JFO Contract Specialists, Procurement Unit Leader, Procurement Specialist
E0713	Introduction to FEMA Office of Chief Counsel Field Operations				X	X	New FEMA Field Attorney Cadre and Office of Chief Counsel Members
E0714	Advanced FEMA Office of Chief Counsel Field Operations				X	X	Members of FEMA Field Attorney Cadre and Office of Chief Counsel
E0717	Introductory Alternative Dispute Resolution Advisor Training	X	X	X	X	X	Newly-hired FEMA ADR Specialists
E0727	Executive Orders 11988 and 11990: Floodplain Management and Wetlands Protection			X			EHP Cadre Members who have approval from Regional/Environmental Officer
E0738	Private Sector Basic	X	X	X	X	X	FEMA Disaster Reservists who are in the Private Sector Cadre
E0739	Intermediate External Affairs	X	X	X	X	X	FEMA External Affairs Cadre Members
E0742	Voluntary Agency Liaison: Group Supervisor				X	X	VAL Group Supervisors
E0743	FEMA Telecommunications Specialist				X	X	New FEMA Telecommunications Specialists
E0744	FEMA Information Technology Specialist				X	X	New FEMA IT Specialists
E0748	Assistant External Affairs Officer	X	X	X	X	X	Members of EA Cadre
E0749	External Affairs Report Specialist	X	X	X	X	X	The primary audience for this training is all individuals who will work in the EA Reports Specialist position who are trainees under the FEMA Qualification System
E0750	Policies, Procedures and Practice for External Affairs, Part I	X	X	X	X	X	FEMA Disaster Reservists who are new members of the External Affairs Cadre
E0753	Policies, Procedures and Practice for External Affairs—Capstone				X	X	Members of EA Cadre who have completed 750, and are either new Reservists without component-specific training or who are training in a new component of External Affairs
E0762	External Affairs Operations IV	X	X	X	X	X	EM

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Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
E0763	External Affairs Operations III	X	X	X	X	X	EM
E0764	External Affairs Operations II	X	X	X	X	X	EM
E0765	External Affairs Operations I	X	X	X	X	X	EM
E0766	External Affairs Resource Support Basic	X	X	X	X	X	EM
E0767	External Affairs Officer Training	X		X	X	X	EM
E0768	FEMA Video Production Basic	X	X	X	X	X	EM
E0769	External Affairs Joint Information Center Basic	X	X	X	X	X	FEMA External Affairs
E0773	FEMA Information Specialist			X	X	X	FEMA Information Specialists/Trainees
E0780	Basics for FEMA Disaster Safety Officers				X	X	FEMA Disaster Safety Officers
E0788	Intergovernmental Affairs—Basic	X	X	X	X	X	FEMA Disaster Reservists who are in the Intergovernmental Affairs Cadre
E0791	Interagency Consultation for Endangered Species			X			EHP Cadre Members, Environmental Specialists
E0796	Strategy and Messaging	X	X	X	X	X	FEMA staff holding the FEMA Qualification System positions of: Strategy and Messaging Specialist or Limited English Proficiency Specialist
E0801	IT Telecom Manager			X	X	X	IT Telecom Managers
E0802	IT Customer Service Manager			X	X	X	IT Customer Service Managers
E0803	FEMA Disability Integration Advisor Lead	X	X	X	X	X	FEMA Disability Integration Advisors
E0815	Joint Field Office Communications				X	X	FEMA Communications/IT and Operations Disaster Planners and Responders
E0823	FEMA Qualification System Coach-Evaluator	X	X	X	X	X	FEMA staff assigned to position of FQS Coach-Evaluator
E0825	FEMA Incident Action Planning			X	X	X	FEMA staff assigned to JFO
E0827	Geospatial Information System Managers and Unit Leaders			X	X	X	FEMA staff assigned in FQS as GISM, GIUL, or Trainees
E0836	Applicant Services Program Specialist				X	X	FEMA personnel assigned to learn the basics of IA
E0837	Information Technology Help Desk Specialist				X	X	FEMA IT Help Desk Specialists
E0841	National Emergency Management Information System—Mitigation Training			X			Mitigation/state staff working HMGP Program
E0845	Introduction to FEMA Disaster Emergency Communications		X	X	X	X	Emergency Communications staff
E0880	Disaster Survivor Assistance Specialist				X	X	DSA Cadre, Surge Capacity Force, or FEMA Corps
E0900	IEMC/All-Hazards: Preparedness and Response				X		Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E0901	IEMC/All-Hazards: Recovery and Mitigation			X		X	Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E0905	IEMC/Hurricane: Preparedness and Response				X		Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E0910	IEMC/Earthquake: Preparedness and Response				X		Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E0915	IEMC/Homeland Security: Preparedness and Response	X	X		X		Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E0920	IEMC/Hazardous Materials: Preparedness and Response	X	X		X		Elected Officials, HazMat Specialists, VOAD, LE, Fire, EMS, PW, PH, EM
E0922	IEMC/Planned Events	X	X		X		Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E0930	IEMC/CommunitySpecific			X	X	X	LE, Fire, EMS, PW, PH, EM, Elected Officials, VOAD, PIO

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		Prevention	Protection	Mitigation	Response	Recovery	
E0947	Emergency Operations Center/Incident Management Team Interface				X	X	EOC Management Personnel and IMT members including Mayors, City/County Managers, General Counsel, Community/County Managers, Emergency Managers, Fire/Police/Public Safety Chiefs, Public Works and Public Health Managers, EMS Managers, Community Service Providers
E0948	Situational Awareness and Common Operating Picture	X	X	X	X	X	Emergency Management professionals (all disciplines) with SA and COP responsibility
E0949	NIMS ICS All-Hazards Position Specific: Communications Unit Leader Train-the-Trainer			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0950	NIMS ICS All-Hazards Incident Commander Course			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0951	NIMS ICS All-Hazards Incident Commander Train-the-Trainer			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0952	NIMS ICS All-Hazards Public Information Officer Course			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0953	NIMS ICS All-Hazards Public Information Officer Train-the-Trainer			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0954	NIMS ICS All-Hazards Safety Officer Course			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0955	NIMS ICS All-Hazards Safety Officer Train-the-Trainer			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0956	NIMS ICS All-Hazards Liaison Officer Course			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0957	NIMS ICS All-Hazards Liaison Officer Train-the-Trainer			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0958	NIMS ICS All-Hazards Operations Section Chief Course			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0959	NIMS ICS All-Hazards Operations Section Chief Train-the-Trainer			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0960	NIMS ICS All-Hazards Division/Group Supervisor Course			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0962	NIMS ICS All-Hazards Planning Section Chief Course			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0963	NIMS ICS All-Hazards Planning Section Chief Train-the-Trainer			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0964	NIMS ICS All-Hazards Situation Unit Leader Course			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0965	NIMS ICS All-Hazards Resource Unit Leader Course			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0967	NIMS ICS All-Hazards Logistics Section Chief Course			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0968	NIMS ICS All-Hazards Logistics Section Chief Train-the-Trainer			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.

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		Prevention	Protection	Mitigation	Response	Recovery	
E0969	NIMS ICS All-Hazards Communications Unit Leader			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0970	NIMS ICS All-Hazards Supply Unit Leader Course			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0971	NIMS ICS All-Hazards Facilities Unit Leader Course			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0973	NIMS ICS All-Hazards Finance/Administration Course			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0974	NIMS ICS All-Hazards Finance/Administration Train-the-Trainer			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0975	NIMS ICS All-Hazards Finance/Administration Unit Leader Course			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0978	NIMS ICS All-Hazards Position-Specific: Situation Unit Leader Train-the-Trainer			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0979	Security Orientation				X	X	Newly hired FEMA Security Managers
E0980	Security Recertification Training				X	X	Security Managers and Specialists belonging to FEMA Security Cadre
E0981	Advanced Disaster Safety Officer				X	X	FEMA Safety Cadre Members
E0982	HSPD-12 Orientation	X	X	X	X	X	FEMA Security employees identified as HSPD-12 qualified
E0984	NIMS ICS All-Hazards Task Force/Strike Team Leader			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0986	Air Support Group Supervisor			X	X	X	Personnel serving under NIMS ICS in Command, Staff, or selected Unit Leader positions. Should be members of state and/or local Type 3 or Type 4 Incident Management Teams (IMTs) or working to gain team membership.
E0987	NIMS ICS All-Hazards Introduction to Air Operations			X	X	X	Personnel who are assigned to functional, support, or other air operations positions on Type 3 or 4 Incident Management Teams (IMTs), or those persons who are working to obtain credentials or certification in that field.
G0108	Community Mass Care and Emergency Assistance				X	X	Mass care coordinators, management staff, NGO leaders, private sector, and other EM staff who are responsible for effective MC/EA preparedness and response
G0131	Exercise Evaluation and Improvement Planning	X	X	X	X	X	Emergency Management professionals who design, develop, conduct, and evaluate exercises and create After-Action Reports and Improvement Plans
G0191	Emergency Operations Center/Incident Command System Interface				X	X	The target audience includes personnel associated with both EOC and field ICS organizations
G0194	Advanced Floodplain Management Concepts I			X			Floodplain Managers
G0194.1	Local Floodplain Manager Roles and Responsibilities			X			Floodplain Managers
G0194.2	National Flood Insurance Program Rules and Regulations in Depth			X			Floodplain Managers
G0194.3	Letters of Map Change			X			Floodplain Managers
G0194.4	Preparing for PostDisaster Responsibilities			X			Floodplain Managers
G0251	WEM Amateur Radio Resources			X	X		EM, Amateur Radio Emergency Services
G0265	Instructional Delivery Skills	X	X	X	X	X	State and Local Emergency Management Trainers
G0270.3	Expedient Flood Training				X		Volunteers, Emergency Management personnel, and Emergency Responder personnel who are preparing to participate in a flood response effort

Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
G0271	Hazardous Weather and Flooding Preparedness				X		Local Emergency Managers, state Emergency Management personnel, Voluntary Agency representatives
G0272	Warning Coordination			X	X		EM
G0277	Residential Coastal Construction			X			Engineers, Architects, Floodplain Managers, Building Code Officials, Hazard Mitigation, Planning, Zoning, Public Works, and other building officials with building science knowledge
G0279	Retrofitting Flood-Prone Residential Buildings			X			Engineers, Architects, Floodplain Managers, Building Code Officials, Hazard Mitigation, Planning, Zoning, Public Works, and other building officials with building science knowledge
G0282	Advanced Floodplain Management Concepts II			X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G0282.1	Higher Standards in Floodplain Management			X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G0282.2	Manufactured Homes and the National Flood Insurance Program			X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G0282.3	National Flood Insurance Program Flood Insurance Principles			X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G0282.4	Hydrology and Hydraulics Concepts			X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G0284	Advanced Floodplain Management Concepts III			X			Floodplain Managers
G0284.1	Floodway Standards			X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G0284.2	Disconnects Between the National Flood Insurance Program Regulations and Insurance			X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G0284.3	Common Noncompliance Issues			X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G0284.4	Digital Flood Insurance Rate Maps			X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G0284.5	Substantial Improvement/Substantial Damage			X			Floodplain Managers, Building Officials, Planners, Code Enforcement
G0288	Local Volunteer and Donations Management	X			X	X	Local Volunteer/Donations Coordinator, Emergency Managers
G0289	Public Information Officer Awareness Training	X	X	X	X	X	New Public Information Officers in EM and related fields of LE, Fire, EMS, PW, PH, EM
G0290	Basic Public Information Officers Course	X	X	X	X	X	Public Information Officers in EM and related fields of LE, Fire, EMS, PW, PH, EM
G0291	Joint Information System/Center Planning for Tribal, State, and Local Public Information Officers	X	X	X	X	X	Public Information Officers in EM and related fields of LE, Fire, EMS, PW, PH, EM
G0300	ICS-300: Intermediate Incident Command System for Expanding Incidents				X	X	Individuals who may perform supervisory duties in a Type 3 or higher incident
G0311	Hazardous Materials Contingency Planning			X	X		LE, Fire, EMS, PW, PH, EM
G0318	Mitigation Planning for Local Governments			X			Local government and state officials, and others involved in the development of local Mitigation Plans
G0358	Evacuation and Re-Entry Planning Course			X	X	X	EM, Planners, persons responsible for evacuations
G0361	Flood Fight Operations				X		Federal, state, local, and tribal officials responsible for planning, preparing, and managing response to floods
G0364	Multi-Hazard Emergency Planning for Schools	X		X	X	X	School Administrators, Police, Fire, Emergency Management, Public Health

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Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
G0365	WEM: Partnerships for Creating and Maintaining Spotter Groups			X	X		EM, National Weather Service, community volunteers
G0366	Planning for the Needs of Children in Disasters			X			State and local Emergency Managers, Planners, child services agencies, Non-Governmental Organizations, childcare providers, schools, and Faith-Based Organizations
G0367	Emergency Planning for Campus Executives			X			Presidents, Vice Presidents, Provosts, Chancellors, Deans, and other leadership positions at institutions of higher education
G0386	Mass Fatalities Incident Response Course				X	X	Local responders
G0393	Mitigation for Emergency Managers			X	X	X	EM, Mitigation Planners, tribal, state, and local officials
G0400	ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents				X	X	Personnel who may assume Command and General Staff positions during a Type 3 or higher incident
G0402	Incident Command System Overview for Executives and Senior Officials, ICS-402				X	X	Elected or appointed officials, Agency Administrators, executives
G0427	Community Emergency Response Team Program Manager			X			Individuals who are or will be CERT Program Managers
G0428	Community Emergency Response Team Train-the-Trainer			X			People who will serve as the Course Manager for the CERT Basic Training course
G0434.a	Earthquake Safety for Schools	X		X	X	X	Teachers, principals, superintendents, school nurses, Emergency Management
G0436	Tremor Troops: A Teacher's Package for K-6			X			Elementary Science Coordinator, Elementary Curriculum Coordinators, kindergarten and elementary classroom teachers, and teacher educators from regional science and educational resource centers
G0439	Seismic Sleuths: A Teacher's Package on Earthquakes 7-12	X		X	X	X	High school teachers grades 7-12
G0489	Management of Spontaneous Volunteers in Disasters	X		X	X	X	This course has been developed for Emergency Managers and Voluntary Organizations responsible for the management of spontaneous volunteers
G0548	Continuity of Operations Managers Training Course		X		X	X	Federal, state, local, and tribal COOP Managers
G0556	Local Damage Assessment			X	X	X	This course is for state and local officials who are responsible for assessing, collecting, and reporting damages during and after any event that causes damage of private, public, and critical infrastructure
G0557	Rapid Needs Assessment			X	X	X	State, tribal, and local EM, Fire, LE, PW, PH
G0775	Emergency Operations Center Management and Operations			X	X	X	EM and staff, First Responders, Private Industry, and Voluntary Agency personnel
IS-0001.a	Emergency Manager: An Orientation to the Position			X	X	X	State, local EM
IS-0003	Radiological Emergency Management			X	X		General public, Federal, state, tribal, and local LE, Fire, EMS, PW, PH, EM
IS-0005.a	An Introduction to Hazardous Materials			X	X		LE, Fire, EMS, PW, PH, EM, general public
IS-0010.a	Animals in Disasters: Awareness and Preparedness			X			Animal owners and care providers
IS-0011.a	Animals in Disasters: Community Planning			X	X	X	Animal owners and care providers
IS-0015.b	Special Events Contingency Planning for Public Safety Agencies		X		X		LE, Fire, EMS, PW, PH, EM
IS-0018.15	FEMA Equal Employment Opportunity Employee Course 2015	X	X	X	X	X	FEMA employees

Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
IS-0019.15	FEMA Equal Employment Opportunity Supervisor Course 2015	X	X	X	X	X	FEMA employees
IS-0020.15	Diversity Awareness Course 2015	X	X	X	X	X	FEMA employees
IS-0021.15	Civil Rights and FEMA Disaster Assistance 2015	X	X	X	X	X	FEMA employees
IS-0022	Are You Ready? An In-Depth Guide to Citizen Preparedness				X	X	General public
IS-0023	Custodial Officer				X		FEMA staff working with Property Management
IS-0024	Receiving Officer				X		FEMA staff working with Property Management
IS-0025	Basic Property Management				X		FEMA staff working with Property Management
IS-0026	Guide to Points of Distribution				X	X	EM Planners
IS-0027	Orientation to FEMA Logistics				X		EM Planners
IS-0029	Public Information Officer Awareness	X	X	X	X	X	Public Information Officers
IS-0030.a	Mitigation eGrants for the Subgrant Applicant			X			Subgrantee applicants including states, Federally recognized Indian tribal governments, territories, local communities, and non-profit organizations
IS-0031.a	Mitigation eGrants for the Grant Applicant			X			Grant applicants—including state officials, Federally recognized Indian tribal governments, and territory officials
IS-0032	Mitigation eGrants Internal System			X			Grant applicants—including state officials, Federally recognized Indian tribal governments, and territory officials
IS-0033.15	FEMA Initial Ethics Orientation 2015	X	X	X	X	X	FEMA employees
IS-0035.15	FEMA Safety Orientation 2015	X	X	X	X	X	FEMA employees
IS-0036	Multi-Hazard Planning for Childcare	X	X	X	X	X	Childcare providers, nursery schools, camps, scouts, sports programs, faith-based programs, and after-school programs
IS-0037	Managerial Safety and Health	X	X	X	X	X	FEMA Supervisors/Managers
IS-0038.15	Fraud Awareness and Prevention				X	X	All FEMA employees
IS-0042	Social Media in Emergency Management		X	X	X	X	Joint Field Office personnel
IS-0055.a	Household Hazardous Materials—A Guide for Citizens			X	X	X	LE, Fire, EMS, PW, PH, EM, general public
IS-0056	Hazardous Materials Contingency Planning			X	X		The <i>Hazardous Materials Contingency Planning</i> course will focus on the need for members of the Local Emergency Planning Committee to analyze their local plan to identify gaps and their overall Preparedness for an event involving Hazardous Materials
IS-0075	Military Resources in Emergency Management		X		X		Civilian audience desiring an awareness level of knowledge about the use of military resources in emergency management
IS-0100.b	Introduction to the Incident Command System, ICS-100				X	X	All disciplines
IS-0100.FDA	Introduction to the Incident Command System (ICS-100) for Food and Drug Administration				X	X	U.S. Food and Drug Administration staff
IS-0100.FWa	Introduction to the Incident Command System (ICS-100) for Federal Workers				X	X	Federal disaster workers
IS-0100.HCb	Introduction to the Incident Command System (ICS-100) for Healthcare/Hospitals				X	X	Healthcare, Public Health
IS-0100.HE	Introduction to the Incident Command System (ICS-100) for Higher Education	X	X				Law Enforcement, Fire, Emergency Management, Public Health, universities
IS-0100.LEb	Introduction to the Incident Command System (ICS-100) for Law Enforcement				X	X	Law Enforcement

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		Prevention	Protection	Mitigation	Response	Recovery	
IS-0100.PWb	Introduction to the Incident Command System (ICS-100) for Public Works				X	X	Public Works
IS-0100.SCa	Introduction to the Incident Command System (ICS-100) for Schools				X		Teachers, Principals, Superintendents, Transportation Coordinators, Facility and Maintenance staff
IS-0101.c	Preparing for Federal Disaster Operations: FEMA				X		FEMA Employee Readiness
IS-0102.c	Preparing for Federal Disaster Operations: FEMA Response Partners				X	X	This course is designed for FEMA response partners, including personnel from other Federal agencies, Non-Governmental Organizations, and private-sector companies
IS-0106.15	Workplace Violence Awareness Training 2015	X	X	X	X	X	FEMA employees
IS-0111.a	Livestock in Disasters	X		X			Animal owners and care providers
IS-0120.a	An Introduction to Exercises	X	X	X	X	X	EM, PIO, Fire, EMS, PH, LE, PW, VOAD, private industry
IS-0130	Exercise Evaluation and Improvement Planning	X	X	X	X	X	EM, PIO, Fire, EMS, PH, LE, PW, VOAD, private industry
IS-0144	Telecommunicators Emergency Response Taskforce Basic Course			X	X	X	Telecommunicators, call-takers, and dispatchers working in a 911 environment
IS-0156	Building Design for Homeland Security for Continuity of Operations	X	X	X	X		Federal/state Department or Agencies' COOP Program Office, Facility Management, Security Management Sections
IS-0158	Hazard Mitigation Insurance in Disaster Operations			X			HM Insurance Specialists, HM Insurance Specialist Experts, HM Insurance Crew Leaders, and HM Floodplain Management staff
IS-0159	Hazard Mitigation Management Support in Disaster Operations			X			This workshop is designed for new HM Management support staff
IS-0160	Hazard Mitigation Community Education and Outreach in Disaster Operations			X			HM Community Education and Outreach (CEO) staff, HM CEO Specialist Experts and Crew Leaders
IS-0161	Hazard Mitigation Planning in Disaster Operations			X			HM Community Planner staff, HM Planning Specialist Experts, HM Planning supervisors, and HM Grants Specialists
IS-0163	Hazard Mitigation Grants in Disaster Operations			X			HM HPA staff, and Specialist Expert and Crew Leaders in HM HPA
IS-0164	Hazard Mitigation Hazards and Performance Analysis in Disaster Operations			X			HM HPA staff, Specialist Expert and Crew Leader positions in HM HPA
IS-0200.b	Incident Command System for Single Resources and Initial Action Incidents				X	X	All disciplines
IS-0200.HCa	Applying the Incident Command System to Healthcare Organizations				X		Healthcare Professionals
IS-0201	Forms Used for the Development of the Incident Action Plan			X	X	X	LE, Fire, EMS, PW, PH, EM
IS-0207	Overview of the FEMA Qualification System and Qualification Review Boards	X	X	X	X	X	FEMA
IS-0208.a	State Disaster Management	X	X	X	X	X	Federal, state, and tribal Emergency Managers
IS-0212.a	Introduction to Unified Hazard Mitigation Assistance			X			State or FEMA staff involved in Mitigation Grants
IS-0235.c	Emergency Planning			X	X	X	All individuals involved in crisis and emergency management decision-making
IS-0240.b	Leadership and Influence			X	X	X	Emergency Management personnel
IS-0241.b	Decision-Making and Problem-Solving				X	X	Emergency Management personnel

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		Prevention	Protection	Mitigation	Response	Recovery	
IS-0244.b	Developing and Managing Volunteers	X		X	X	X	EM
IS-0245.a	Introduction to the Defense Priorities and Allocations System	X	X		X	X	FEMA personnel responsible for management and oversight of FEMA EM programs
IS-0246.15	Implementing the Defense Priorities and Allocations System 2015				X		FEMA DPAS Officers
IS-0247.a	Integrated Public Alert and Warning System			X	X		Emergency Management and Community Planners; agencies such as Law Enforcement, Fire, Emergency Medical Services, and Public Works; and personnel from other local government agencies that may participate in emergency alerts and warnings
IS-0248	Integrated Public Alert and Warning System for the American Public			X	X		The American Public
IS-0250.a	Emergency Support Function #15 (ESF #15)—External Affairs: A New Approach to Emergency Communication and Information Distribution	X	X	X	X	X	FEMA External Affairs staff, Federal, tribal, state, local, and VOAD partners
IS-0251	Integrated Public Alert and Warning System for Alerting Authorities			X	X		Alerting Authorities
IS-0253.a	Overview of FEMA's Environmental and Historic Preservation Review			X			New FEMA EHP personnel
IS-0265	Basic Instructional Skills	X	X	X	X	X	Members of state, local, tribal Emergency Management disciplines
IS-0271.a	Anticipating Hazardous Weather and Community Risk, 2 <sup>nd</sup> Edition				X		Federal, state, local, and tribal emergency managers
IS-0276	Benefit-Cost Analysis Fundamentals			X		X	Federal, state, tribal hazard mitigation staff; applicants/grantees; subapplicants/subgrantees; personnel who are involved in the grant application development process
IS-0279	Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures			X			Engineers, architects, floodplain managers, building code officials, hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge
IS-0280	Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures, FEMA Publication 259, 3 <sup>rd</sup> Edition			X			Engineers, architects, floodplain managers, building code officials, hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge
IS-0284	Using the Substantial Damage Estimator 2.0 Tool			X	X		Federal, state, tribal, and local officials
IS-0288	The Role of Voluntary Organizations in Emergency Management	X	X	X	X	X	State and Federal Voluntary Agency Liaisons
IS-0293	Mission Assignment Overview				X	X	Local, state, tribal, and other Federal agency and FEMA/DHS Program and Financial staff
IS-0301	Radiological Emergency Response		X		X	X	Federal, state, tribal, and local LE, Fire, EMS, PW, PH, EM (first- and second-level responders)
IS-0302	Modular Emergency Radiological Response Transportation Training		X	X	X	X	Federal, state, tribal, and local LE, Fire, EMS, PW, PH, EM (first- and second-level responders)
IS-0303	Radiological Accident Assessment Concepts		X	X	X	X	The course is designed primarily for state Radiological Emergency Response Coordinators and their Radiological Health Physics staff
IS-0315	Community Emergency Response Team Supplemental Training: The Incident Command System			X	X	X	Local communities
IS-0317	Introduction to Community Emergency Response Team			X			Community volunteers

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Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
IS-0319	Tornado Mitigation Basics for Mitigation Staff			X			FEMA employees recently hired as HM CEO Specialists, or FEMA employees who have been assigned to fulfill HM CEO responsibilities in a disaster
IS-0320	Wildfire Mitigation Basics for Mitigation Staff			X			FEMA employees recently hired as HM CEO Specialists, or FEMA employees who have been assigned to fulfill HM CEO responsibilities in a disaster
IS-0321	Hurricane Mitigation Basics for Mitigation Staff			X			FEMA employees recently hired as HM CEO Specialists, or FEMA employees who have been assigned to fulfill HM CEO responsibilities in a disaster
IS-0322	Flood Mitigation Basics for Mitigation Staff			X			FEMA employees recently hired as HM CEO Specialists, or FEMA employees who have been assigned to fulfill HM CEO responsibilities in a disaster
IS-0323	Earthquake Mitigation Basics for Mitigation Staff			X			FEMA employees recently hired as HM CEO Specialists, or FEMA employees who have been assigned to fulfill HM CEO responsibilities in a disaster
IS-0324.a	Community Hurricane Preparedness		X		X		Emergency Managers in communities threatened by tropical cyclones
IS-0325	Earthquake Basics: Science, Risk, and Mitigation	X		X			Federal, state, local, tribal, etc.
IS-0326	Community Tsunami Preparedness	X	X	X			Coastal Emergency Managers
IS-0328	Plan Review for Local Mitigation Plans			X			State and FEMA Plan Reviewers and state/FEMA Contract Plan Reviewers
IS-0331	Introduction to Radiological Emergency Preparedness Exercise Evaluation		X	X	X	X	Law Enforcement, Fire, Emergency Medical Services, Public Works, Public Health, Emergency Management, Non-Governmental Organizations
IS-0340	Hazardous Materials Prevention			X	X		LE, Fire, EMS, PW, PH, EM
IS-0346	An Orientation to Hazardous Materials for Medical Personnel	X		X			Fire, EMS, PH, and Medical/Hospital staff
IS-0360	Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship		X		X	X	Whole community
IS-0362.a	Multi-Hazard Emergency Planning for Schools	X		X	X	X	Education
IS-0366.a	Planning for the Needs of Children in Disasters			X			State and local Emergency Managers, Planners, Child Services Agencies, Non-Governmental Organizations, childcare providers, schools, and Faith-Based Organizations
IS-0368	Including People with Disabilities and Others with Access and Functional Needs in Disaster Operations	X	X	X	X	X	Those working in disaster operations but all may take the course
IS-0386.a	Introduction to Residential Coastal Construction			X			Engineers, Architects, Floodplain Managers, Building Code Officials, Hazard Mitigation, Planning, Zoning, Public Works, and other building officials with building science knowledge
IS-0390	Hazard Mitigation in Disaster Operations			X			FEMA Staff
IS-0393.a	Introduction to Hazard Mitigation			X	X	X	General public, EM
IS-0394.a	Protecting Your Home or Small Business from Disaster			X		X	General public
IS-0395	FEMA Risk Assessment Database	X	X	X			Architects, Engineers, Security Personnel, Facility Planners, COOP Personnel
IS-0403	Introduction to Individual Assistance					X	State IA Officers and FEMA IA staff
IS-0405	Overview of Mass Care/Emergency Assistance					X	FEMA, state, tribal, local, and voluntary agency personnel assigned to MC/EA functions during disaster operations
IS-0450	Emergency Preparedness for Federal Employees			X	X		Federal employees outside of the National Capital Region

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Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
IS-0450.NC	Emergency Preparedness for Federal Employees in the National Capital Region			X	X		Federal employees living and working inside the National Capital Region
IS-0453	Introduction to Homeland Security Planning	X	X	X	X	X	All DHS employees
IS-0454	Fundamentals of Risk Management	X	X	X	X	X	All DHS employees
IS-0520	Introduction to Continuity of Operations Planning for Pandemic Influenzas		X		X	X	General public, Emergency Management
IS-0522	Exercising Continuity Plans for Pandemics		X		X	X	General public, Emergency Management
IS-0523	Resilient Accord—Exercising Continuity Plans for Cyber Incidents		X		X	X	Federal, state, local, territorial, and tribal government employees responsible for managing a Continuity of Operations Program
IS-0524	Continuity of Operations Planner’s Workshop	X	X	X	X	X	Federal, state, local, territorial, and tribal government employees responsible for managing a Continuity of Operations Program
IS-0525	Guardian Accord Workshop	X	X		X	X	Federal, state, territorial, local, and tribal government employees responsible for managing a Continuity of Operations Program. There is no stipend for non-Federal attendees.
IS-0526	Mission Essential Functions Workshop		X		X	X	Federal, state, local, territorial, and tribal government employees responsible for managing a Continuity of Operations Program
IS-0546.a	Continuity of Operations Awareness		X		X	X	LE, Fire, EMS, PW, PH, EM, Appointed or Elected officials
IS-0547.a	Introduction to Continuity of Operations		X		X	X	Law Enforcement, Fire Service, Emergency Medical Services, Public Works, Public Health, Emergency Management, Agency Managers, COOP Planners
IS-0548	Continuity of Operations Program Manager		X		X	X	Law Enforcement, Fire Service, Emergency Medical Services, Public Works, Public Health, Emergency Management, Agency Managers, COOP Managers
IS-0551	Continuity of Operations Devolution Planning		X		X	X	LE, Fire, EMS, PW, PH, EM, Agency Managers, COOP Managers
IS-0554	Emergency Planning for Public Works			X	X	X	EM, PW, Transportation
IS-0556	Damage Assessment for Public Works				X	X	LE, Fire, EMS, PW, PH, EM
IS-0558	Public Works and Disaster Recovery			X		X	LE, Fire, EMS, PW, PH, EM
IS-0559	Local Damage Assessment			X			Local officials responsible for assessing, collecting, and reporting damages
IS-0613	Technical Writing	X	X	X	X	X	Personnel assigned to Curriculum Development positions
IS-0619	Research in Training and Education	X	X	X	X	X	Training Professionals
IS-0632.a	Introduction to Debris Operations					X	All audiences
IS-0634	Introduction to FEMA’s Public Assistance Program					X	All audiences
IS-0650.a	Building Partnerships with Tribal Governments	X	X	X	X	X	Federal workers who interface with tribal people during times of disaster or while providing technical assistance to tribal governments in all Mission Areas
IS-0660	Introduction to Public-Private Partnerships	X	X	X	X	X	State, tribal, local, Voluntary Agency, and private sector officials who are active in disasters
IS-0662	Improving Preparedness and Resilience through Public-Private Partnerships	X	X	X	X	X	Emergency management planners
IS-0700.a	National Incident Management System, An Introduction	X	X	X	X	X	Individuals with Emergency Management responsibilities including prevention, preparedness, response, recovery, and mitigation

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		Prevention	Protection	Mitigation	Response	Recovery	
IS-0701.a	National Incident Management System Multi-Agency Coordination System Course				X	X	State, tribal, local, Voluntary Agency, and private sector officials who broker assets to support Incident Management
IS-0702.a	National Incident Management System Public Information Systems			X	X	X	This course is designed for local, tribal, and state FEMA Information Officers
IS-0703.a	National Incident Management System Resource Management				X	X	State and local individuals responsible for effectively developing and maintaining a Resource Management System within the EOC or ICS
IS-0706	National Incident Management System Intrastate Mutual Aid—An Introduction				X	X	State, tribal, local Emergency Response and Coordination staff
IS-0720	An Introduction to the National Emergency Technology Guard	X	X				NET Guard founders/administrators, potential NET Guard administrators, NET Guard volunteers, the general public
IS-0775	Emergency Operations Center Management and Operations			X	X		Local, state, tribal, and private sector EOC Managers and staff
IS-0794	External Affairs Program Liaison Function	X	X	X	X	X	The primary audience for this training is individuals who are new to FEMA Program Liaison. A secondary audience is individuals who have field experience, but require component-specific instruction to fully prepare them to perform their function.
IS-0800.b	National Response Framework, An Introduction				X		This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners
IS-0801	<i>Emergency Support Function (ESF) #1—Transportation</i>				X		This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners
IS-0802	Emergency Support Function (ESF) #2—Communications				X		This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners
IS-0803	Emergency Support Function (ESF) #3—Public Works and Engineering				X		This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners
IS-0804	Emergency Support Function (ESF) #4—Firefighting				X		This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners
IS-0806	Emergency Support Function (ESF) #6—Mass Care, Emergency Assistance, Housing, and Human Services				X		This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners
IS-0807	Emergency Support Function (ESF) #7—Logistics Management and Resource Support Annex					X	This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners
IS-0808	Emergency Support Function (ESF) #8—Public Health and Medical Services				X		This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners
IS-0809	Emergency Support Function (ESF) #9—Search and Rescue				X		This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners
IS-0810	Emergency Support Function (ESF) #10—Oil and Hazardous Materials Resources Annex				X		This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners
IS-0811	Emergency Support Function (ESF) #11—Agriculture and Natural Resources Annex				X		This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners
IS-0812	Emergency Support Function (ESF) #12—Energy				X		This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners
IS-0813	Emergency Support Function (ESF) #13—Public Safety and Security Annex				X		This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners

Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
IS-0820	Introduction to National Response Framework Support Annexes				X		This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners
IS-0821.a	Critical Infrastructure and Key Resources Support Annex				X		This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners
IS-0822	Fundamentals of Management and Support Coordination of Federal Disaster Operations				X	X	The primary audience for this course includes all FEMA employees who are assigned to a FEMA Qualification System (FQS) position in incident management or incident support.
IS-0830	Introduction to National Response Framework Incident Annexes				X		This course is intended for government executives, private-sector and Non-Governmental Organization leaders, and Emergency Management practitioners
IS-0836	Nuclear/Radiological Incident Annex				X		Local, state, and Federal first responders, EM Planners and Managers
IS-0870.a	Dams Sector: Crisis Management		X				Dams Sector facility owners and operators
IS-0871.a	Dams Sector: Security Awareness		X				All Dams Sector facility owners and operators, with emphasis on owners and operators seeking the fundamentals of the security awareness elements of a risk management program. <b>Note: This course is designated For Official Use Only.</b>
IS-0872.a	Dams Sector: Protective Measures		X				Dams Sector facility owners and operators
IS-0890.a	Introduction to the Interagency Security Committee		X				Federal facility security professionals, engineers, building owners, construction contractors, architects, general public
IS-0891	Facility Security Level Determinations for Federal Facilities		X				This course is designed for and access is limited to Federal personnel with responsibilities for security-related policies, programs, projects, and/or operations for their department or agency
IS-0892	Physical Security Criteria for Federal Facilities		X				Federal personnel with responsibilities for security-related policies, programs, projects, and/or operations for their department or agency
IS-0893	Facility Security Committees		X				This course is designed for Federal personnel with responsibility for protecting non-military Federal facilities in the United States
IS-0901	Section 508 Awareness Course	X	X	X	X	X	General Public
IS-0906	Workplace Security Awareness	X	X				Private Business/Industry, Emergency Management Personnel
IS-0907	Active Shooter: What You Can Do		X				All individuals, including managers and employees. This course is not written for Law Enforcement officers, but for non-Law Enforcement employees
IS-0908	Emergency Management for Senior Officials			X	X	X	Senior Officials, including Mayors, City Managers, and County Managers
IS-0909	Community Preparedness: Implementing Simple Activities for Everyone			X	X	X	Whole community including Emergency Management personnel and representatives of faith-based and non-profit organizations
IS-0910.a	Emergency Management Preparedness Fundamentals		X	X	X	X	Individuals with Emergency Management Preparedness responsibilities including prevention, protection, mitigation, response, and recovery
IS-0912	Retail Security Awareness: Understanding the Hidden Hazards		X				This course is designed for Retail Managers, Loss Prevention Specialists, Risk Management Specialists, Product Managers, Sales Associates, and others involved in retail operations
IS-0913.a	Critical Infrastructure Protection: Achieving Results through Partnership and Collaboration		X				The course is designed for critical infrastructure owners and operators from both the government and private sector and those with critical infrastructure duties and responsibilities at the state, local, tribal, and territorial levels
IS-0914	Surveillance Awareness: What You Can Do		X				The course is designed for critical infrastructure owners and operators, employees, and service providers as well as those with critical infrastructure protection duties and responsibilities at the state, local, tribal, and territorial levels
IS-0915	Protecting Critical Infrastructure Against Insider Threats		X				The course is designed for all personnel and service providers who are associated with critical infrastructure

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		Prevention	Protection	Mitigation	Response	Recovery	
IS-0916	Critical Infrastructure Security: Theft and Diversion—What You Can Do		X				This course is designed for critical infrastructure personnel who are responsible for the storage, sale, or transfer of materials or technologies of value; work at sites where products or raw materials are susceptible to theft or diversion, such as facilities covered under the Chemical Facility Anti-Terrorism Standards (CFATS) regulations; and desire to heighten their awareness regarding theft or diversion vulnerabilities and countermeasures.
IS-0922	Applications of Geospatial Information Systems for Emergency Management			X	X	X	Individuals who supervise emergency management mitigation, planning, response, and recovery operations
IS-0923	Performance Management—Goal Writing	X	X	X	X	X	Managers and Supervisors
IS-0930	Emergency Responder Health Monitoring and Surveillance: A Guide for Key Decision Makers				X		All First Responders
IS-1900	National Disaster Medical System Federal Coordinating Center Operations Course				X		National Disaster Medical System (NDMS) Federal Coordinating Center Directors and coordinating staff. Secondary audience would be others who support NDMS patient movement and definitive care components.
IS-2000	National Preparedness System: Overview	X	X	X	X	X	Individuals with emergency management responsibilities including prevention, protection, mitigation, response, and recovery
IS-2001	Threat and Hazard Identification and Risk Assessment	X	X	X	X	X	Individuals responsible for preparing or using the Threat and Hazard Identification and Risk Assessment (THIRA)
K0276	Benefit-Cost Analysis: Entry Level			X		X	Federal, state, local, tribal hazard mitigation staff, applicants/grantees, subapplicants/subgrantees, personnel who are involved in the grant application development process
K0726	Financial Management Concepts for Disaster Operations				X	X	FEMA Financial Management Cadre members and Finance and Administration Cadre members
L0142	Writing Skills Workshop for FEMA Staff	X	X	X	X	X	FEMA employees
L0146	Homeland Security Exercise and Evaluation Program Training Course	X	X	X	X	X	Emergency Management professionals who design, develop, conduct, and evaluate exercises and create After-Action Reports and Improvement Plans
L/B0299	Risk MAP Process and Tools			X			Federal, state, tribal and local Floodplain managers
L0310	Hurricane Readiness for Inland Communities		X		X		This course is aimed at local inland Emergency Managers to build their capacity to prepare for and respond to tropical systems
L0311	Hurricane Readiness for Coastal Communities		X		X		This course is aimed at local Emergency Managers to build their capacity to prepare for and respond to coastal impacts of tropical systems
L0320	Hurricane Preparedness for Decision-Makers—State-Specific		X		X		State, local, and tribal Hurricane Planners/Managers and other decision-makers representing a specific state
L0324	Hurricane Preparedness for Decision-Makers		X		X		Coastal EMS, Elected Officials, and Evacuation Planners
L0363	Multi-Hazard Emergency Planning for Higher Education			X			Higher Education Institution Officials, Police, Fire, Emergency Managers, Emergency Medical Specialists
L0463	FEMA Incident Workforce Academy—Surge Capacity Force Surge Specialist Training				X	X	FEMA Employees who have volunteered and been selected to serve as Surge Capacity Force Surge Specialists
L0552	Continuity of Operations for Tribal Governments	X	X	X	X		Fire, LE, EMS, PW, PH, EM, Government Officials, Public Information Officers, Animal Care/Control, Mass Care providers, educators, Resource Managers, Financial Officials, VOAD
L0583	Emergency Management Overview for Tribal Leaders	X	X	X	X	X	Tribal elected and appointed officials
L0660	Federal Staging Area Operations				X	X	State, local, tribal, and Federal Logistics Personnel, DOD and Logistics OFAs
L0663	Managing Logistics Fiscal Responsibilities				X	X	FEMA Unit Leaders, Managers, and Specialists in the Logistics Section

Course Code	Course Title	Mission Areas					Target Audience
		Prevention	Protection	Mitigation	Response	Recovery	
L0820	Fundamentals of Incident Support		X	X	X	X	The target audience for this course includes all FEMA employees currently serving as incident support personnel or preparing for a role in the NRCC or an RRCC, as well as those identified as potential incident support personnel.
L0945	State IEMC National Response Framework	X	X	X	X	X	State EOC staff, state Agency staff, and other representatives serving roles in the state EOC as designated by plans and procedures
S0674	Basic Interagency Logistics				X		Logisticians
V0001	Virtual Tabletop Exercise—Earthquake				X	X	Community-Based Group—local, state, Federal
V0002	Virtual Tabletop Exercise—Winter Storm				X	X	Community-Based Group—local, state, Federal
V0003	Virtual Tabletop Exercise—Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE)—Explosive				X	X	Community-Based Group—local, state, Federal
V0004	Virtual Tabletop Exercise—Highway Hazmat				X	X	Community-Based Group—local, state, Federal
V0005	Virtual Tabletop Exercise—Tornado				X	X	Community-Based Group—local, state, Federal
V0006	Virtual Tabletop Exercise—Wildland Fire				X	X	Community-Based Group—local, state, Federal
V0007	Virtual Tabletop Exercise—Flood				X	X	Community-Based Group—local, state, Federal
V0008	Virtual Tabletop Exercise—Rail Hazmat				X	X	Community-Based Group—local, state, Federal
V0009	Virtual Tabletop Exercise—Hurricane				X	X	Community-Based Group—local, state, Federal
V0010	Virtual Tabletop Exercise—Mass Casualty				X	X	Community-Based Group—local, state, Federal
V0011	Virtual Tabletop Exercise—Fixed Site Hazmat				X	X	Community-Based Group—local, state, Federal
V0012	Virtual Tabletop Exercise—Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE)—Bio				X	X	Community-Based Group—local, state, Federal
V0013	Virtual Tabletop Exercise—Continuity of Operations Focus			X	X	X	10–15 Community-Based Groups
V0014	Virtual Tabletop Exercise—Prison Riot Focus			X	X	X	Community-Based Group—local, state, Federal
V0015	Virtual Tabletop Exercise—Cyber Focus			X	X	X	Community-Based Group—local, state, Federal
V0016	Virtual Tabletop Exercise—Aircraft Crash Focus			X	X	X	Community-Based Group—local, state, Federal
V0017	Virtual Tabletop Exercise—Stadium/Arena Scenario Focus			X	X	X	Community-Based Group—local, state, Federal
V0018	Virtual Tabletop Exercise—School Hostage Focus			X	X	X	Community-Based Group—local, state, Federal
V0019	Virtual Tabletop Exercise—Radiological Dispersal Device (RDD) Focus			X	X	X	Community-Based Group—local, state, Federal
V0020	Virtual Tabletop Exercise—High-Rise Fire Focus			X	X	X	Community-Based Group—local, state, Federal
V0021	Virtual Tabletop Exercise—Public Health Winter Storm Focus			X	X	X	Community-Based Group—local, state, Federal
V0022	Virtual Tabletop Exercise—Public Health Chemical Focus			X	X	X	Community-Based Group—local, state, Federal

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		Prevention	Protection	Mitigation	Response	Recovery	
V0023	Virtual Tabletop Exercise— Public Health Pandemic Flu Focus			X	X	X	Community-Based Group—local, state, Federal
V0024	Virtual Tabletop Exercise— Public Health Radiological Dispersal Device (RDD) Focus			X	X	X	Community-Based Group—local, state, Federal



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# Acronyms

<b>AAR</b>	After-Action Report	<b>COP</b>	Common Operating Picture
<b>ACE</b>	American Council on Education	<b>CORE</b>	Cadre of On-Call Response/Recovery Employees
<b>ACE</b>			
<b>CREDIT®</b>	American Council on Education's College Credit Recommendation Service	<b>CoSA</b>	Counsel of State Archivists
<b>ADD</b>	Automated Deployment Database	<b>CPG</b>	Comprehensive Preparedness Guide
<b>ADR</b>	Alternative Dispute Resolution	<b>CRS</b>	Community Rating System
<b>AEOA</b>	Assistant External Affairs Officer	<b>CTP</b>	Cooperating Technical Partners
<b>AFO</b>	Area Field Office	<b>DCPA</b>	Defense Civil Preparedness Agency
<b>AFSPM</b>	Association of State Floodplain Manager	<b>DEC</b>	Disaster Emergency Communications
<b>AHIMT</b>	All-Hazards Incident Management Team	<b>DFIRM</b>	Digital Flood Insurance Rate Map
<b>AIR</b>	Assessing, Informing, and Reporting	<b>DFTO</b>	Disaster Field Training Operations
<b>APO</b>	Army Post Office	<b>DHS</b>	Department of Homeland Security
<b>APWA</b>	American Public Works Association	<b>DIVS</b>	Division Supervisor
<b>ARTC</b>	Advanced Responder Training Complex	<b>DOCL</b>	Documentation Unit Leader
<b>ASCE</b>	American Society of Civil Engineers	<b>DOD</b>	Department of Defense
<b>ASEM</b>	American Society of Engineering Management	<b>DPAS</b>	Defense Priorities and Allocations System
<b>ASGS</b>	Air Support Group Supervisor	<b>DRC</b>	Disaster Recovery Center
<b>BC</b>	Benefit-Cost	<b>DSA</b>	Disaster Survivor Assistance
<b>BCA</b>	Benefit-Cost Analysis	<b>DSCA</b>	Defense Support of Civil Authorities
<b>BFE</b>	Base Flood Elevation	<b>DSO</b>	Disaster Safety Officer
<b>CA</b>	Congressional Affairs	<b>EA</b>	External Affairs
<b>CAP</b>	Common Alerting Protocol	<b>EAO</b>	External Affairs Officer
<b>CBRNE</b>	Chemical, Biological, Radiological, Nuclear, and Explosives	<b>EEO</b>	Equal Employment Opportunity
<b>CCP</b>	Crisis Counseling Program	<b>EHP</b>	Environmental and Historic Preservation
<b>CDP</b>	Center for Domestic Preparedness	<b>EM</b>	Emergency Management
<b>CDSC</b>	Civil Defense Staff College	<b>EMAC</b>	Emergency Management Assistance Compact
<b>CEC</b>	Continuing Education Credit	<b>EMI</b>	Emergency Management Institute
<b>CEF</b>	Cost Estimating Format	<b>EMIS</b>	Environmental and Historic Preservation Management Information System
<b>CEM</b>	Certified Emergency Manager	<b>EMMIE</b>	Emergency Management Mission Integrated Environment
<b>CEO</b>	Community Education and Outreach	<b>EMPP</b>	Emergency Management Professional Program
<b>CERT</b>	Community Emergency Response Team	<b>EMS</b>	Emergency Medical Services
<b>CEU</b>	Continuing Education Unit	<b>EO</b>	Executive Order
<b>CFM</b>	Certified Floodplain Manager	<b>EOC</b>	Emergency Operations Center
<b>CFR</b>	Code of Federal Regulations	<b>EOP</b>	Emergency Operations Plan
<b>COBRATF</b>	Chemical, Ordnance, Biological, and Radiological Training Facility	<b>ERHMS</b>	Emergency Responder Health Monitoring and Surveillance
<b>COML</b>	Communications Unit Leader	<b>ESA</b>	Endangered Species Act
<b>COOP</b>	Continuity of Operations	<b>ESF</b>	Emergency Support Function

<b>ETO</b>	Exercise Training Officer	<b>IFMIS</b>	Integrated Financial Management Information System
<b>EVM</b>	Earned Value Management	<b>IG</b>	Instructor Guide
<b>F&amp;A</b>	Finance and Administration	<b>IHP</b>	Individual and Households Program
<b>FACL</b>	Facilities Unit Leader	<b>IL</b>	Interagency Logistics
<b>FAUL</b>	Finance/Administration Unit Leader	<b>IM</b>	Incident Management
<b>FCC</b>	Federal Coordinating Center	<b>IMT</b>	Incident Management Team
<b>FCDA</b>	Federal Civil Defense Administration	<b>INSP</b>	Information Specialist
<b>FCO</b>	Federal Coordinating Officer	<b>IPAWS</b>	Integrated Public Alert and Warning System
<b>FEMA</b>	Federal Emergency Management Agency	<b>IS</b>	Independent Study
<b>FIWA</b>	FEMA Incident Workforce Academy	<b>ISC</b>	Interagency Security Committee
<b>FPM</b>	Floodplain Manager Flood Program Manager	<b>ISP</b>	Independent Study Program Immediate Services Program
<b>FPO</b>	Fleet Post Office	<b>IT</b>	Information Technology
<b>FQS</b>	FEMA Qualification System	<b>JIC</b>	Joint Information Center
<b>FSA</b>	Federal Staging Area	<b>JIS</b>	Joint Information System
<b>FSC</b>	Facility Security Committee	<b>JFO</b>	Joint Field Office
<b>FSL</b>	Facility Security Level	<b>LDP</b>	Leadership Development Plan
<b>GIMG</b>	Geospatial Information System Manager	<b>LEPC</b>	Local Emergency Planning Committee
<b>GIS</b>	Geographic Information Systems	<b>LFE</b>	Lowest Floor Elevation
<b>GIUL</b>	Geospatial Information System Unit Leader	<b>LOMC</b>	Letters of Map Change
<b>HES</b>	Hurricane Evacuation Studies	<b>LOP</b>	Level of Protection
<b>HGS</b>	Housing Group Supervisor	<b>LPN</b>	Large Project Notification
<b>HM</b>	Hazard Mitigation	<b>LRC</b>	Learning Resource Center
<b>HMA</b>	Hazard Mitigation Assistance	<b>LSC</b>	Logistics Section Chief
<b>HMFOG</b>	Hazard Mitigation Field Operations Guide	<b>MA</b>	Mission Assignment
<b>HMGP</b>	Hazard Mitigation Grant Program	<b>MACS</b>	Multi-Agency Coordination System
<b>HOMES</b>	Housing Operations Management Enterprise System	<b>MC</b>	Mass Care
<b>HP</b>	Historic Preservation	<b>MC/EA</b>	Mass Care and Emergency Assistance
<b>HPA</b>	Hazards and Performance Analysis	<b>MCGS</b>	Mass Care Group Supervisor
<b>HR</b>	Human Resources	<b>MCTL</b>	Mass Care and Emergency Assistance Task Force Leader
<b>HRMG</b>	Human Resources Manager	<b>MEPP</b>	Master Exercise Practitioner Program
<b>HSEEP</b>	Homeland Security Exercise and Evaluation Program	<b>MH</b>	Multi-Hazard
<b>HUD</b>	Housing and Urban Development	<b>MTP</b>	Master Trainer Program
<b>IA</b>	Individual Assistance	<b>MHU</b>	Manufactured Housing Unit
<b>IACET</b>	International Association for Continuing Education and Training	<b>NAI</b>	No Adverse Impact
<b>IAEM</b>	International Association of Emergency Managers	<b>NARA</b>	National Archives and Records Administration
<b>IC</b>	Incident Commander	<b>NCP</b>	National Continuity Program
<b>ICC</b>	Increased Cost of Compliance	<b>NDMS</b>	National Disaster Medical System
<b>ICS</b>	Incident Command System	<b>NDRS</b>	National Disaster Recovery Support
<b>IEMC</b>	Integrated Emergency Management Course	<b>NDSPTS</b>	National Dam Safety Program Technical Seminar
		<b>NDSRB</b>	National Dam Safety Review Board

<b>NEMA</b>	National Emergency Management Association	<b>PSC</b>	Planning Section Chief
<b>NEMIS</b>	National Emergency Management Information System	<b>PTB</b>	Position Task Book
<b>NET</b>	National Emergency Technology	<b>QRB</b>	Qualification Review Board
<b>NETC</b>	National Emergency Training Center	<b>RDD</b>	Radiological Dispersal Device
<b>NFA</b>	National Fire Academy	<b>REO</b>	Regional Exercise Officer
<b>NFIP</b>	National Flood Insurance Program	<b>RESL</b>	Resources Unit Leader
<b>NFPA</b>	National Fire Protection Association	<b>RESP</b>	Reports Specialist
<b>NGO</b>	Non-Governmental Organizations	<b>RFC</b>	River Forecast Center
<b>NHC</b>	National Hurricane Center	<b>RFI</b>	Request for Information
<b>NIC</b>	National Integration Center	<b>RRCC</b>	Regional Response Coordination Center
<b>NIMS</b>	National Incident Management System	<b>RRCS</b>	Regional Response Coordination Staff
<b>NIPP</b>	National Infrastructure Protection Plan	<b>RTM</b>	Regional Training Manager
<b>NOAA</b>	National Oceanic and Atmospheric Administration	<b>RVS</b>	Rapid Visual Screening
<b>NRCC</b>	National Response Coordination Center	<b>SA</b>	Situational Awareness
<b>NRCS</b>	National Response Coordination Staff	<b>SAA</b>	State Administrative Agency
<b>NRIA</b>	Nuclear/Radiological Incident Annex	<b>SCO</b>	State Coordinating Officer
<b>NRF</b>	National Response Framework	<b>SD</b>	Substantial Damage
<b>NTF</b>	Noble Training Facility	<b>SDE</b>	Substantial Damage Estimator
<b>NWCG</b>	National Wildfire Coordinating Group	<b>SEMA</b>	State Emergency Management Agency
<b>NWS</b>	National Weather Service	<b>SGITC</b>	Small Group Instructor Training Course
<b>OCC</b>	Office of Chief Counsel	<b>SI</b>	Substantial Improvement
<b>OCFO</b>	Office of Chief Financial Operations		System of Units
<b>OFA</b>	Other Federal Agency	<b>SID</b>	Student Identification
<b>OSC</b>	Operations Section Chief	<b>SITL</b>	Situation Unit Leader
<b>OSHA</b>	Occupational Safety and Health Administration	<b>SLOSH</b>	Sea, Lake, and Overland Surge from Hurricanes
<b>PA</b>	Public Assistance	<b>SOFR</b>	Safety Officer
<b>PAC</b>	Public Assistance Coordinator	<b>SOP</b>	Standard Operating Procedure
<b>PAG</b>	Protective Action Guide	<b>SPOT</b>	Single Point Order Tracking
<b>PDA</b>	Property Damage Assessment	<b>SPUL</b>	Supply Unit Leader
<b>PDS</b>	Professional Development Series	<b>SRIA</b>	Sandy Recovery Improvement Act
<b>PFT</b>	Permanent Full-Time	<b>SSN</b>	Social Security Number
<b>PIO</b>	Public Information Officer	<b>STO</b>	State Training Officer
<b>PKEMRA</b>	Post-Katrina Emergency Management Reform Act	<b>TA</b>	Travel Authorization
<b>PLSL</b>	Planning Support Unit Leader	<b>TAITC</b>	Total Army Instructor Training Course
<b>PNA</b>	Performance and Needs Analysis	<b>TEI</b>	Training and Exercise Integration
<b>POC</b>	Point of Contact	<b>TFT</b>	Temporary Full-Time
<b>POD</b>	Points of Distribution	<b>THIRA</b>	Threat and Hazard Identification and Risk Assessment
<b>POI</b>	Plan of Instruction		
<b>POV</b>	Privately Owned Vehicle	<b>TTT</b>	Train-the-Trainer
<b>PPD</b>	Presidential Policy Directive	<b>UHMA</b>	Unified Hazard Mitigation Assistance
		<b>USDA</b>	U.S. Department of Agriculture
		<b>USFA</b>	United States Fire Administration
		<b>VAL</b>	Voluntary Agency Liaison

<b>VDCT</b>	Volunteer and Donations Coordination Team
<b>VOAD</b>	Voluntary Organizations Active in Disaster
<b>VRC</b>	Volunteer Reception Center
<b>VTC</b>	Video Teleconference
<b>VTTX</b>	Virtual Tabletop Exercise
<b>WMD</b>	Weapons of Mass Destruction



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DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
**GENERAL ADMISSIONS APPLICATION**

See Reverse for  
Privacy Act Statement

**O.M.B. No. 1660-0100**  
**Expires August 31, 2013**

<b>SECTION I - GENERAL INFORMATION</b>		1. U.S. Citizen <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PERMANENT RESIDENT		If No, City and Country of Birth: _____			
2. NAME (Last, First, Middle Initial, Suffix)			3. STUDENT IDENTIFICATION (SID) NUMBER				
4. HOME MAILING ADDRESS (Street, avenue, road no, P.O. box/city or town, state, and zip code)		5. WORK PHONE NO. (     )		6. HOME PHONE NO. (     )			
		7. FAX NO. (     )		8. E-MAIL ADDRESS:			
		9a. ENTER COURSE CODE AND TITLE: (If you wish to apply for more than one course, please attach a sheet of paper to this application)		9b. COURSE LOCATION		9c. DATES REQUESTED (Please give three choices)	
		10. COMPLETE THE ITEMS BELOW REGARDING THE PREREQUISITES OF THE COURSE FOR WHICH YOU ARE APPLYING					
INSTITUTION		DEGREE/CERTIFICATE		DATE EARNED			
				COURSE/FIELD OF STUDY			
11. DO YOU HAVE ANY DISABILITIES (Including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL ASSISTANCE DURING YOUR ATTENDANCE IN TRAINING? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe & indicate any special assistance required on a separate sheet)							
<b>SECTION II - EMPLOYMENT INFORMATION AND AUTHORIZATION</b>							
12a. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED			12b. NFIRS # (NFA STUDENTS ONLY)	13. CURRENT POSITION AND NUMBER OF YEARS IN POSITION			
14. CHECK THE BOX(ES) BELOW THAT BEST DESCRIBE YOUR ORGANIZATION							
14 a. JURISDICTION		14 b. ORGANIZATION		15. CURRENT STATUS			
1. <input type="checkbox"/> STATEWIDE		1. <input type="checkbox"/> ALL CAREER		1. <input type="checkbox"/> PAID FULL TIME			
2. <input type="checkbox"/> COUNTY GOVERNMENT		2. <input type="checkbox"/> ALL VOLUNTEER		2. <input type="checkbox"/> PAID PART TIME			
3. <input type="checkbox"/> CITY/TOWN/VILLAGE		3. <input type="checkbox"/> COMBINATION		3. <input type="checkbox"/> VOLUNTEER			
4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP				4. <input type="checkbox"/> DISASTER RESERVIST			
5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS)							
6. <input type="checkbox"/> INDUSTRY/BUSINESS							
7. <input type="checkbox"/> FOREIGN							
8. <input type="checkbox"/> DHS/FEMA							
9. <input type="checkbox"/> TRIBAL NATION							
16. Briefly describe your activities/responsibilities as they relate to the course for which you are applying and identify how you will use the information obtained from the course. Attach an organizational chart for the organization being represented and indicate your position. If you need more space, please attach a sheet to this application.							
17. CHECK <b>ONE</b> BOX IN EACH COLUMN THAT BEST DESCRIBES YOUR PRESENT PRIMARY RESPONSIBILITY AND TYPE OF EXPERIENCE AS IT RELATES TO THE COURSE FOR WHICH YOU ARE APPLYING. ALSO ENTER THE NUMBER OF YEARS OF EXPERIENCE.							
17a. PRIMARY RESPONSIBILITY		17b. TYPE OF EXPERIENCE		17c. NUMBER OF YEARS OF EXPERIENCE _____			
1. <input type="checkbox"/> MANAGEMENT		1. <input type="checkbox"/> INCIDENT COMMAND					
2. <input type="checkbox"/> TRAINING/EDUCATION		2. <input type="checkbox"/> ADMINISTRATION/STAFF SUPPORT		17d. SIZE OF DEPARTMENT _____			
3. <input type="checkbox"/> SCIENTIFIC/ENGINEERING		3. <input type="checkbox"/> SUPERVISION					
4. <input type="checkbox"/> INVESTIGATION		4. <input type="checkbox"/> BUDGET/PLANNING		17e. BUSINESS TYPE			
5. <input type="checkbox"/> FIRE PREVENTION		5. <input type="checkbox"/> PROGRAM DEVELOPMENT/DELIVERY		1. <input type="checkbox"/> GOVERNMENT			
6. <input type="checkbox"/> FIRE SUPPRESSION		6. <input type="checkbox"/> COORDINATION/LIAISON		2. <input type="checkbox"/> EDUCATION			
7. <input type="checkbox"/> PROGRAM/ACTIVITY		7. <input type="checkbox"/> PUBLIC EDUCATION		3. <input type="checkbox"/> FIRE SERVICE			
8. <input type="checkbox"/> HEALTH		8. <input type="checkbox"/> CODE DEVELOPMENT		4. <input type="checkbox"/> LAW ENFORCEMENT			
9. <input type="checkbox"/> PUBLIC WORKS		9. <input type="checkbox"/> CODE ENFORCEMENT/INSPECTION		5. <input type="checkbox"/> VOLUNTEER AGENCY			
10. <input type="checkbox"/> DISASTER RESPONSE/RECOVERY		10. <input type="checkbox"/> SUPPORT SERVICES		6. <input type="checkbox"/> EMERGENCY MANAGEMENT			
11. <input type="checkbox"/> EMERGENCY MEDICAL SERVICE		11. <input type="checkbox"/> RESEARCH AND DEVELOPMENT		7. <input type="checkbox"/> HEALTH CARE			
12. <input type="checkbox"/> HAZARD MITIGATION		12. <input type="checkbox"/> ARSON		8. <input type="checkbox"/> PUBLIC WORKS			
13. <input type="checkbox"/> EMERGENCY PREPAREDNESS		13. <input type="checkbox"/> LAW ENFORCEMENT					
14. <input type="checkbox"/> OTHER (Specify) _____		14. <input type="checkbox"/> DESIGN AND PLANNING					
		15. <input type="checkbox"/> OTHER (Specify) _____					
18. DATE OF BIRTH			19. GENDER				
			<input type="checkbox"/> Male <input type="checkbox"/> Female				
20. RACE (Please check all that apply)				20a. Ethnicity			
1. <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE				<input type="checkbox"/> HISPANIC or LATINO			
2. <input type="checkbox"/> ASIAN				<input type="checkbox"/> NOT HISPANIC or LATINO			
3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN							
4. <input type="checkbox"/> WHITE							
5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER							

**GENERAL ADMISSIONS APPLICATION**

GENERAL ADMISSIONS APPLICATION

**SECTION III - ENDORSEMENT AND CERTIFICATION**

21a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (18 U.S.C. 1001).

21b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief or designee.

21c. Further, I understand that the National Emergency Training Center (NETC), the Mt. Weather Emergency Operations Center (MWEOC), and the Noble Training Facility (NTF) are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.

21d. I agree to abide by the rules, policies, and regulations of NETC, MWEOC, and NTF. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.

SIGNATURE OF APPLICANT

DATE

**22. APPROVAL BY THE HEAD OF THE SPONSORING ORGANIZATION**

"By signing this application, I certify that my organization does not discriminate on the basis of age, gender, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees."

22a. SIGNATURE

22b. PRINTED NAME AND TITLE

**23. ADDITIONAL ENDORSEMENTS FOR APPLICATION TO THE EMERGENCY MANAGEMENT INSTITUTE:**

23a. SIGNATURE AND DATE (State Office)

23b. SIGNATURE AND DATE (FEMA Regional Office)

24a. FOR NFA REGIONAL DELIVERY COURSES AND COURSES DELIVERED AT EMMITSBURG, MD. SUBMIT APPLICATION TO:

**NATIONAL EMERGENCY TRAINING CENTER  
OFFICE OF ADMISSIONS, BLDG. I-216  
16825 SOUTH SETON AVENUE  
EMMITSBURG, MD. 21277**

24b. FOR EMI COURSES DELIVERED AT NETC, MWEOC, OR NTF SUBMIT APPLICATION THROUGH THE APPROPRIATE STATE EMERGENCY MANAGEMENT COORDINATOR OR FEMA REGIONAL TRAINING MANAGER TO NETC.

24c. FOR FIELD PROGRAM COURSES, SUBMIT APPLICATION TO APPROPRIATE SPONSOR.

25. DISPOSITION

ACCEPTED  REJECTED

SIGNATURE OF REVIEWER

DATE

**EQUAL OPPORTUNITY STATEMENT**

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, gender, race, color, religious belief, national origin, or disability in their admissions and student-related procedures. Both schools make every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minority and women candidates are encouraged to apply for all courses.

**PRIVACY ACT STATEMENT**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), Title 5 United States Code (U.S.C.) Section 552a, for individuals applying for admission to NFA or EMI.

**AUTHORITY** - Federal Fire Prevention and Control Act of 1974, as amended, Title 15 U.S.C., Sections 2201 *et. seq.*; Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Title 42 U.S.C., Sections 5121 *et. seq.*; Title 44 U.S.C., Section 3101; Executive Orders 12127, 12148, and 9397; Title VI of the Civil Rights Act of 1964; and Section 504 of the Rehabilitation Act of 1973.

**PURPOSES** - To determine eligibility for participation in NFA and EMI courses. Information such as age, gender, and ancestral heritage are used for statistical purposes only.

**USES** - Information may be released to: 1) FEMA staff to analyze application and enrollment patterns for specific courses, and to respond to student inquiries; 2) a physician to provide medical assistance to students who become ill or are injured during courses; 3) Members of the Board of Visitors for the purpose of evaluating programmatic statistics; 4) sponsoring States, local officials, or State agencies to update/evaluate statistics of NFA and EMI participants; 5) Members of Congress seeking first party information; and 6) Agency training program contractors and computer centers performing administrative functions.

**EFFECTS OF NONDISCLOSURE** - Personal information is provided on a voluntary basis. Failure to provide information on this form, however, may result in a delay in processing your application and/or certifying completion of the course.

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 9 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0100). **NOTE: Do not send your completed form to this address.**

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## HUMAN DIGNITY STATEMENT

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The uniqueness of all individuals attending DHS-conducted or sponsored training is recognized, as well as their diversity, which can be a resource that enriches the learning environment through sharing of differing perspectives. An equal learning opportunity is provided to all course participants. This is supported by:

- ensuring equal opportunity to all participants, employees, and contractors;
- prohibiting all discrimination and harassment;
- supporting affirmative employment policies and practices on behalf of minorities, women, and persons with disabilities;
- encouraging participants, staff, and contractors to communicate and behave in a manner which is sensitive to, and acknowledges the viewpoints of others;
- regarding diversity as a resource that enriches the learning environment through the sharing of differing perspectives, experiences, and ideas;
- removing barriers to teamwork through collaboration, problem-solving, and the constructive resolution of conflicts; and
- continuing to identify and eliminate barriers to training, employment, and advancement of minorities, women, and persons with disabilities.

Participants, instructors, and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and may result in removal from campus.







**Emergency Management Institute**

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