

The information in this catalog is also available on the Internet at:
<http://training.fema.gov/EMIWeb/EMICourses/EMICatalog.asp>

Course dates are available on the Web at:
<http://training.fema.gov/EMIWeb/EMICourses/>

EMERGENCY MANAGEMENT INSTITUTE
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Emmitsburg, Maryland 21727
Phone: 301-447-1000 • 800-238-3358
Fax: 301-447-1658 (Admissions)
<http://training.fema.gov/emiweb/emicourses/>



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Emergency Management Institute

Through its courses and programs, EMI serves as the national focal point for the development and delivery of emergency management training to enhance the capabilities of Federal, State, local, and Tribal government officials, volunteer organizations, and the public and private sectors to minimize the impact of disasters on the American public. EMI curricula are structured to meet the needs of this diverse audience with an emphasis on how the various elements work together in emergencies to save lives and protect property.

Instruction focuses on the four phases of emergency management: mitigation, preparedness, response, and recovery. EMI develops courses and administers resident and nonresident training programs in areas such as natural hazards (earthquakes, hurricanes, floods, dam safety), technological hazards (hazardous materials, terrorism, radiological incidents), professional development, leadership, instructional methodology, exercise design and evaluation, information technology, public information, integrated emergency management, and train-the-trainers.

Approximately 10,000 participants attend resident courses each year while 100,000 individuals participate in nonresident programs sponsored by EMI and conducted by State emergency management agencies under cooperative agreements with the Federal Emergency Management Agency (FEMA). Another 150,000 individuals participate in EMI-supported exercises. Additionally, hundreds of thousands of individuals use EMI distance learning programs such as the Independent Study Program. Visit the EMI Web site at: <http://training.fema.gov/emiweb>

Nonresident Courses--Courses Offered by States

A significant portion of our training is conducted by State emergency management agencies, under cooperative agreement with FEMA. Not all of the courses listed in the Nonresident section of 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 officers are listed at the back of this catalog.

Higher Education Project

A goal of FEMA is to encourage and support the expansion of emergency management-related education in colleges and universities across the United States. We believe that in the future, more emergency managers in government and the private sector will come to the job not only with a college education, but with a degree in emergency management as well.

Toward that end, EMI has developed a number of college- and graduate-level emergency management and homeland security courses. The courses have been developed by college and university faculty and are freely accessible at the following Web site address: <http://training.fema.gov/emiweb/edu>

In addition, the following information can be found on the Web site:

A listing of colleges and universities offering emergency management and homeland security programs or teaching one or more emergency management-related courses, books and materials to support emergency management higher education courses, and a variety of other information.

Certified Emergency Manager® (CEM®) Program

The Emergency Management Institute (EMI) endorses the Certified Emergency Manager® program, which is administered by the International Association of Emergency Managers. The purpose of this program is to raise and maintain professional standards and certify individuals who have demonstrated basic competencies in the emergency management profession.

Information on the CEM® program can be obtained by contacting the International Association of Emergency Managers at 111 Park Place, Falls Church, Virginia, 22046, by phone at (703) 538-1795, or by e-mail at iaem@aol.com. See <http://www.iaem.com> for more information.

Credit for EMI Courses

American Council on Education (ACE) Recommendations

Although EMI is not accredited as an academic institution, some EMI courses involve college-level work, and individuals completing these courses may apply to their colleges to receive credit based on having attended the EMI courses. These courses have been evaluated by the ACE College Credit Recommendation Service and recommended for equivalent college credit in the ACE's *Guide to Educational Credit for Training Programs*. Not all courses are recommended for college credit. For those that are, specific information on credit equivalency recommendations from the *Guide* are included in the course descriptions in this catalog under the title "ACE Recommendations."

Level Codes

- LD Lower Division (can apply to associate's degree or first 2 years of bachelor's degree program)
- UD Upper Division (third and fourth year of bachelor's degree program; also can be applied to LD if school agrees)
- G Graduate Program

Continuing Education Units (CEUs) Granted

Continuing Education Units (CEUs) are granted to course participants seeking these credits toward a program which an individual needs for maintaining specific knowledge, skills, and abilities. The number of CEUs is based on successful completion of a course which 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 issued from the NETC Admissions Office upon request. Each course description includes the CEUs.

FEMA is an authorized provider that ensures that the training received meets all criteria under the International Association of Continuing Education and Training.

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 their 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 reserve personnel may earn retirement points for completing EMI Independent Study courses. Refer to the Independent Study section of this catalog for details (page 186).

The Independent Study courses can be accessed on the Internet at: <http://training.fema.gov/emiweb/is/>

Outline of Catalog and Course Coding

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

The General Information section provides information relative to the Application, Registration, Attendance, Costs and Stipends, Foreign Applicants, Travel, Lodging, Food Services, etc., and maps with descriptions for NETC are addressed in the front of the catalog on page 125.

The courses are divided into Resident and Nonresident sections: Mitigation, Preparedness and Technology, Professional Development, Disaster Operations and Recovery, Integrated Emergency Management, and Independent Study.

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

- B Resident courses held at Noble Training Center
- E Resident courses held at the NETC campus
- G Field-delivered courses
- IS Independent Study courses
- L Resident courses held off-site
- K Self-paced training using the World Wide Web (Master Trainer Program--Evaluation of Training)

Noble Training Center (NTC), Fort McClellan/Anniston, Alabama

The Noble Training Center (NTC) (Fort McClellan) is located in Anniston, Alabama, between the cities of Oxford and Jacksonville, in Calhoun County. This northeastern area of Alabama generally has a mild climate. The area formerly known as Fort McClellan is still used by the Alabama National Guard and the Army Reserve as a military training area.

Smoking/Alcohol

Smoking in Federal facilities is prohibited. Each building has a designated outdoor smoking area. Alcoholic beverages are not permitted on the premises.

Weapons

Firearms and other personal weapons are not required for training and are not authorized at the NTC. **Transportation of any weapon onto the Federal facility or possession of any weapon on NTC property is cause for immediate dismissal from training and notification of local law enforcement agencies.**

Lodging

Lodging will be provided onsite to eligible participants at no cost to you or your organization.

Meals

Depending on the course, student expenditures are very similar to those at EMI. Your acceptance letter will outline the specific course amounts, methods of payment, etc.

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

Dress Code

Attire for training is business casual during course hours. During outdoor training, participants should consider wearing clothing suitable for the weather conditions and training activity.

Security

All personnel entering NTC should become familiar and comply with the security regulations and instructions. All personnel will walk through a metal detector, and both personnel and packages are subject to search and inspection. All students will display their student badge (identification) at all times while inside the facility.

Recreation

Fitness Facilities

Each dormitory building has exercise equipment located on the first floor. In addition, there are two fitness facilities available for your use. These facilities are owned and operated by the City of Anniston.

The Truman Gym is open daily until 9 p.m. The following activities are available at Truman Gym: heated indoor pool, racquetball, sauna, Nautilus room, free-weight room, and basketball.

The Fitness Center is located 1 mile from NTC. The center is open daily until 6:30 p.m. The following activities are available at the Fitness Center: Nautilus, sauna, sauna-vibe massage, cardio room, and free-weights.

There is also an 18-hole golf course currently at the NTC site. The golf course is currently owned and operated by the city of Anniston. It includes a pro shop and clubhouse which serves food and beverages.

Banking Facilities

The Fort McClellan Credit Union has an ATM located in the shopping area (Commissary and PX complex). There are numerous other banking institutions within 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 NTC are provided below. 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 NTC will be provided via shuttle bus to/from the airport. Please call (256) 741-3600 to reserve a seat on the shuttle bus.

In case of emergency or travel difficulties, please call the Noble Training Center at (256) 741-3419.

General Directions to Noble Training Center

The Noble Training Center (NTC) 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, the 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:

1. From the Birmingham Airport, take I-20 East from Birmingham.
2. Take I-20 East to exit 185 OXFORD-ANNISTON (Ala 21) (about 60 miles).
3. Upon exiting, you will be in Oxford, Alabama. Continue north on Ala 21 into Anniston. Proceed through Anniston to Fort McClellan.
4. 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.

5. Turn right onto Baltzell Gate Road. Follow Baltzell and parallel the golf course. You will pass the clubhouse on your left.
6. 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 Center which will be on your right on CARE DRIVE. Park in northeast lot. Go to glass door (under FEMA sign).

WATCH FOR THE BLUE AND WHITE SIGNS MARKING THE ROUTE TO NTC ON BALTZELL GATE ROAD.

If you need additional directions, please call Noble Training Center at (256) 240-7500.

From Atlanta airport:

1. At your car rental agency, ask for directions from the airport to CAMP CREEK PARKWAY.
2. Take CAMP CREEK PARKWAY to I-20 West (about 13 miles).
3. Take I-20 West to exit 185 OXFORD-ANNISTON (Ala 21) about 75 miles.

4. Upon exiting you will be in Oxford, Alabama. Continue north on Ala 21 into Anniston. Proceed through Anniston to Fort McClellan.
5. 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.
6. Turn right onto Baltzell Gate Road. Follow Baltzell and parallel the golf course. You will pass the clubhouse on your left.
7. 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 Center which will be on your right on CARE DRIVE. Park in northeast lot. Go to glass door (under FEMA sign).

WATCH FOR THE BLUE AND WHITE SIGNS MARKING THE ROUTE TO NTC ON BALTZELL GATE ROAD.

If you need additional directions, please call Noble Training Center at (256) 240-7500.

WORLD WIDE WEB ADDRESSES

FEMA	http://www.fema.gov
EMI	http://training.fema.gov/emiweb
Higher Education	http://training.fema.gov/emiweb/edu/
LRC	netclrc@dhs.gov (e-mail) www.lrc.fema.gov (online card catalog)
Independent Study	http://training.fema.gov/emiweb/is/
USFA/NFA	http://www.usfa.fema.gov
FEMA Form 75-5	www.training.fema.gov/emiweb/emicourses
EMI Catalog	http://www.training.fema.gov/EMIWeb/EMICourses/
CD Videos and CD-ROMS	http://www.ntis.gov
Master Trainer Program	http://training.fema.gov/emiweb/mtp



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 in EMI courses. (See Foreign Applicants, page 126.)

Application Procedures

The form used to apply to take an EMI course is the General Admissions Application Form (FEMA Form 75-5, which expires February 28, 2007). The only FEMA Form 75-5 that will be accepted is the one

with the expiration date of February 28, 2007. A copy of the form can be downloaded from the EMI Web site (www.training.fema.gov/emiweb/EMICourses) 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 completely or it will be returned.**

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.

EMI’S NATIONAL ENROLLMENT SYSTEM

EMI will use a National Enrollment System of two terms with a prescribed application period for each term.

Winter Term 2008--For courses to be conducted from October 2007 through March 2008, the application period is May 1 through June 30, 2007.

For Courses Beginning	Application Period	Applicants to be Notified
October 1, 2007–March 30, 2008	May 1–June 30, 2007	By August 30, 2007
April 1–September 30, 2008	November 1–December 31, 2007	By February 28, 2008

After each application period:

- NETC staff will review the applications and notify applicants regarding their status as noted above.
- EMI will post any remaining vacancies on the EMI Web site (www.training.fema.gov/emiweb/emicourses) and interested personnel may continue to 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/emiweb/iemc/).

Attendance/Substitution/Cancellation

Once accepted, participants are expected to attend all sessions of each course, seminar, 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.

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 netc-admissions@dhs.gov.

Dress Policy

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.

Costs/Stipends/Reimbursements

There are no tuition fees for EMI on-campus or off-site 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 Trainer Program or Master Exercise Practitioner Program.) You must purchase a 21-day pre-purchased, nonrefundable 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 check). You are responsible for reimbursing your organization.

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

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 on-site. 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 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 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)
netc-admissions@dhs.gov (e-mail)



Mitigation Curriculum

The Mitigation curriculum provides training for Federal, State, local, and tribal government officials who are working to eliminate or reduce the long-term risk to human life and property posed by earthquakes, floods, tornadoes, dam failures, landslides, hurricanes, and other natural hazards.

The curriculum includes training courses of varying lengths. Resident offerings generally last 4 days while field courses last 1 to 2 days. Some offerings are appropriate only for resident delivery because they require instruction by representatives of a number of Federal agencies and facilitators located in the Washington, DC, area.

Many of the courses offered in this curriculum area directly support the training requirements of Federal programs, such as the National Flood Insurance Program (NFIP), the National Hurricane Program, and the National Earthquake Hazards Reduction Program (NEHRP). Participants in these courses learn about program regulations and policies and are provided with the tools and techniques for implementing mitigation strategies.

RESIDENT COURSES

This course will cover the content of FEMA 426, *Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings* and FEMA 452, *FEMA: A How-To Guide to Mitigate Potential Terrorist Attacks*. Both documents combine best practices among Federal agency publications for engineers and architects and other design professionals. The course is designed to enhance participant knowledge of measures and technology available to reduce risks from terrorist attacks. The course focus is on explosive blast; chemical, biological, and radiological attacks; and the best mitigation measures for site and building design and layout. There is guidance on electronic security systems. Participants will understand the design approaches

to mitigate manmade hazards and comprehend the trade-offs needed to optimize various design requirements.

Selection Criteria: The course is intended for engineers, architects, and building science officials involved in mitigation planning and design to protect people and property against manmade hazards. Secondary audiences include land-use planners, hazard mitigation specialists, consultants, academic staff, and other professionals involved in State/local planning or design efforts.

Prerequisites: None.

Course Length: 3 days

CEUs: 2.1

Building Design for Homeland Security for Continuity of Operations (COOP) Train-the-Trainer (TTT) (E156)

This course will cover the content of FEMA 426, *Reference Manual to Mitigate Potential Terrorist Attacks Against Buildings* and FEMA 452, *FEMA: A How-To Guide to Mitigate Potential Terrorist Attacks*. This course is being offered to Federal Executive Branch officials with Continuity of Operations (COOP) responsibilities.

This course outlines a methodology to determine the risk of a building's critical functions and infrastructure against various terrorist threats and highlights applicable protective measures. The course considers Explosive Blast and Chemical, Biological, and Radiological attacks, and it identifies protective measures for site and building design and layout. The course also provides guidance on electronic security systems.

This training includes a "Train-the-Trainer" module to equip the managers to train the course to others.

In order to ensure that Federal agencies or departments are able to take full advantage of this training opportunity, FEMA will only accept participants representing their department or agencies' COOP Program Office, Facility Management, and Security Management sections.

Upon completion of this course, participants should be able to:

- Understand the design approaches to mitigate manmade hazards that have the greatest applicability and benefit for specific threats;
- Train other COOP stakeholders to include Program Managers and Facility/Security Offices.

REQUIREMENT: A laptop is required by each individual for classroom exercises.

Selection Criteria: FEMA will only accept participants representing their Federal department or agencies' COOP Program Office, Facility Management and Security Management sections. Participants are limited to two from the same department or agency.

Prerequisites:

Required: None.

Recommended: Completion of IS-546, *Continuity of Operations (COOP) Awareness*, or IS-547, *Introduction to Continuity of Operations (COOP)*.

Course Length: 3 days

CEUs: 2.1

Advanced HAZUS Multi-Hazard (MH) for Hurricane (E170)

This course provides in-depth discussion of the HAZUS-MH hurricane model through a combination of lectures and hands-on exercises. The course begins with a review of the basics of the hurricane model components. It then proceeds to provide instruction on the organization of and processes for updating of the general building stock as well as site-specific facility inventory. This is followed by a detailed discussion on the definition of the hurricane hazard including a review of the key components that drive the hazard analysis and the damage models that generate the analysis output. The course provides participants with an understanding of the means by which HAZUS can be applied in response and recovery activities; techniques for conducting more effective shelter, debris, and economic loss modeling; and applications of HAZUS-MH for mit-

igation benefit analysis. It concludes with a review of model uncertainties and the means by which to address those uncertainties within the analysis process.

Selection Criteria: The audience for this course includes State and local emergency managers and GIS specialists, State and local planners, regional personnel responsible for wind mitigation and response activities, and other Federal agencies. A strong working knowledge of ArcGIS is recommended.

Prerequisites:

Recommended: E313, *Basic HAZUS Multi-Hazard (MH) course*, any field or resident HAZUS course, previous or current use of HAZUS or ArcGIS software in performing your job, or skills equivalent to those taught in E190, *Introduction to ArcGIS for HAZUS-MH Users*.

Course Length: 3½ days

CEUs: 2.6

Advanced HAZUS Multi-Hazard (MH) for Flood (E172)

This course will provide in-depth instruction and hands-on exercises that develop the skills needed to effectively use HAZUS-MH for modeling the impacts on communities from riverine and coastal flooding. The course provides a detailed review of the methodologies used to compile the extensive out-of-the-box inventory that is provided with HAZUS. It also discusses techniques for updating the inventory, which is largely composed of best available national data sources, with more accurate aggregate and site-specific local data. Of particular importance, it identifies those inventory elements that should be given updating priority in order to produce the best possible loss estimates. Participants will become familiar with the many options that HAZUS-MH provides for generating a flood depth grid including application of the Flood Information Tool (FIT) which, when provided with user-supplied flood study inputs, calculates the most accurate flood depth and elevation information that can be produced by HAZUS-MH for riverine and coastal flood hazards. Following

a review of the hazard development process, the course will explore the multitude of maps, tables, and reports that HAZUS-MH generates with a focus on how to interpret the wealth of information provided in these outputs. Finally, it will end with a discussion of the sensitivity of the model to variations in the quality of the inventory and hazard data.

Selection Criteria: The audience for this course includes State and local emergency managers and GIS specialists, State and local planners, regional personnel responsible for flood mitigation and response activities, and other Federal agencies. A strong working knowledge of ArcGIS and Spatial Analyst is recommended.

Prerequisites:

Recommended: E313, Basic HAZUS Multi-Hazard (MH) course, any field or resident HAZUS course, previous or current use of HAZUS or ArcGIS software in performing your job, or skills equivalent to those taught in E190, Introduction to ArcGIS for HAZUS-MH Users.

Course Length: 3½ days

CEUs: 2.6

Advanced HAZUS Multi-Hazard (MH) for Earthquake (E174)

This course provides participants with the opportunity to explore many of the more powerful capabilities of the HAZUS-MH earthquake model. The class begins with an in-depth discussion of the HAZUS inventory with emphasis on those inventory components that are of critical importance to the earthquake model and the process for updating both aggregate and site-specific inventory with local data. The class continues with a discussion of how HAZUS-MH can be used to conduct advanced analysis using the Advanced Engineering Building Module (AEBM). It also reviews the differences that might be seen in the output from earthquake models due to variations in vulnerabilities that are seen in different building configurations. The class helps participants understand the impacts of modifying model parameters by providing focused discussion

on the process of estimating losses for bridges, pipelines, and socio-economic parameters. It concludes with a discussion on model uncertainties, and applications of the model for assessing mitigation strategies as well as for response and recovery activities.

Selection Criteria: The audience for this course includes State and local emergency managers and GIS specialists, State and local planners, regional personnel with responsibility for earthquake mitigation and response activities, and other Federal agencies with risk assessment responsibilities. A strong working knowledge of ArcGIS is recommended.

Prerequisites:

Recommended: E313, Basic HAZUS Multi-Hazard (MH) course, any field or resident HAZUS course, previous or current use of HAZUS or ArcGIS software in performing your job, or skills equivalent to those taught in E190, Introduction to ArcGIS for HAZUS-MH Users.

Course Length: 3½ days

CEUs: 2.6

Application of HAZUS Multi-Hazard (MH) for Disaster Operations (E179)

This course is designed to increase the level of awareness and knowledge of Federal and State emergency management officials of the capabilities of HAZUS-MH, the information and analyses requirements of key sections at the Regional Response Coordination Center (RRCC) and Joint Field Office (JFO), and the potential applications of HAZUS-MH to support decisions at the RRCC, Emergency Support Team, and the JFO including hurricane disaster operations, mitigation, Individual Assistance (IA), and Public Assistance (PA). The course also provides a description of the full range of potential uses of HAZUS-MH analyses into strategies for Mitigation, IA, and PA.

Selection Criteria: FEMA Mitigation staff, Mitigation DAEs, and State Building Science, and GIS professionals; additionally, Federal and State officials who have a role and responsibility in the JFO, with priority given to mitigation, IA, and PA. The course

also targets select decisionmakers on the Emergency Support Team, in the Regional Operations Center, and the State Emergency Operations Center.

Prerequisites: None.

Course Length: 3½ days

CEUs: 2.6

Introduction to ArcGIS for HAZUS-MH Users (E190)

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-MH 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. The first day's topics include spatial data concepts; symbolizing information, designing maps, charts, and reports using ArcGIS; and techniques for constructing both spatial and attribute-related queries. The second day explores creation and manipulation of tabular as well as geographic data, understanding and managing coordinate systems, and working with Arc Catalog. The third day provides instruction on how to adjust scanned imagery and other data that is not georeferenced so that it can be included in a GIS project by locating it properly in space. It also develops the skills required to geocode addresses of critical facilities, homes, or other structures so that they can be mapped and analyzed. In addition, it surveys the capabilities of geodatabases and explores the Spatial Analyst extension. That extension is required by HAZUS-MH for flood modeling, but it can also be used for a significant range of other tasks including visualization of terrain data, modeling of population movements, and much more. The final day of the course includes a demonstration of HAZUS-MH and a discussion of how the skills learned in the class apply to HAZUS-MH users. The class concludes

with a group exercise in which participants apply the skills that they have learned to solve a realistic problem.

While this course does not provide hands-on instruction specifically on HAZUS-MH, all exercises use HAZUS-MH inventory and model output and therefore participants become familiar with elements of HAZUS-MH while learning the underlying GIS tools upon which HAZUS-MH depends.

Selection Criteria: This course is intended for State and local emergency managers; State and local 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 and local planners.

Participants must currently use or be planning to use GIS and HAZUS.

Prerequisites: None.

Course Length: 3½ days

CEUs: 2.6

Advanced Floodplain Management Concepts (E194)

This course consists of four modules: NFIP Floodplain Rules and Regulations in Depth; NFIP: LOMC Procedures for Applying and Floodplain Management Implications; Roles and Responsibilities of the Local Floodplain Manager; and Preparing for Post-Disaster Responsibilities. Each of these topics are designed to be at a higher level of detail than any 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 appropriate rules and regulations, but also why they are in effect and how to apply them. This course is exercise rich and participants can expect to be engaged throughout much of the course.

Selection Criteria: Floodplain Managers with more than 3 years of full-time floodplain management experience.

Prerequisites: None.

Course Length: 4 days
CECs: 12 (core)

Digital Hazard Data (E234)

This course is designed to give floodplain and emergency management personnel the necessary skills and knowledge to use digital flood data and other hazard data. It is **not** intended to make participants technically proficient (experts) in the hands-on use of Geographic Information Systems (GIS). Participants must have basic computer skills and literacy, including knowledge of Windows. Advanced users should be aware that many **basic** GIS concepts will be included in course content and exercises. This training supports FEMA's conversion of the paper flood insurance rate maps to a computerized format.

Selection Criteria: The audience for this course consists of State and local floodplain and emergency management personnel, regional personnel with National Flood Insurance Program responsibilities, personnel from other Federal agencies involved in floodplain and emergency management, and State and local planners. Individuals who are not in manager/planner positions may apply if the need to attend this training is documented in block 16 of the application.

Prerequisites:

Required: Participants must be able to do the following.

1. Read and interpret the Flood Insurance Rate Map.
2. Use, or be planning to use, GIS.
3. Use a personal computer and Windows 2000.

A statement verifying the above qualifications should be included in block 16 of the application form.

Recommended: None.

Course Length: 4 days
CEUs: 2.8
CECs: 6 (parallel)

Managing Floodplain Development Through the National Flood Insurance Program (NFIP) Train-the-Trainer (TTT) (E270)

This course is designed to train subject matter experts in how to deliver an effective and interesting course on floodplain management topics. The E273 course is used as the basis for delivery of this training. Participants will be expected to pick two sections of the new course and be prepared to teach them to the full class, and then to receive constructive feedback regarding their presentation. Two days of the course are dedicated to the various factors that can make a training exceptional and effective, with the remaining 2 days used for practice and evaluation. Video tapes will be made so that participants can review their own performance and critique themselves at their leisure.

Selection Criteria: Participants should be thoroughly familiar with the course material and experienced enough to teach the class and answer in-depth questions.

Prerequisites:

Required: None.

Recommended: Participants should have attended the new E273, Managing Floodplain Development Through the National Flood Insurance Program (NFIP).

Course Length: 4 days

Managing Floodplain Development Through the National Flood Insurance Program (NFIP) (E273)

This course is designed to provide 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.

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.

Course Length: 4 days

CEUs: 3.1

CECs: 12 (core)

Benefit-Cost Analysis: Entry-Level Training (E276)

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 basic versions of the riverine and coastal A-zone software modules. This course will not teach how to conduct level-two BC analyses.

Selection Criteria: The target audience is FEMA and State hazard mitigation officials. Other personnel involved in conducting BC analyses may also apply.

Prerequisites:

Required: Participants must have knowledge of mathematics (basic algebra and percentages) and computers (Windows and spreadsheet programs).

Recommended: Familiarity with basic mitigation terminology is suggested.

Course Length: 2½ days

CEUs: 1.3

CECs: 12 (core)

National Flood Insurance Program/Community Rating System (NFIP/CRS) (E278)

This course covers the CRS, a nationwide initiative of FEMA's National Flood Insurance Program. It describes activities eligible for credit under CRS, how a community applies, and how a community modifies an application to improve its classification.

Selection Criteria: FEMA regional office staff, NFIP State coordinators, regional planning officials, local and tribal government officials, those performing floodplain management 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 per fiscal year.

Prerequisites:

Required: None.

Recommended: The course is designed for those officials with some floodplain management experience.

ACE Recommendation:

Credit Hours: 2 Semester Hours

Level: LD or UD

Curricula: Public Administration or Emergency Management

Course Length: 4 days

CEUs: 2.9

CECs: 12 (core)

Retrofitting Flood-Prone Residential Buildings (E279)

This course is designed to provide engineering and economic guidance on what constitutes proper retrofitting techniques for flood-prone residential structures. The course will focus on the concepts of floodproofing, regulatory framework, controlling

parameters, design practices, and benefit, cost, and technical feasibility analysis. There is a case study design exercise and a written examination.

Selection Criteria: The audience comprises engineers and architects, and building code, floodplain management,* hazard mitigation,* planning,* zoning,* and public works officials.*

*This course is intended for those with engineering, architectural, or building science knowledge.

Prerequisites:

Required: None.

Recommended: It is recommended that participants complete IS-279. Please see the Independent Study curriculum in this catalog to order IS-279.

ACE Recommendation:

Credit Hours: 2 Semester Hours

Level: UD

Curricula: Civil Engineering, Emergency Management, or Resource Economics

Course Length: 4½ days

CEUs: 2.9

CECs: 12 (core)

HAZUS Multi-Hazard/DMA 2000 Risk Assessment (E296)

This course provides participants with an understanding of how they can use the HAZUS-MH risk assessment methodology and tools to assist them in their efforts to conduct the community risk assessments that are necessary to be compliant with the ongoing requirements of the Disaster Mitigation Act of 2000 which, among other things, sets conditions which must be met for communities to be eligible to receive certain disaster relief funding. The course includes hands-on computer exercises using the HAZUS-MH software and other tools such as the HAZUS-MH Risk Assessment Tool and Flood Wizard to perform risk assessment-related tasks. It focuses on the process of applying the wealth of information that HAZUS-MH includes, and that it can produce,

to the risk assessment process rather than on learning the process of actually running HAZUS-MH. A combination of individual as well as group hands-on exercises leads 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.

Selection Criteria: The audience for this course includes FEMA regional staff and State and local emergency management planners.

Prerequisites:

Required: None.

Recommended: E313, Basic HAZUS Multi-Hazard (MH) course.

Course Length: 3 days

CEUs: 1.8

Basic HAZUS Multi-Hazard (MH) (E313)

This course provides participants with an understanding of the multi-hazard applications of HAZUS-MH toward mitigation, response, recovery, and risk management for earthquake, flood, and hurricane hazards. It also discusses how HAZUS-MH inventory data can be applied to assessing the exposure to other types of hazards.

During the first part of the course, participants are led through an introduction of HAZUS-MH, the process of software installation, definition of a geographic area of interest, and an overview of the components of the HAZUS-MH user interface. They are then provided with a combination of lectures and hands-on exercises that help them understand how HAZUS-MH can be used to define and analyze a hazard and the types of information that HAZUS-MH can produce. The course focuses on a level 1 analysis which makes it possible to perform a complete hazard analysis with minimal to no additional input of data beyond what is installed with the application. It also prepares participants who are interested in integrating their own data into the HAZUS-MH analysis process with the foundation of skills that are neces-

sary to successfully complete the advanced HAZUS-MH courses where those techniques are taught.

The Flood model allows users to determine flood depths, estimate damages and losses, and define floods of varying magnitudes. Users may also assess riverine, coastal and alluvial fan flooding, and estimate potential damages to buildings, essential facilities, transportation, and requirements and can estimate direct losses based on physical damage to structures, contents, and building interiors. Finally, it allows users to simulate the effects of a disaster and determine the level and type of damage and economic loss people may suffer.

The Earthquake model uses mathematical formulas and information about building stock, local geology and the location and size of potential earthquakes, economic data, and other information to estimate losses from a potential earthquake. The HAZUS-MH earthquake module maps and displays ground shaking, the pattern of building damage, and demographic information about a community. Once the location and size of a hypothetical earthquake is identified, the model will estimate the violence of the following ground shaking, the number of buildings damaged, the number of casualties, the amount of damage to transportation systems, disruption to the electrical and water utilities, the number of people displaced from their homes, and estimated cost of repairing projected damage and other effects.

The Hurricane model provides the means by which to assess the losses that might be experienced from a hurricane. Participants are introduced to the capabilities that the hurricane model provides to model historic storms, user-defined storms, and probabilistic scenarios. They are also introduced to the wide range of output that the model will produce from a hurricane loss estimation analysis such as building damage estimates, shelter needs, and economic impacts.

Selection Criteria: The audience includes Federal, State, local, and tribal GIS specialists, students and researchers, insurance companies, utilities, and anyone involved with or interested in planning for emergencies associated with flooding or earthquake events.

Prerequisites:

Required: None.

Recommended: Skills equivalent to those taught in the E190, Introduction to ArcGIS for HAZUS-MH Users course.

Course Length: 4 days

CEUs: 2.8

Comprehensive Data Management for HAZUS Multi-Hazard (MH) (E317)

This course focuses on the HAZUS-MH inventory. It is recommended for GIS analysts, database administrators, and others who will be responsible for integrating local data into the HAZUS-MH database structure.

It will include an in-depth discussion of the methodologies that were used to develop and compile the HAZUS-MH provided inventory and it will identify the issues associated with using that inventory for purposes other than those for which it is intended. A significant portion of the course will be devoted to exploring a variety of strategies and techniques for updating both the site-specific and aggregate inventory with local data. Update processes for both the State geodatabases and study region specific data will be covered. The course will also help participants effectively prepare for their own data updating projects by identifying those inventory elements that have the most impact on the estimation of losses for flood, earthquake, and hurricane analysis events. Numerous hands-on exercises will be completed during the course.

Selection Criteria: The audience includes State and local emergency managers and GIS specialists, State and local planners, regional personnel responsible for mitigation and response activities, and other Federal agencies. A strong working knowledge of ArcGIS is recommended.

Prerequisites:

Required: None.

Recommended: E313, Basic HAZUS Multi-Hazard (MH) course, any field or resident version of a HAZUS course, or previous or current use of HAZUS or ArcGIS software in performing your job.

Course Length: 4 days

CEUs: 2.8

Mitigation for Tribal Officials (E344)

This course provides Tribal members and their representatives with an overview of FEMA's mitigation programs, outlines tribal mitigation responsibilities, and to discuss opportunities for achieving mitigation successes. The course will cover mitigation planning, the National Flood Insurance Program (NFIP), and mitigation grant programs.

Selection Criteria: The course will be limited to Federally recognized tribal members and their representatives.

Prerequisites:

Required: None.

Recommended: Participants should be familiar with emergency management principles and operations and/or mitigation publications and brochures.

Course Length: 4 days

CEUs: 2.4

Multi-Hazard Emergency Planning for Schools Train-the-Trainer (TTT) (E362)

This 4-day Train-the-Trainer course provides school district teams with the knowledge, skills, and tools needed to develop all-hazard school plans for school emergencies. The course focuses on the phases of emergency management and explains how to use the Incident Command System (ICS) as the foundation for a school emergency response plan. Using ICS, school personnel will be able to coordinate their emergency activities with outside agencies in response to any situation. Teams are expected to return to their school districts and teach the field course to their school personnel.

- Unit 1: Course Overview and Introduction
- Unit 2: Responding Using the Incident Command System
- Unit 3: Developing the School Plan
- Unit 4: Planning for Incidents Involving Violence
- Unit 5: Training and Testing the Plan
- Unit 6: Final Exercise
- Unit 7: Course Summary

Delivering the Course in the Field

Selection Criteria is as follows:

- Only "school district" teams should apply for the Train-the-Trainer (E362).
- Attendance will be limited to two teams from any State for each offering.
- Submit applications as a "package" using the format below as a cover sheet. Place person's name next to position being filled.

First Responders

- 1 person--Law Enforcement/SRO
- 1 person--Fire/Emergency Medical Services (EMS)/Public Health
- 1 person--Emergency Management

School District/School Officials--5 people (DO NOT DUPLICATE POSITIONS)

- Superintendent or Assistant Superintendent
- Risk Manager
- School Security Official
- Transportation Coordinator
- School Safety Coordinator
- Principal or Vice Principal
- Facility Manager/Building Engineer
- Food Service Coordinator
- School Safety Team Member
- Nurse

Prerequisites:

Required: None.

Recommended: Completion of IS-100.SC, Introduction to the Incident Command System, ICS-100, for Schools.

Course Length: 4 days

CEUs: 2.8

Residential Coastal Construction (E386)

This course is designed to train participants on FEMA's Coastal Construction Manual. This manual is the primary, state-of-the-art reference for planning, designing, and constructing residential structures in the various coastal environments.

Selection Criteria: The target audience is engineers, architects, and building code officials. Floodplain management, hazard mitigation, planning, and building officials with building science knowledge may also apply.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curricula: Coastal Residential Construction Practices, Emergency Management Hazard Mitigation Techniques, or Civil Engineering

Course Length: 4½ days

CEUs: 2.9

CECs: 12 (core)

Disaster-Resistant Jobs' Strategies for Community Emergency and Economic Risk (CEER) Management (E464)

Participants will learn background and techniques to promote mitigation within the business community. They are expected to return to their communities and work to promote mitigation in the economic sector.

Selection Criteria: Participants should be local emergency managers, economic developers, Chamber of Commerce staff, and others who can promote mitigation in the local business community.

Prerequisites:

Required: The participant should take IS-393.A, Introduction to Hazard Mitigation.

Recommended: None.

Course Length: 4 days

CEUs: 2.8



NONRESIDENT COURSES

Non-resident courses are offered by the State training offices. To find out more information about these courses, please contact your State office (phone numbers and addresses are listed in this catalog on page 208).

Mitigation makes sense--and it works. For every dollar spent on mitigation, at least two are saved in potential response and recovery costs.

Mitigation means preventing or reducing a disaster's effects on life and property through land-use planning, retrofitting, effective building codes, hazards identification and risk assessment, and a wide variety of other activities. Mitigation reduces the impact of any future disaster; it protects a community on a long-term basis. A disaster-resistant community is one where citizens, elected officials; and local businesses undertake "sustained action that reduces or eliminates long-term risk to people and property from hazards and their effects."

FEMA encourages communities to become disaster resistant by emphasizing efforts at the local level, with mitigation goals determined by the community. The strong partnerships developed between government, private industry, and the citizens of a community bring together resources from diverse sources to address a common goal.

EMI's nonresident courses provide a way for many of these partners to attend the training they need at the State, local, or tribal level. These courses are designed for those who make mitigation happen by making changes at the local level: local officials and community leaders; architects, engineers and building officials; building contractors; educators and school administrators and others concerned with making their community disaster resistant.

Local mitigation leaders also are encouraged to review EMI's Independent Study curriculum offerings, described in this catalog beginning on page 186.

Seismic Retrofit Training for Building Contractors and Inspectors (G225)

This 8-hour course demonstrates methods to retrofit residential structures to reduce seismic damage. Participants are shown methods of properly tying a structure to a foundation and using connectors to strengthen its frame. Topics covered include earthquake basics, shear walls, foundations, connections, and miscellaneous elements in construction. In addition, liability issues for contractors are discussed throughout the course. The manual is designed to be an on-site reference tool for contractors.

Selection Criteria: This course is intended for builders, building contractors, building inspectors, and others responsible for retrofitting residential structures to reduce seismic damage.

Disaster-Resistant Jobs Training (G246)

This 2-day course is designed to highlight the need for the local business community to mitigate and prepare for disasters. Communities must protect their economic base in order to survive and thrive in the wake of a disaster. This course will help local leaders recognize the impact of disasters on business and industry and what steps need to be taken to lessen the impact of disaster on local jobs.

Selection Criteria: This course is for economic development district staff, local community leaders and business people, chamber of commerce staff, State economic development officials, and State, tribal, and local emergency managers.

Residential Coastal Construction (G277)

This 2-day course is designed to train participants on FEMA's Coastal Construction Manual. This manual is the primary, state-of-the-art reference for planning, designing, and constructing residential structures in the various coastal environments.

Selection Criteria: The target audience is engineers, architects, and building code officials. Floodplain management, hazard mitigation, planning, and building officials with building science knowledge also may apply.

Benefit-Cost Analysis: Entry-Level Training (G278)

This 2-day 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 basic versions of the riverine and coastal A-zone software modules. This course will not teach how to conduct level-two BC analyses.

Selection Criteria: The target audience is FEMA and State hazard mitigation officials. Other personnel involved in conducting BC analyses also may apply.

Prerequisites:

Required: Participants should have some prior knowledge of mathematics (basic algebra and percentages) and computers (Windows and spreadsheet programs).

Recommended: Familiarity with basic flood mitigation terminology is suggested.

Retrofitting Flood-Prone Residential Buildings (G279)

This 2-day course is designed to provide engineering guidance on retrofitting existing one- to four-family residential structures situated in flood-prone areas. Subjects covered include an introduction to retrofitting, regulatory framework, controlling parameters, building assessment, and design practices. There is also a 1-hour unit on economics and a final exam.

Selection Criteria: This course is intended for engineers, architects, and building code officials. Floodplain management, hazard mitigation, planning, zoning, and public works officials with engineering, architectural, or building science knowledge are also part of the target audience.

Benefit-Cost Analysis Using the Limited-Data Module: Intermediate Training (G285)

The goal of the 2½-day course is to enable participants to conduct complex benefit-cost (BC) analysis

on riverine or coastal A-zone flood mitigation projects using FEMA's Riverine Flood Limited-Data (LD) module. The course builds on the skills taught in the BC Analysis: Entry-Level Training and focuses exclusively on the LD module.

Selection Criteria: The target audience is FEMA and State hazard mitigation officials. The course is intended for participants who have completed the entry-level training (G278) or have several months' on-the-job experience using FEMA's BC analysis modules.

Prerequisites:

Required: Participants should have knowledge of mathematics (basic algebra and percentages) and computers (Windows and spreadsheet programs).

Recommended: Familiarity with flood mitigation terminology is suggested.

Mitigation Planning Workshop for Local Governments (G318)

This 2-day workshop discusses the Disaster Mitigation Act of 2000 which amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act by, among other things, adding a new section, 322--Mitigation Planning. Section 322 requires local governments to prepare and adopt jurisdiction-wide hazard mitigation plans as a condition of receiving Hazard Mitigation Grant Program (HMGP) funds to "brick and mortar" mitigation projects. The Mitigation Planning Workshop for Local Governments assists representatives of local communities or multi-jurisdictional planning areas to develop a mitigation plan that meets community needs as well as the Section 322 local government planning requirements as described in 44 CFR Section 201.6. This workshop explains each of the requirements, demonstrates how FEMA's new Mitigation Planning How-to-Guides can be used to address each requirement, and provides opportunities to begin the planning process in group activities with representatives of the same community or planning area.

Selection Criteria: The target audience for this Workshop includes the following representatives of local government: elected officials, managers, planners, emergency program managers, and other staff with expertise needed for mitigation projects. The Workshop is also intended for community members interested in avoiding or minimizing hazard losses, who may wish to participate in the mitigation planning process.

Multi-Hazard Emergency Planning for Schools (G362)

This course will provide participants with the knowledge, skills, and tools needed to develop all-hazard school emergency operations plans for school emergencies. The course focuses on the phases of emergency management and explains how to use the Incident Command System (ICS) as the foundation for a school emergency response plan. By using ICS, school personnel will be able to coordinate their emergency activities with outside agencies in response to any situation.

Prerequisites:

Required: None.

Recommended: Completion of IS-100.SC (Introduction to the Incident Command System, ICS-100, for Schools).

Hurricane Readiness for Coastal Communities (G363)

This 2-day course is designed to provide participants the tools needed to help communities along the coast prepare for and respond to a hurricane event. Upon completion, the participants will have a background in understanding advisory products of the National Weather Service; describe information from FEMA Hurricane Evacuations studies; describe the various issues and measures needed in their jurisdiction for effective decisionmaking; and have a basic checklist for time-phased actions.

Selection Criteria: The target audience should be comprised of public and private sector decisionmakers

and managers from coastal communities who prepare for and respond to hurricane hazards that threaten their community. A team made up of officials from police, fire, emergency management, public works, transportation, voluntary agencies, business, and the American Red Cross should attend.

Prerequisites:

Required: Completion of IS-324, Community Hurricane Preparedness.

Recommended: None.

Mitigation for Emergency Managers (G393)

This course is designed to train emergency managers and other interested individuals who have no specialized technical background, but can support mitigation efforts as advocates. The course provides activities and exercises that build the participants' abilities to: perform the tasks and responsibilities of the emergency manager's role; create long-term strategies for disaster-resistant communities; identify local mitigation opportunities; select mitigation solutions to hazard risk problems; find resources to carry out mitigation activities in a post-disaster environment.

Selection Criteria: Tribal and local government officials, emergency managers, community leaders in such efforts as voluntary organizations, businesses and industries, and other emergency service personnel.

Prerequisites:

Required: Completion of IS-393.A, Introduction to Hazard Mitigation.

Recommended: None.

Mitigation and Recovery Exercises (G398)**Earthquake (G398.1)****Flood (G398.2)****Hurricane (G398.3)**

The *Mitigation and Recovery Exercises* are 1-day exercises for local government agencies such as building officials, zoning officers, commissioners, councils, and chief executive officers. The exercises present a series of challenges to a local government that could face a threat from earthquake, flood, or hurricane. The local government will have to solve how it intends to deal with temporary housing issues, building permits, and temporary business locations as well as long-term recovery issues.

These exercises work well in any size community from large metropolitan areas to small rural towns and villages. The exercise material explains what must be done to plan and prepare for the activity.

Earthquake Safety Program for Schools (G434)

This 2-day course is intended to help the school community prepare to be self-sufficient in the aftermath of a damaging earthquake. Topics include planning, hazard identification and nonstructural mitigation techniques, drills, immediate response exercises, post-earthquake recovery and mitigation opportunities, and crisis intervention.

Earthquakes: A Teacher's Package for K-6 (G436)

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 multidisciplinary 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.

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.

Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7-12 (G439)

This course introduces master teachers of grades 7--12 to *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.

FIELD-DELIVERED COOPERATIVE COURSES

FEMA's Mitigation Directorate, in cooperation with the Recovery Division, has entered into cooperative agreements with numerous professional organizations and associations in order to bring appropriate technical mitigation information to the audiences served by these organizations. We have developed training courses for the following audiences:

- Building Code Enforcement Officials
- Engineers
- Architects
- School Administrators
- K-12 Teachers

Should you wish to arrange for training courses to be conducted in your State or jurisdiction, please contact your FEMA Regional Training Manager, or your State Training Officer for Emergency Management, for additional information.

- G271** Hazardous Weather and Flood Preparedness (description on page 149)
- G276** Resource Management (description on page 150)
- G278** Benefit-Cost Analysis: Entry-Level Training (description on page 139)
- G279** Retrofitting Flood-Prone Residential Buildings (description on page 139)
- G362** Multi-Hazard Emergency Planning for Schools (description on page 140)

- G285** Benefit-Cost Analysis Using the Limited-Data Module: Intermediate Training (description on page 139)
- G365.3** Workshop in Emergency Management: Partnerships for Creating and Maintaining Spotter Groups (description on page 154)
- G393** Mitigation for Emergency Managers (description on page 140)
- G434** Earthquake Safety Program for Schools (description on page 141)
- G436** Earthquakes: A Teacher's Package for K-6 (description on page 141)
- G439** Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7-12 (description on page 141)

INDEPENDENT STUDY COURSES

- IS-8.A** Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699 (description on page 188)
- IS-279** Retrofitting Flood-Prone Residential Buildings (description on page 195)
- IS-362** Multi-Hazard Emergency Planning for Schools (description on page 198)
- IS-393.A** Introduction to Hazard Mitigation (description on page 198)
- IS-394.A** Protecting Your Home or Small Business from Disaster (description on page 198)

Preparedness and Technology Curriculum

Most of the Preparedness and Technology courses are conducted at the local and State level (see the Preparedness and Technology Nonresident Course section).

The current Preparedness and Technology menu of resident courses focuses on radiological hazards, terrorism, and hazardous materials. Resident courses include those specific to the Radiological Emergency Preparedness (REP) program and those generic to any radiological hazard. The preparedness resident courses include emergency planning for radiological incidents, as well as skill and exercise-based courses for gathering and analyzing radiological data.

Emergency management training for schools can be found under the Mitigation curriculum.

RESIDENT COURSES

Radiological Emergency Response Operations (RERO) (B301)

This course is delivered by FEMA's Center for Domestic Preparedness (CDP) at the Noble Training Center (NTC) in Anniston, Alabama. Please go to the CDP Web site at <http://cdp.dhs.gov> for course information and to register for this course.

Advanced Radiological Incident Operations (ARIO) (B302)

This course is delivered by FEMA's Center for Domestic Preparedness (CDP) at the Noble Training Center (NTC) in Anniston, Alabama. Please go to the CDP Web site at <http://cdp.dhs.gov> for course information and to register for this course.

Radiological Emergency Preparedness (REP) Exercise Evaluation (Nonresident) Regional Delivery (L304)

This course is for Federal evaluators of nuclear power plant off-site exercises. Course topics include regu-

lations and guidelines for evaluating exercises and the techniques for exercise evaluation.

Selection Criteria: Primarily Federal evaluators of nuclear power plant off-site REP exercises. State, local, tribal, and utility personnel who are involved in the development of off-site REP plans and exercises also may apply.

Prerequisites:

Required: IS-331, Introduction to Radiological Emergency Preparedness (REP) Exercise Evaluation.

Recommended: None.

ACE Recommendation:

Credit Hours: 2 hours

Level: G or UD

Curricula: Radiological Sciences, Public Administration

Course Length: 3 days

CEUs: 1.8

Radiological Emergency Preparedness (REP) Planning (E340)

This course focuses on nuclear power plant off-site emergency preparedness. It addresses Federal regulatory policies, development and testing of plans, and public perceptions. This course provides a sound understanding of basic planning assumptions and policy issues.

Selection Criteria: Local, State, Federal, and tribal government and utility personnel involved in off-site nuclear power plant emergency planning (under the provisions of NUREG 0654/FEMA REP-1, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants). This course is recommended for new Federal/State/local/tribal REP planners and Federal/State/local/tribal emergency response managers. Utility company off-site planners also may apply.

Prerequisites:

Required: None.

Recommended: Completion of IS-235, *Emergency Planning*.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curricula: Radiological Sciences, Public Administration

Course Length: 4 days

CEUs: 3.1

Radiological Accident Assessment Concepts (RAAC) (E341)

This course addresses radiological consequences of accidents involving radiological materials. This includes accidents or incidents involving commercial power reactors, lost sources, dispersion devices, and transportation. The focus of the course is concepts involved in formulating protective action recommendations following a radiological accident, such as dose quantities, atmospheric dispersion, dose projection, protective action guides, and derived intervention levels. Participants engage in problem-solving sessions and a tabletop exercise. There are two required evening sessions and a final examination in this course.

Selection Criteria: Enrollment is limited to local, State, and Federal technical radiological accident assessment staff. Private sector (i.e., utility company) technical staff also may apply. **This course is not intended for emergency management staff.** This course requires familiarity with mathematical equations and exponential manipulations. Participants must bring a scientific calculator which they know how to use to perform the required calculations. Participants also should know how to use Microsoft Excel and the Nuclear Regulatory Commission computer code, RASCAL.

Prerequisites:

Required: Completion of the Precourse Workbook is required prior to attending the course. Course manager must review all applications prior to acceptance by admissions office.

Recommended: Completion of IS-301, *Radiological Emergency Response*.

Course Length: 4 days

CEUs: 3.1

Radiological Series Train-the-Trainer (TTT) (B425)

This course is designed to qualify instructors to teach the following: *Fundamentals Course for Radiological Response (G320)*, *Hospital Emergency Department Management of Hazardous Materials Accidents (HMA) (G346)*, and *Department of Energy MERRTT Training*. The course includes background information on the radiological protection system, the management plan for the Radiological Training Series (the TD-100 publication), and all courses of the Radiological Training Series. Micro-teaching is a major objective of this course.

Selection Criteria: Instructors identified by the State as part of a cadre of radiological instructors who teach the FCRR, HMA, and DOE MERRTT materials.

Prerequisites:

Required: None.

Recommended: Completion of the *Fundamentals Course for Radiological Response (G320)*. Completion of *Instructional Delivery Skills (G265)* or an adult education methods course or equivalent is recommended.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curricula: Radiological Science Education, Education Technology

Course Length: 4 days

CEUs: 3.1

Incident Command System (ICS) Curricula Train-the-Trainer (TTT) (E449)

This course prepares participants to deliver EMI's ICS curricula. While ICS 100 and 200 courses are addressed, the major emphasis is on ICS-300 and ICS-400.

Selection Criteria: Participants must have a working knowledge of ICS through experience and training, and be experienced in adult training.

Prerequisites:

Required: ICS-100, ICS-200, ICS-300, ICS-400, IS-700, and IS-800. **Note:** Participants must have taken the Emergency Management Institute, U.S. Department of Agriculture, National Fire Academy, or National Wildfire Coordinating Group ICS courses. Other ICS courses must be consistent with the ICS objectives prescribed by the NIMS Integration Center.

Participants must have served as IC, Command or General Staff positions on incidents longer than one operational period (or required a written incident action plan) and involved multiagency coordination.

Note: Persons who previously completed E449 can deliver EMI's revised curriculum without repeating E449.

Recommended: None.

Course Length: 4 days

CEUs: 3.1

Continuity of Operations (COOP) Program Managers Train-the-Trainer (TTT) Course (E/L548)

This course is designed to acquaint experienced COOP practitioners and instructors with the Continuity of Operations (COOP) Managers course materials. The objectives include--defining COOP, explaining the benefits of a viable COOP program and plan, identifying elements of a viable COOP program, identifying processes, resources, and tasks necessary to implement and manage a successful COOP program. The course will also refresh experienced instructors on instructional methodology and techniques.

Selection Criteria: The COOP Program Managers TTT 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. E548 is for Federal participants.

Prerequisites:

Required: Participants must have knowledge of COOP programs, the Federal Preparedness Circular 65, "Federal Executive Branch Continuity of Operations," and be experienced instructors.

Recommended: IS-547, Introduction to Continuity of Operations (COOP).

Course Length: 3 days

CEUs: 1.8

Continuity of Operations (COOP) Planning (E/L550)

Federal Preparedness Circular (FPC) 65 provides 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 is designed to provide the skills and knowledge to improve the overall quality and workability of COOP plans.

Selection Criteria: The primary audience is individuals who have responsibility for COOP planning in their department or agency. E550 is for Federal participants.

Prerequisites:

Required: IS-547, Introduction to Continuity of Operations (COOP), E/L548, Continuity of Operations (COOP) Program Managers Train-the-Trainer (TTT) Course, or G549, Continuity of Operations (COOP) Program Manager Course.

Recommended: IS-235, Emergency Planning.

Course Length: 3 days

CEUs: 1.8

Emergency Management Framework for Tribal Governments (E580)

This course provides tribal leaders with a basic understanding of emergency management principles and their role in leading and directing their

tribes in implementing comprehensive emergency management systems.

Specific topics include:

- Federal, State, tribal, and local partnership in emergency management.
- Getting a program started.
- Concept of emergency management and the four phases.
- Definition and analysis of hazards.
- Resources for emergency management available at the tribal, State, and Federal level, as well as from the private sector.
- Developing an emergency operations plan.
- Comprehensive emergency management, its elements, and the appropriate role taken by the emergency manager.
- Meeting the challenges for upgrading and sustaining emergency management capabilities.

Selection Criteria: Tribal government officials who can lead and direct their jurisdictions in implementing comprehensive emergency management systems.

Course Length: 4 days

CEUs: 3.1

Emergency Management Operations for Tribal Governments (E581)

The goal of the *Emergency Management Operations for Tribal Governments* course is to identify tribal organizational structures, operational procedures, and resources for effective emergency management operations.

Specific topics include:

- Organizing and selling an all-hazards emergency management program to stakeholders.
- Legal authorities for conducting emergency management programs in response, recovery, mitigation, and preparedness.
- Directing and controlling operations using the National Incident Management System (NIMS) concepts and principles.

- Inventorying and assigning first responder primary and secondary roles to carry out coordinated response efforts.
- Identifying communication assets and resolving the interoperability issue.
- Implementing effective warning, alert, and notification systems with emphasis on addressing the needs of special populations.
- Getting the word out during times of disaster to ensure the public has accurate, timely, and useful information.
- Educating the public through pre-disaster outreach programs.
- Coordinating and ordering evacuations to ensure the public is safe from disaster.
- Opening and operating mass care and sheltering facilities to provide for victims.
- Mobilizing and managing health, medical, and environmental services.
- Establishing authorities and organizational structure to effectively manage resources.
- Protecting, repairing, and restoring critical infrastructure.
- Developing and writing standard operating procedures for the support functions.

As a culminating activity, participants will develop and present written proposals to get buy-in from their stakeholders to start a new emergency management program or improve an existing one.

Selection Criteria: Tribal emergency managers, tribal government officials, and other authorized tribal representatives responsible for leading, directing, and coordinating tribal emergency management operations.

Prerequisites: Successfully completed E580, *Emergency Management Framework for Tribal Governments* or have key responsibility for writing and updating the community's all-hazards emergency operations plan.

Course Length: 4 days

CEUs: 3

NONRESIDENT COURSES

Non-resident courses are offered by the State training offices. To find out more information about these courses, please contact your State office (phone numbers and addresses are listed in this catalog on page 208).

The Emergency Management Institute offers a number of training activities that develop operational capabilities and facilitate an effective response when an emergency occurs. Much of this preparedness training supports the requirements of chief executives and top-level, appointed emergency management officials. Public officials are responsible for protecting the lives and property of their constituents at all times. Yet, it is the emergency management professional on whom chief executives must depend for developing and maintaining emergency response capabilities on a day-to-day basis, as well as for providing sound advice and proper resource support during a period of crisis. This team relationship is critical for smooth, quick decisionmaking and coordination during a community emergency. Preparedness courses provide both orientation and insight into emergency responsibilities including the development of emergency plans, facilities, and appropriate public policies.

EMI offers courses that facilitate public policy formulation, technical skill building, and effective planning measures at Federal, State, local, and tribal levels of government. Such courses, seminars, and workshops address preparedness issues including continuity of operations, radiological preparedness, and hazardous materials preparedness.

Some of the training is specific and technical, while other topics are designed to stimulate proactive policy level decisionmaking. The many resident and nonresident training activities included in the Preparedness and Technology Curriculum provide specialized training and information needed by Federal, State, local, and tribal government staffs and selected representatives from the private sector (business and industry).

EMI'S INCIDENT COMMAND SYSTEM CURRICULUM

FEMA's Emergency Management Institute, the United States Fire Administration's National Fire Programs Branch, the National Wildfire Coordinating Group, and the United States Department of Agriculture 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 Virtual Campus at: www.training.fema.gov.

The 300- and 400-level courses are classroom-based multidiscipline or multijurisdiction courses intended for persons with supervisory responsibilities, such as the Incident Commander or Planning Section chief.

These revised courses are National Incident Management System (NIMS) compliant.

Introduction to the Incident Command System (ICS), ICS-100 (IS-100)

This course provides training on and resources for personnel who require a basic understanding of the Incident Command System (ICS).

ICS-100, *Introduction to the Incident Command System*, introduces the ICS and provides the foundation for higher level ICS training. This course describes the history, features, principles, and organizational structure of the ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS).

Selection Criteria: The target audience includes persons involved with emergency planning, and response or recovery efforts.

Prerequisites:**Required:** None.**Recommended:** None.**Course Topics**

- ICS Overview
- Basic Features of ICS
- Incident Commander and Command Staff Functions
- General Staff Functions
- ICS Facilities
- Command Responsibilities

Delivery Options:

ICS-100 can be taken as an Independent Study course in a classroom setting. Detailed information is found at <http://www.training.fema.gov/emiweb/IS/crslst.asp>

NIMS Compliance:

ICS-100 meets the following 2006 NIMS requirement:

- Entry-level first responders (including firefighters, police officers, emergency medical services providers, public works on-scene personnel, public health on-scene personnel, and other emergency responders) and other emergency personnel that require an introduction to the basic components of the ICS.

Course Length: Approximately 8 hours for the classroom version.

Incident Command System/Emergency Operations Center (ICS/EOC) Interface (G191)

This 1½-day course works best when delivered to Incident Command System and Emergency Operations Center 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 from a community's ICS and EOC personnel.

Prerequisites:**Required:** None.**Recommended:** ICS-100 and ICS-200.

Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200 (IS-200)

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.

Selection Criteria: The primary target audience is response personnel with supervisory responsibilities.

Course Goals and Topics:

- Describe the ICS organization appropriate to the complexity of the incident or event.
- Use ICS to manage an incident
- Leadership and management
- Delegation of authority and management by objectives
- Functional areas and positions
- Briefings
- Organizational flexibility
- Transfer of command

Delivery Options

ICS-200 can be taken as an Independent Study course in a classroom setting. Detailed information is found at <http://www.training.fema.gov/emiweb/IS/crslst.asp>

Prerequisites:**Required:** ICS-100.**Recommended:** Response and recovery experience.

NIMS Compliance:

ICS-200 meets the 2006 NIMS requirement:

- First-line supervisors, single-resource leaders, lead dispatchers, field supervisors, company officers, and entry-level positions (trainees) on Incident Management Teams and other emergency personnel that require a higher level of ICS training.

Course Length: Approximately 13 hours for classroom delivery.

Workshop: Emergency Management (WEM) (G250)

This special workshop deals with specific emergency management activities and problems. It is intended to cover nonadministrative, innovative, or situational emergency management training subjects that may normally confront local directors. It does not replace any current course or segments of courses. The following workshop modules are available for use in conducting WEM workshops.

Workshop: Amateur Radio Resources (G250.6)

This 3- to 4-hour workshop is designed to provide State and local elected officials, emergency managers, and other public officials an understanding of how these volunteer communication groups can help in supplementing telecommunication and warning systems.

Selection Criteria: State and local elected officials, emergency managers, and other public officials.

Senior Officials' Workshop: Preparedness and Response for Terrorist Incidents (involving nuclear, biological, and chemical agents) (G250.12)

This 4-hour course focuses on the roles and responsibilities of community senior officials in preparing for, responding to, and recovering from terrorist attacks. It is the revised version of the course originally offered by the Department of Defense as part of the Domestic Preparedness Program.

This workshop has an optional tabletop exercise.

Selection Criteria: Elected and appointed community officials.

Hazardous Weather and Flood Preparedness (G271)

The National Weather Service (NWS) and FEMA developed this course with input from many States and local emergency managers. It is intended to help to promote a more proactive response to weather and flooding hazards through close coordination between emergency management and NWS. This course covers:

- how the basic elements of weather can combine to create potential hazards in an area;
- weather forecast products and how to interpret them;
- And anticipating hazardous weather for planning, warning, and response purposes.

Selection Criteria: Local and State emergency managers who respond to hazardous weather events.

Warning Coordination (G272)

This 1½-day field course is the latest in the hazardous weather series of courses produced in partnership with the National Weather Service (NWS). It is designed to be conducted jointly by NWS warning coordination meteorologists and State emergency management staff for an audience of local emergency managers.

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.

Selection Criteria: Intended for local emergency managers.

Emergency Operations Center (EOC) Management and Operations (G275)

This 3-day course provides participants with the knowledge and skills to effectively manage and operate an EOC during crisis situations. The course covers locating and designing an EOC, how to staff, train, and brief EOC personnel, and how to operate an EOC during various situations. It is modular so that it is flexible to meet various jurisdictions' needs. A revision to this course is under development.

Selection Criteria: State and local individuals responsible for developing, staffing, managing, and operating an EOC. Other EOC staff are encouraged to attend.

Prerequisites:

Required: Successful completion of IS-275, The Emergency Operations Center's (EOC's) Role in Community Preparedness, Response, and Recovery Operations.

Recommended: None.

Resource Management (G276)

This course has been superseded by IS-703, which is described on page 201 of the Independent Study section.

Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300 (G300)

ICS-300 provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). The course expands upon information covered in the ICS-100 and ICS-200 courses.

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.

Prerequisites:

Required: ICS-100 and ICS-200.

Recommended: Command or General Staff experience.

Course Objectives

The course objectives are as follows:

- Describe how the 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.

Course Length: 18 hours

This course is currently available from your State Training Officer.

Introduction to Hazardous Materials Preparedness (G301)

This 5- to 6-hour, 2-module course provides an introduction to hazardous materials concepts and practices. It is predicated on participants' mastery of the hazardous materials Independent Study course (IS-5.A) prior to enrollment. It covers basic principles of preparedness, the role of local communities, and the hazards presented by chemicals in transportation or fixed-site threats. Each participant must be familiar with IS-5.A principles before enrolling in this class.

Selection Criteria: State and local personnel with a responsibility for hazardous materials.

Prerequisites:

Required: Completion of IS-5.A, *An Introduction to Hazardous Materials*.

Recommended: None.

Weapons of Mass Destruction Courses (G310)

This series of facilitator-led courses is intended to help senior local government officials prepare for and improve their ability to manage and respond to mass casualty terrorism incidents involving the use of Weapons of Mass Destruction (WMD). Each course has the same five objectives and each uses a different scenario to enable participants to accomplish them. The objectives are stated below.

At the completion of the training, local government officials should be able to:

- Exercise greater leadership in preparing for and managing response to WMD mass casualty terrorism incidents through a better understanding of their jurisdiction's response capabilities.
- Analyze the appropriateness of plans, policies, procedures, and other preparedness elements currently in place to respond to and recover from a mass casualty terrorist incident.
- Determine the adequacy and the level of training of jurisdictional disaster and emergency management staff.
- Determine the adequacy of the jurisdiction's resources (e.g., personnel, materials, and personal protective and other equipment) for response and recovery from a mass casualty incident.
- Identify the coordination requirements among local, State, and Federal governments for response to WMD terrorist incidents.

There are no Student Manuals; the facilitator must tailor the course for the specific community.

G310.1 Weapons of Mass Destruction: Nuclear Scenario

G310.2 Weapons of Mass Destruction: Radiological Scenario

G310.3 Weapons of Mass Destruction: Chemical--Sarin Scenario

G310.4 Weapons of Mass Destruction: Chemical--Vx Scenario

G310.5 Weapons of Mass Destruction: Biological--Anthrax Scenario

G310.6 Weapons of Mass Destruction: Suicide Bomber Scenario

Selection Criteria: The following is a list of recommended participants, but it is not all-inclusive.

Core Recommended Audience: Chief elected/appointed officials; fire chiefs; sheriffs; police chiefs; directors, emergency services; directors, public works; directors, public health and safety; public information officers, chief financial officers, legal counsel, chief medical examiner/coroners, and communications directors. **Other Possible Participants:** transportation authority (port authority, airport authority, and/or area transportation authority, etc.*); evacuation coordinators;* mass care coordinators;* resource managers; chiefs, animal care and control agency; warning coordinators; coordinator of volunteer organizations; directors, emergency medical service (EMS); directors, hazardous materials team (HMT);* State and/or Federal representatives, as appropriate;* area military representative;* National Guard representatives; Department of Energy (DOE) representatives; Federal Bureau of Investigation (FBI) representatives;* Centers for Disease Control (CDC) representatives; Environmental Protection Agency (EPA) representatives; U.S. Coast Guard (USCG) representatives; and representatives of neighboring jurisdictions.

* The target audience with an asterisk must be invited (if they are available).

Prerequisites:

Required: The course is designed with the following assumptions about participation:

1. The city or county conducting the course has an emergency operations plan (EOP) and Standard Operating Procedures (SOPs).
2. The participants know and understand their roles and responsibilities, as defined by their EOP; are trained in their areas of expertise; and know their jurisdiction.

Recommended: None.

Hazardous Materials Contingency Planning (G311)

This 4½-day 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 local, State, and Federal mechanisms to assist in planning and response, tactical requirements, hazardous materials characteristics, and regulatory compliance. This course is co-sponsored by the Environmental Protection Agency, the U.S. Department of Transportation, and FEMA.

Selection Criteria: Open to all officials responsible for public policy and strategic planning and response.

Radiological Instructors

States select a cadre of instructors who become qualified to teach radiological monitors and radiological response teams. These instructors could be key local staff, such as fire department instructors, emergency managers, radiological officers, State radiation control agency representatives, and others. Radiological instructors obtain qualification by successfully completing the following program of Nonresident and Resident study:

IS-3, *Radiological Emergency Management*,
G320, *Fundamentals Course for Radiological Response*,

IS-301, *Radiological Emergency Response*,

IS-302, *Modular Emergency Radiological Response Transportation Training (MERRTT)*,

IS-330, *Refresher Course for Radiological Response*.

B301, *Radiological Emergency Response Operations (RERO)*, and

B425, *Radiological Series Train-the-Trainer (TTT)*.

Fundamentals Course for Radiological Response (G320)

This 3-day performance-based (hands-on) course for State and local radiological response team members covers the concepts of radiation protection, radiation detection instruments, radiological monitoring techniques, radiological hazards and protective actions, team-building, and basic procedures to support planning/response for emergency and recovery activities in the event of a radiological incident. The course covers all types of radiological hazards from fixed facility to transportation to WMD. This course is designed so that modules may be conducted separately and adapted to specific audience needs and requirements.

Selection Criteria: State and local government radiological response teams and newly assigned hazardous materials response team members.

Prerequisites:

Required: IS-3, *Radiological Emergency Management*.

Recommended: None.

Hospital Emergency Department Management of Hazardous Materials Accidents (HMA) (G346)

This 1-day course introduces medical personnel to the procedures for handling radiation and other hazardous materials accident victims in the hospital environment. The goal is to enable participants to provide prompt and appropriate care for hazardous materials/radiological accident victims while minimizing exposure and preventing the spread of contamination. Part 1 concentrates on radiation acci-

dents whereas part 2 covers other hazardous materials incidents.

Selection Criteria: Physicians, nurses, and others who provide emergency medical services in hospitals.

Prerequisites:

Required: Successful completion of IS-346, *Orientation to Hazardous Materials for Medical Personnel*.

Recommended: None.

Who's in Charge Here?: Exercising Leadership in an Emergency or Disaster (G351)

The purpose of this 6-hour course is to prepare local elected government officials to lead and direct their jurisdiction in implementing comprehensive emergency management systems.

At the conclusion of the course, participants will be able to:

- Exercise greater leadership in an emergency through a better understanding of their roles and responsibilities;
- Develop emergency management policies and procedures for emergency management activities and implement necessary policies and procedures to respond to and recover from a disaster;
- Initiate appropriate emergency management actions during a disaster;
- Negotiate through the intergovernmental response system to obtain the required resources and assistance in an emergency;
- Maximize gains for disaster recovery assistance through appropriate contacts and knowledge of available resources;
- Understand the partnership among Federal, State, and local governments;
- Establish relationships and partnerships with other agencies and organizations (i.e., profit, not-for-profit, and business and industry) for effective emergency management response and recovery outcomes; and

- Take actions to ensure citizen satisfaction during a disaster and build credibility before a disaster.

Selection Criteria: Local elected officials (i.e., mayors, etc.).

Emergency Response to Criminal and Terrorist Incidents (G357)

The primary goals of this course include increasing safety by describing hazards that may exist at crime scenes, enhancing evidence preservation and rescue efforts and fostering cooperative working relationships among all responders through role and responsibility clarification. The course uses a combination of instructor-led discussions and video presentations and concludes with an exercise.

Selection Criteria: The audience for this 6- to 8-hour course consists of persons who will respond to a criminal or terrorist event. This course is a joint training effort that includes firefighters, emergency medical services, law enforcement, public works, and others with emergency management responsibility from a local community. It is recommended that this course be taught to groups from the same jurisdiction for maximum benefit.

Evacuation and Re-entry Planning Course (G358)

This 12-hour course is designed to provide participants with 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.

Selection Criteria: The persons responsible for planning, implementing, and carrying out evacuations within a jurisdiction must attend this course as a team. This includes, but is not limited to, local and State government emergency program managers, emergency planners, and response personnel.

Workshop: Partnerships for Creating and Maintaining Spotter Groups (G365.3)

This 5-hour 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 staff.

Selection Criteria: State and local emergency managers and National Weather Service staff.

Mass Fatalities Incident Response (G386)

This course prepares local and State 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.

Selection Criteria: The course is designed for a wide audience, encompassing the range of personnel with a role to play in mass fatality incidents. Coroners, medical examiners, funeral directors, heads of first response agencies (fire, police, EMS, etc.) planners, and emergency management coordinators will benefit from this course.

Course Length: 17 hours

Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents, ICS-400 (G400)

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 ICS-100 through ICS-300 courses. These earlier courses are prerequisites for ICS-400.

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 Multiagency Coordination Entity.

Prerequisites:

Required: ICS-100, ICS-200, ICS-300, ICS-700, and ICS-800.

Recommended: Command or General Staff experience.

Course Objectives

The course goals are as follows:

- Explain how major incidents engender special management challenges.
- Describe the circumstances in which an Area Command is established.
- Describe the circumstances in which multiagency coordination systems are established.

Course Length: 14 hours

This course is currently available from your State Training Officer.

Incident Command System (ICS), Overview for Executives and Senior Officials, ICS-402 (G402)

This 2-hour course provides executives and senior officials (including elected officials, city/county managers, agency administrators, etc.) an orientation to the Incident Command System (ICS).

This course replaces the Incident Command System for Public Officials (G194). EMI developed this and all of its new ICS courses collaboratively with the National Wildfire Coordinating Group (NWCG), and the United States Fire Administration (USFA).

Selection Criteria: Senior officials including elected officials, city/county managers, agency administrators, etc.

Prerequisites:

Required: ICS-100, ICS-200, ICS-300, ICS-700, and ICS-800.

Recommended: Command or General Staff experience.

Course Outline

- Part 1: What is ICS?
- Part 2: ICS Organization and Features
- Part 3: Unified and Area Command
- Part 4: Coordination and Incident Management Assessment
- Part 5: ICS Preparedness

How can I get this course? Contact your State training officer. This Web site provides contact information for the State emergency management offices.

<https://www.fema.gov/about/contact/index.shtm>

Course Length: 2 hours

Homeland Security Planning for Local Governments (G408)

This course teaches participants to evaluate, revise, or develop a homeland security appendix to their jurisdiction's existing Emergency Operations Plan (EOP). The course addresses such key issues as vulnerability analysis and command and control for homeland security events. In keeping with recommendations of the Gilmore Commission, this course builds on existing emergency response systems as articulated by the local EOP.

Participants must bring a current copy of their EOP and a map of their jurisdiction to the training.

This course supplements EMI's Emergency Planning Workshop.

Selection Criteria: Ideally, Local Emergency Planning Teams that include one person from: emergency management; public works; law enforcement; fire service; public health/medical service.

Note: While this course targets local governments, State personnel involved with assisting local planners are encouraged to apply.

Prerequisites:

Required: Participants should have a working knowledge of emergency planning (as articulated in FEMA's Guide for All-Hazard Emergency Operations Planning), the Incident Command System, and or EOC operations.

Recommended: None.

Course Length: 3 days

CEUs: 3.2

Continuity of Operations (COOP) Program Manager Course (G549)

This course is designed for public sector staff with responsibility for managing their agency/office COOP effort. Others integral to the COOP planning and program management may also take the course.

The course objectives include defining COOP, explaining the benefits of a viable COOP program and plan, identifying processes, resources, and tasks necessary to implement and manage a successful COOP program.

Selection Criteria: Public sector staff with responsibility for managing their agency/office COOP effort. Others integral to the COOP planning and program management may also take the course.

Prerequisites:

Required: None.

Recommended: IS-547, Introduction to Continuity of Operations (COOP).

Course Length: 2 days

CEUs: 1.2

Professional Development

In most communities, the strength of the emergency management system is related directly to the skills of the local emergency management professionals. Protection of lives and property begins on the local level where the emergency impact is felt immediately. Prompt, effective response and speedy recovery is the result of planning done over the years. The creation of a viable emergency management system, one that can tap needed resources from both public and private agencies, can be credited to those individuals who took leadership roles in their communities.

Course initiatives for instilling management and state-of-the-art skills for the training cadre and for developing additional expanded professional capabilities are now available. This cadre is at the core of training and a professional, competent emergency management workforce. The Master Trainer Program is designed to develop this cadre of training professionals capable of performing all training functions from analyzing training needs to the design, development, delivery, and evaluation of training activities with the goal of achieving excellence through training.



RESIDENT COURSES

MASTER TRAINER PROGRAM

In the Master Trainer Program (MTP), each participant will be designing and developing training specific to the needs of his or her organization. After the *Performance and Needs Analysis* course, participants should conduct a needs assessment to identify a valid training need. Based on an identified need, a task analysis must be completed and used in the *Instructional Design* course to develop a Plan of Instruction that will be used in the *Course Development* course to develop training materials like Instructor Guides and Student Manuals. These materials will be used in the *Instructional Delivery* course to present a unit or a segment thereof. In *Evaluation of Training*, participants will design an evaluation instrument for some of the units in their course materials.

Individuals interested in applying for the Master Trainer Program must attend the *Management and Supervision of Training* course first. This course is a prerequisite for all the other courses in the Master Trainer Program. In order to apply for the Practicum, an individual must have completed *Management and Supervision of Training*, and *Performance and Needs Analysis*, and be accepted into the Master Trainer Program.

The practicum is the culminating activity of the Master Trainer Program. A Master Trainer candidate will be required to submit a proposal. Upon approval, a staff advisor will be assigned to the candidate as a mentor and provide necessary support. The practicum requirement should be completed within 1 year of successful completion of all other Master Trainer requirements. Those who complete the entire program will be presented an EMI certificate stating they have completed the Master Trainer Program.

Completion of the National Fire Academy's *Fire Service Course Design* course may be substituted for EMI's *Instructional Design* course. No other course substitutions will be permitted.

The MTP consists of seven resident courses and a practicum that have been designed to develop or

improve skills of State emergency management training officers, FEMA training staff, tribal training officers, and other State/local and Federal personnel with training responsibilities for emergency service organizations. Upon completion of the MTP, these professionals will possess the skills and abilities to analyze performance shortfalls and design, develop, deliver, and evaluate performance-based training for adult learners.

The MTP curriculum consists of the following courses:

- E601** *Management and Supervision of Training* (description on page 157)
- E602** *Performance and Needs Analysis* (description on page 158)
- E603** *Instructional Design* (description on page 158)
- E604** *Course Development* (description on page 159)
- E605** *Instructional Delivery* (description on page 159)
- K606** *Evaluation of Training* (description on page 159)
- E609** *Master Trainer Practicum* (description on page 160)

To Apply

Applications for admission to the Master Trainer Program will only be accepted after completion of E601. Applications will be reviewed on an individual basis as they are received and require the following items:

- A letter from the applicant requesting admission to the program. The letter should specify applicant's qualifications, commitment to complete the entire program, and expectation of the program.
- A General Admission Application Form (FEMA Form 75-5). Item #9a should state "EMI Master Trainer Program." Indicate in item #10 completion of the *Management and Supervision of Training* course.
- The questionnaire, which is provided to all persons who complete the *Management and Supervision of Training* course, completed with

information about a training need the applicant has identified in his/her area of responsibility.

- A letter of recommendation from the applicant's immediate supervisor indicating the organization's commitment to allow the applicant to complete the entire program.
- A college transcript or a copy of the diploma to support the completion of at least an associate's degree.

All materials should be packaged and sent directly to:

Master Trainer Program
Emergency Management Institute
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998

The Emergency Management Institute will send a copy of the application to the appropriate State Training Officer for Emergency Management to obtain his/her approval. Without this approval, the applicant cannot be accepted into the program.

Individuals who are not accepted for the Master Trainer Program may apply for the individual courses within the program. Enrollment will be on a space-available basis, first come, first served.

Management and Supervision of Training (E601)

This course is designed to enable participants to develop, plan, manage, and evaluate a training program effectively. Key topics include conducting a performance and needs analysis, designing and developing courses, and selecting training sites, arranging logistics, promoting teamwork during training, minimizing liability, evaluating a training program.

This course is the initial activity in the Master Trainer Program. As such, it provides an introduction to the functions of performance analysis course design, course development, course delivery, and course evaluation. It is appropriate for training managers whose training responsibility is a collateral duty or who are new to the position.

Selection Criteria: This course is designed for those who have overall responsibility for developing, planning, managing, and evaluating training programs. FEMA regional training managers, State emergency management training officers, and other State-level organizational training managers are appropriate candidates for this course. Managers of local training organizations will be accepted provided they demonstrate that the system they manage is of a complexity commensurate with that of the State emergency management organization which includes all functions identified above.

Prerequisites:

Required: Applicants must have the responsibility for developing, planning, managing, and evaluating a training program.

Recommended: None.

Pre-Course Work: Participants will be required to do some pre-course reading.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curriculum: Human Resource Management or Adult Education

Course Length: 4 days

CEUs: 2.4

Performance and Needs Analysis (E602)

This course will enable the participant to conduct a performance and needs analysis. An analysis plan is developed based on a problem that individuals bring to the course. The plan is the basis for conducting a performance and needs analysis. The results will determine an appropriate intervention to the problem(s).

Selection Criteria: The primary focus is State Training Officers, FEMA staff, State Exercise Training Officers, and other key emergency management trainers.

Prerequisites:

Required: Participants must complete E601 first.

Recommended: Participants also should do research on a real problem from their department, agency, or organization.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curriculum: Education, Public Administration, or Emergency Management

Course Length: 4 days

CEUs: 3.0

Instructional Design (E603)

This course will enable the participant to develop a plan of instruction. The POI is used to develop supporting training materials. Participants work with the performance and needs analysis results completed after the E602 course.

During the course, participants will use the task analysis to organize their training and work on a Plan of Instruction. Activities include analyzing tasks, content, and the audience, writing objectives, planning for participant and course evaluation, and selecting instructional strategies and methods.

Selection Criteria: The primary focus is State Training Officers, FEMA staff, State Exercise Training Officers, and other key trainers with emergency management responsibilities.

Prerequisites:

Required: Participants must complete E601 and E602.

Recommended: None.

Pre-Course Work: Since participants will be designing training based on a performance and needs analysis, they are required to submit a list of tasks that students should be able to perform at the end of the training. Reading assignments also are part of pre-course work.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curriculum: Education, Public Administration, or
Emergency Management**Course Length:** 4 days**CEUs:** 3.0**Course Development (E604)**

This course will provide participants with the knowledge, skills, and tools necessary to develop course materials for a content-specific course of instruction, which can be delivered effectively by other instructors.

Participants will complete parts of a Student Manual and Instructor Guide, plus some visuals, a job aid, and an activity guide.

Selection Criteria: The primary focus is State Training Officers, FEMA staff, State Exercise Training Officers, and other trainers with emergency management responsibilities.

Prerequisites:

Required: Participants must complete E601, E602, and E603 first.

Recommended: None.

Pre-Course Work: Participants will be required to complete and submit the Plan of Instruction they completed during Instructional Design (E603).

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curriculum: Education, Public Administration, or
Emergency Management**Course Length:** 4 days**CEUs:** 3.0**Instructional Delivery (E605)**

This course will provide the participant with the knowledge, skills, and tools to become a more effective instructor. The course includes in-class read-

ing assignments, group exercises, and individual presentations. Since the emphasis of this course is on delivery, participants will be required to deliver THREE presentations using a variety of training techniques.

Selection Criteria: The primary focus is State Training Officers, FEMA staff, State Exercise Training Officers, and other trainers with emergency management responsibilities. Another focus will be on other personnel that conduct training for their agency. This could include other Federal, State, local, and Tribal agencies or other emergency management groups.

Prerequisites:

Required: Participants must complete E601, E602, E603, and E604 first.

Recommended: None.

Pre-Course Work: Participants **must be prepared to deliver a presentation using the content of the unit or lesson of instruction that was developed in the Course Development course** or that they are developing for their Master Trainer Practicum, or another unit of instruction from something else they have developed. The participant **must** come to class with a complete unit to include the instructor guide, student manual, and visuals.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curriculum: Education, Adult Learning (Training),
Public Administration, Emergency
Management, or Human Resource
Development**Course Length:** 4 days**CEUs:** 3.1**Evaluation of Training (K606)**

This Web-based course will provide the participant with the knowledge, skills, and tools to evaluate training effectively. Using instructional materials designed and developed in previous Master Trainer courses, participants will develop some evaluation items for the training they are developing.

This is only available as self-paced training using the World Wide Web (WWW). When participants complete E604, *Course Development*, they are eligible for K606. The K606 course manager will discuss the course requirements and enrollment procedures when speaking before various Master Trainer Program courses, especially E604. Participants should contact the course manager for K606 to enroll in the course.

A limited number of participants can be enrolled in K606 at one time. Participants have up to 14 weeks to complete the course. Participants will submit four written assignments for instructor evaluation and will be able to communicate electronically with the instructor and other participants.

A standard certificate will be issued upon successful completion of the course.

Selection Criteria: The primary focus is State Training Officers, FEMA staff, State Exercise Training Officers, and other trainers with emergency management responsibilities.

Prerequisites:

Required: Participants must complete E601, E602, E603, and E604 first.

Recommended: None.

ACE Recommendation:

Credit Hours: 2 hours

Level: UD

Curriculum: Education, Adult Education and Training, or Human Resources Management

Course Length: 4 to 14 weeks on the Web

CEUs: 3.1

Master Trainer Practicum (E609)

The Master Trainer Practicum is the culminating activity of the Master Trainer Program. It is not a course, but it involves an individual project in which the participant is responsible for conducting a per-

formance and needs analysis aimed at enhancing some area of emergency management. Under the supervision of a mentor, the participant will then design, develop, deliver, and evaluate a training activity to meet those needs.

Selection Criteria: The Master Trainer Practicum is available only to those individuals who have been accepted and enrolled in the Master Trainer Program and completed E602, *Performance and Needs Analysis*.

Prerequisites:

Required: Participants must complete E601 and E602 before submitting a practicum proposal for approval. Upon approval of the proposal, the participant will be notified and assigned a mentor. Together the mentor and participant will prepare a review plan for completion of the practicum.

Recommended: None.

Course Length: (Not a course)

CEUs: 0

Annual Training and Exercises Conference (E237)

This conference is by “invitation only,” and is conducted annually. The intended audience for this conference is State Training Officers, State Exercise Training Officers, and FEMA Regional Training Managers. The purpose of the conference is to address training issues and share information concerning FEMA and State training initiatives. Best practices of both the Federal government and the States are a priority of the conference.

Selection Criteria: Open to State Training Officers (STO), State Exercise Training Officers (ETO), and FEMA Regional Training Managers (RTM). Officials from Office for Domestic Preparedness, Centers for Disease Control, and Health Resources and Services Administration may receive an invitation.

Course Length: 4½ days

CEUs: 0

Advanced Public Information Officers (E388)

This advanced course builds on the foundations established in Basic Public Information Officers (G290) by focusing on 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, effective communication in emergencies, media relations, and use of the joint information system.

Selection Criteria: Full- and part-time public information personnel who have completed the Basic Public Information Officers (G290). This requirement can be waived for those individuals who have extensive experience in public information activities. Waiver requests must be submitted and approved in writing before an application will be accepted.

Prerequisites:

Required: Basic Public Information Officers (G290) (or pre-approved EMI waiver).

Recommended: None.

Course Length: 4 days

CEUs: 3.1

Advanced Public Information Officers Course: Health and Hospital Emergencies (B966)

This course is delivered by FEMA's Center for Domestic Preparedness (CDP) at the Noble Training Center (NTC) in Anniston, Alabama. Please go to the CDP Web site at <http://cdp.dhs.gov> for course information and to register for this course.



NONRESIDENT COURSES

Non-resident courses are offered by the State training offices. To find out more information about these courses, please contact your State office (phone numbers and addresses are listed in this catalog on page 208).

In most communities, the strength of the emergency management system is related directly to the skills of the local emergency management professionals. Protection of lives and property begins on the local level where the emergency impact is felt immediately. Prompt, effective response and speedy recovery is the result of planning done over the years. The creation of a viable emergency management system, one that can tap needed resources from both public and private agencies, can be credited to those individuals who took leadership roles in their communities.

FEMA's Professional Development curriculum addresses skills and abilities required by the emergency management professional in today's complex environment. Whether dealing with natural hazards, technological hazards, or national security hazards, the emergency manager must be prepared to exercise a leadership role that extends far beyond his or her own department.

The field of emergency management is emerging into higher visibility in communities throughout the Nation as they are victimized by disasters that are increasingly severe and more numerous. With this come greater responsibilities for the emergency managers, and likewise for the trainers who guide them in developing the skills to deal with disasters.

Managing People in Disasters: A Local Perspective (G249)

This 3-day course is aimed at preparing people to step in to manage and supervise in chaotic and stressful crisis situations. The package of skills offered in this course should enable an emergency manager to shift from managing a normal office environment

to supervising an expanded staff in rapidly changing conditions. Major topics include communicating, community relationships, leadership, managing staff, teams, and managing the work.

Selection Criteria: Anyone who performs emergency management work. This course applies many of the basic skills of the Professional Development Series within a disaster context, and thus offers the possibility of being given as a Capstone experience or offered as refresher modules at conferences and other functions.

Prerequisites:

Required: None.

Recommended: IS-240, *Leadership and Influence*, IS-241, *Decisionmaking and Problem Solving*, and IS-242, *Effective Communication*.

Instructional Delivery Skills (G265) (formerly G261, Instructional Presentation Skills)

The purpose of this 3½-day course is to prepare the participant to assist with State-delivered training. It covers preparation, presentation, and evaluation skills. In addition, participants will be able to incorporate the needs of training participants into their training delivery. At the conclusion of this course, participants should be able to:

- Analyze the audience characteristics, given a particular training activity.
- Review course materials to determine how the needs of the training participants affect their presentation.
- Prepare to use instructional techniques, methods, and media effectively.
- Prepare and manage the learning environment.
- Demonstrate effective instructional delivery techniques given a specific audience and materials.

Selection Criteria: Members of State and local emergency management teams. Recommended for members of State and local emergency management teams

who assist in the teaching of FEMA- or State-developed classroom training.

Prerequisites:

Required: Must have responsibility for teaching a portion of a FEMA- or State-developed course.

Recommended: None.

Public Policy in Emergency Management (G280)

This 1-day course is designed to heighten awareness of public policy issues inherent in emergency management. Discussions and exercises cover public policy analysis, executive roles, hazard evaluation, establishing public policy, and media relations.

Selection Criteria: Elected and appointed officials of State and local governments who have policy responsibilities, such as mayors, city council members, county executives, district attorneys, legal counsel, county supervisors, attorneys general, adjutants general, public safety directors, budget officers, and those with similar responsibilities.

Basic Public Information Officers (PIO) (G290)

This 2½-day course is intended for the new or less experienced PIO. Its emphasis is on the basic skills and knowledge needed for emergency management public information activities. Topics include the role of the PIO in emergency management, conducting awareness campaigns, news release writing, and television interviews.

Selection Criteria: Emergency management personnel, including fire and law enforcement who have either full- or part-time responsibilities for public information in their communities or departments. Individuals with considerable experience in public information may want to consider applying for a waiver to attend the Advanced Public Information Officers (E388) course at EMI. See page 161 of this catalog for details.

ADVANCED PROFESSIONAL SERIES

Participants who complete the 5 required courses and any 5 of 16 elective courses are eligible to receive the Advanced Professional Series Certificate of Completion.

Required Courses

- G191** Incident Command System/Emergency Operations Center (ICS/EOC) Interface (description on page 148)
- G250.7** Local Situation (RAPID) Assessment Workshop (description on page 169)
- G270.4** Recovery from Disaster: The Local Government Role (description on page 169)
- G275** Emergency Operations Center (EOC) Management and Operations (description on page 150)
- G318** Mitigation Planning Workshop for Local Governments (description on page 139)

Elective Courses

Any of the last three listed not taken as a required course, and

- G108** Community Mass Care Management (description on page 168)
- G110** Emergency Management Operations Course (EMOC) for Local Governments (description on page 183)
- G137** Exercise Program Manager/Management (description on page 183)
- G197** Emergency Planning and Special Needs Populations (formerly G250.3--Disaster-Related Needs of Seniors and Persons with Disabilities) (description on page 168)
- G202** Debris Management (description on page 168)
- G271** Hazardous Weather and Flood Preparedness (description on page 149)
- G272** Warning Coordination (description on page 149)

- IS-703** NIMS Resource Management (description on page 201)
- G288** Local Volunteer and Donations Management (description on page 169)
- G290** Basic Public Information Officers (description on page 163)
- G358** Evacuation and Re-entry Planning Course (description on page 153)
- G361** Flood Fight Operations (description on page 170)
- G362** Multi-Hazard Emergency Planning for Schools (description on page 140)
- G386** Mass Fatalities Incident Response (description on page 154)
- G400** Advanced Incident Command System (ICS) Command and General Staff--Complex Incidents, ICS-400 (description on page 154)
- G408** Homeland Security Planning for Local Governments (formerly Terrorism Planning Course) (description on page 155)



Disaster Operations and Recovery

EMI's Disaster Operations and Recovery curriculum provides training and education for Federal, State, tribal, and local personnel involved in response and recovery activities.

The curriculum emphasizes the functions involved in response and recovery that can be applied to all hazards.

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 Disaster Operations and Recovery curriculum provides such training and education for workers at the Federal, State, tribal, and local levels of government and allied organizations.

RESIDENT COURSES

Revised in fiscal year 2001, 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, tribal, and local 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.

Selection Criteria: Tribal, local, and State emergency management personnel, including public works and waste management staffs, who are responsible for planning and/or implementing debris removal and disposal actions.

Course Length: 4 days
CEUs: 2.4

State Coordinating Officer (E208)

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

Selection Criteria: State staff who have disaster management responsibilities such as; Individual Assistance Officers, Public Assistance Officers, State Hazard Mitigation Officers, State Public Information Officers, State Coordinating Officers, and others who have a disaster management assignment.

Prerequisites:

Required: IS-208, State Disaster Management, completed through the Independent Study Program.

Recommended: None.

Course Length: 4 days
CEUs: 2.9

Recovery from Disaster: The Local Government Role (E210)

This resident course is designed for local disaster recovery teams consisting of emergency managers, city/county administrators, public works directors, building inspectors, and community planners. The course focuses on the roles and responsibilities of each team member, and provides guidance on developing a local disaster recovery plan. Best practices in disaster recovery are summarized in a CD-ROM toolkit included in course materials. Participants are given the opportunity to develop an outline of their own recovery plan during the course.

Selection Criteria: Local government emergency managers, building officials, community planners, city or county administrators, and public works directors. State disaster recovery personnel who work directly with local governments in disasters are eligible to attend the course.

Course Length: 4 days

CEUs: 2.5

State Community Relations (E282)

This course provides knowledge and skills to individuals who are responsible for establishing, maintaining, and managing a State and local community relations capability in partnership with FEMA.

Selection Criteria: State personnel who are responsible for the development and management of a State and local community relations capability. These individuals may be managers from emergency management or an agency such as human resources or social services.

States are encouraged to bring a copy of existing documents such as a community relations annex to emergency operations plan, operating procedures, etc.

Course Length: 4½ days

CEUs: 3.1

State Volunteer and Donations Management (E289)

This course teaches the components of a volunteer and donations management program to be administered at the State level during a large-scale disaster event. 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 exercises also serve as a template, thereby increasing continuity among States. This training also provides information regarding FEMA's volunteer and donations management responsibilities and to help build relationships between government and non-profit organizations.

Selection Criteria: Priority will be given to States who 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 to include, Federal, State, territorial, and Tribal emergency management.

Prerequisites:

Required: IS-288, The Role of Voluntary Agencies in Emergency Management.

Recommended: IS-100, Introduction to Incident Command System (ICS); IS-700, National Incident Management System (NIMS), An Introduction; IS-230, Principles of Emergency Management; and knowledge of and experience with a VOAD.

Course Length: 3½ days

CEUs: 2.5

Basic Crisis Counseling Grant Program Course (E354)

This course is intended to prepare the State departments of mental health to respond to a presidentially declared disaster. The main focus of the course is completion of the grant application for funding. The course provides training on disaster mental health concepts and organizational aspects of disasters and promotes pre-disaster planning that will expedite the grant application process. Enrollment is limited to one person per State.

Note: This course does not provide instruction on crisis counseling or stress management techniques.

Selection Criteria: This is an Invitation-Only course. You must be an employee of a State department of mental health responsible for overseeing a Crisis Counseling program grant in response to a presidentially declared disaster with little or no experience. Enrollment is by nomination from the State Centers for Mental Health.

Course Length: 4 days

CEUs: 2.4

State Public Assistance Operations (E376)

To provide State, local, and tribal staffs with an overview of FEMA's Public Assistance 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, project formulation, and National Emergency Management Information System (NEMIS).

Selection Criteria: State, tribal, and local government personnel responsible for administering Public Assistance grants.

Course Length: 4 days

CEUs: 2.4

Emergency Management Assistance Compact (EMAC) Train-the-Trainer (TTT) (E430)

This Train-the-Trainer is designed to prepare State emergency management EMAC staffs and coordinators identified as instructors in the delivery of the new EMAC field course and related duties and tasks. In addition, participants will prepare for and deliver sections of the EMAC field course during the TTT. Participants must have knowledge in the fundamentals of adult training as well as experience in instructing adult learners.

Selection Criteria: State emergency management EMAC instructors and coordinators.

Prerequisites:

Required: None.

Recommended: Participants should read the EMAC field course, Read-Ahead Module prior to attending the class and currently located at www.emacweb.org

Course Length: 4 days

CEUs: 2.4

Public Assistance Grant Administration for States (E478)

To provide State/Grantee Public Assistance and Grant 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.

Selection Criteria: State/Grantee staff administering the PA program or those involved in PA grant administration.

Course Length: 4 days

CEUs: 2.4



NONRESIDENT COURSES

Non-resident courses are offered by the State training offices. To find out more information about these courses, please contact your State office (phone numbers and addresses are listed in this catalog on page 208).

Disaster Operations and Recovery are phases of emergency management that require a team effort at all levels of government and the private sector. Professionals involved in disaster operations and recovery include elected and appointed officials, city and county administrators, emergency managers, public works directors, building officials, community planners, emergency services personnel, and other allied professionals.

Training and education in disaster operations is a critical first step towards ensuring successful disaster operations. The Disaster Operations and Recovery curriculum is designed to equip Federal, State, local, and tribal professionals with the knowledge, skills, and abilities required to perform their jobs. These professionals are encouraged to avail themselves of the courses offered in the curriculum.

This 2-day course is intended to equip emergency management staff and voluntary agency personnel with the knowledge and skills necessary to perform as effective mass care coordinators in a broad range of disaster situations. The course covers how to assess and size up mass care needs; how to plan for mass care; recruitment, training, and exercises for mass care personnel; and actions to take in short-term and long-term mass care operations (response and recovery).

Selection Criteria: State, tribal, and local government emergency management and voluntary agency personnel who provide mass care assistance.

Emergency Planning and Special Needs Populations (G197)

This 2½-day course is intended to provide those with responsibilities for providing emergency planning or care of seniors, people with disabilities, and/or special needs groups with the skills and knowledge they will need to prepare for, respond to, and recover from emergency situations.

Selection Criteria: The target audience for this course includes emergency managers, senior first-response personnel, special needs coordinators, human services organization personnel, facility planners, community-based organizational personnel, advocacy group personnel, elected officials, public health personnel, and Voluntary Organizations Active in Disaster (VOAD) personnel.

Debris Management (G202)

This field course is designed for State, local, and Tribal personnel at all levels as well as public works directors, their staffs, and waste management personnel. The course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from debris-generating events.

Selection Criteria: State, local, and tribal personnel.

Note: All course files are accessible to the State Training Officer via the FEMA Web site.

Public Assistance Program Applicant Workshop (G203)

This 1-day field course is an overview of the roles and responsibilities of potential applicants who participate in FEMA's Public Assistance program. The target audience includes local government/tribal personnel, public works directors, emergency management coordinators, and other local government/Tribal personnel with disaster assignments involving the community infrastructure.

*During the early stages of disaster recovery, this course can be used to provide an overview of local government responsibilities involving public assistance.

Workshop: Emergency Management (WEM) (G250)

This special workshop deals with specific emergency management activities and problems. It is intended to cover non-administrative, innovative, or situational emergency management training subjects that may normally confront local directors. It does not replace any current course or segments of courses. The following workshop modules are available for use in conducting WEM workshops.

Workshop: Local Situation (RAPID) Assessment (G250.7)

Communities can use the Resource Guide and Facilitator's Guide when developing the plan and procedures for rapidly and efficiently collecting disaster intelligence immediately following a disaster. This intelligence is used to prioritize response activities, allocate available resources, and specifically request resources from other sources to save and sustain lives.

Selection Criteria: Any community working to improve its disaster intelligence collection procedures.

Expedient Flood Training (G270.3)

This 45-minute orientation module is designed to train volunteers in flood-fighting techniques using sandbags and other materials.

Selection Criteria: Local government emergency managers and emergency responders.

Recovery From Disaster: The Local Government Role (G270.4)

This workshop is a condensed version of the 4-day EMI resident course.

The WEM is designed for 1/2- to 2-day delivery, depending on local need, and covers the roles and responsibilities of local recovery team members.

Selection Criteria: Local government emergency managers, city and county administrators, community planners, building inspectors, and public works directors.

Note: All course files are accessible to the State Training Officer via the FEMAWeb site.

Managing Through a Disaster for Supervisors (G270.5)

This 1½-day workshop provides local government managers and supervisors with an improved ability to supervise disaster workers and to plan for and cope with problems working through and recovering from disasters.

Selection Criteria: Local government managers and supervisors.

Working Through a Disaster for Front-Line Employees (G270.6)

This 1-day workshop provides front-line local government employees with an improved ability to plan for and cope with the problems of working through and recovering from disasters.

Selection Criteria: Local government emergency managers and response and recovery personnel.

Local Volunteer and Donations Management (G288)

This 8 to 12-hour workshop addresses the planning considerations and operational requirements for an effective donations management system at the local level. A special emphasis is put on the importance of collaborative partnerships between local government, voluntary agencies, and community organizations as the key to success in volunteer and donations management.

Selection Criteria: Local government officials and State and/or local leaders of key voluntary organizations (i.e., those affiliated with the State VOAD), who have responsibility for planning, coordinating, implementing, and/or operating the donations management function at the State and the local level.

Prerequisites:

Required: Participants must have some responsibility to oversee, coordinate, and/or assist with the

State and local donations functions during disasters. IS-288, *The Role of Voluntary Agencies in Emergency Management*.

Recommended: IS-100, *Introduction to the Incident Command System (ICS)*; and IS-700, *National Incident Management System (NIMS), An Introduction*.

Flood Fight Operations (G361)

This 2½-day 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.

Note: Some States may decide to add the 45-minute Expedient Flood Training (G270.3) 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.

Selection Criteria: Federal, State, tribal, and local officials responsible for planning, preparing, and managing response to floods.



Integrated Emergency Management

This 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. One set of courses in the curriculum is the Integrated Emergency Management Courses (IEMC). The IEMC stresses the integration of functions, resources, organizations, and individuals in all phases of emergency management. This course is offered in numerous versions to meet current needs and may be offered either for officials from several communities (generic course) or for a specific community. Current IEMCs include: *IEMC/All Hazards: Preparedness and Response*; the *IEMC/All Hazards: Recovery and Mitigation*; *IEMC/Hurricane: Preparedness and Response*; *IEMC/Hurricane: Recovery and Mitigation*; *IEMC/Earthquake: Preparedness and Response*; *IEMC/Earthquake: Recovery and Mitigation*; *IEMC/Homeland Security*; *IEMC/Food and Agriculture Terrorism*; and *IEMC/State, IEMC/Hazardous Materials: Preparedness and Response*.

IEMCs immerse participants in the practical application of functions associated with disaster response management. Each course includes orientation presentations to specific response functions as well as a simulated emergency situation that participants must cope with in a high-stress disaster environment.

The IEMCs described in this section can be conducted for a specific community; however, the number of courses conducted annually in this fashion is limited. A request for a community-specific IEMC should be made at least 18 months before the date desired (see procedures in this section). Since a community-specific IEMC represents a substantial commitment of EMI resources to a single jurisdiction, a serious commitment also is required on the part of the participating community. Requests for IEMC community-specific offerings must be made by the chief elected or appointed community official, endorsed by the respective State emergency management agency, and approved by the appropriate FEMA regional office.

While every effort is made to accommodate individual applications for the IEMC courses, State offices of emergency management are the focal point for recruiting the participant positions for the generic courses, under the guidance of the FEMA regional offices. **Each offering requires one chief elected official, one police chief, one fire chief, etc., to fill real-life positions used in the IEMC.**

The **IEMC NATIONAL OPEN ENROLLMENT SYSTEM** will provide two open enrollment periods for Resident IEMC programs at EMI. All positions will be open to all potential participants from all areas (regions) of the country.

First National Open Enrollment Period: May 1--June 30. Applications will be submitted for all positions for Resident IEMC's scheduled for the first and second quarters of the following fiscal year.

Second National Open Enrollment Period: November 1--December 31. Applications will be submitted for all positions for Resident IEMCs scheduled for the third and fourth quarters of the following fiscal year.

After each National Open Enrollment Period, applications will be reviewed and selected participants will be accepted into the class they applied for and be notified. Participants who do not meet the qualifications or are not selected will also be notified.

After each National Open Enrollment Period is closed, any remaining vacancies will be posted on the IEMC Web site for a period of 60 days. These vacancies will be filled on a first-come, first-served basis. After 60 days, the courses will be closed. All remaining vacancies will be filled by IEMC staff members.

Eligibility requirements to attend Resident course offerings will remain the same. All applications must be submitted through the appropriate State Emergency Management Agency and FEMA region to the NETC and must contain the respective signatures for endorsement.

Information concerning the IEMC National Open Enrollment System can be accessed at: <http://training.fema.gov/emiweb/iemc/>

INTEGRATED EMERGENCY MANAGEMENT COURSE (IEMC) SELECTION CRITERIA

Except for IEMCs reserved for “community-specific” courses, all participants are recruited for the following positions via the National Open Enrollment System.

Elected and appointed city, county, and tribal officials. These include mayor, county executive, legal counsel, city manager, city council, finance director, personnel/human resources manager, public information officer, economic development manager, city/county mitigation officer, city/county emergency management director and staff, fire marshal, airport manager, housing coordinator, and director of transportation. Also included as eligible participants are State/area coordinators, State mitigation officers, National Guard representatives, and Federal/military personnel. Additionally, upper- and mid-management personnel, including supervisory, operational, and communications/dispatch staff from fire service, law enforcement, public works, and emergency medical services, are a part of the target audience. The Red Cross and Salvation Army (VOADs) and school and university systems also should be represented, along with business and industry including Chamber of Commerce, building associations, hotel and restaurant organizations, and engineers.

IEMC COMMUNITY-SPECIFIC APPLICATION PROCEDURES

Each year various communities throughout the United States express an interest in FEMA/EMI conducting an IEMC for their community emergency management officials and responders. Community-specific IEMCs require a major commitment from both the community and EMI, as well as from the FEMA regional office and state office of emergency management involved.

Because the demand for community-specific IEMCs exceeds the resources to deliver, application criteria and a formal selection process have been established. Both the selection process and information that will be reviewed to determine acceptance of a request are outlined below.

Steps in the Application/Selection Process

- The chief elected official of the jurisdiction submits a letter of request, addressing the specified criteria (see next section), to his/her respective State office of emergency management.
- If the State office of emergency management supports the request, it should attach a letter of endorsement outlining how acceptance of this request will meet State emergency management objectives. Note: At this stage in the request, the State office may elect not to forward the request but, instead, work with the community (especially if the community is under 100,000 in population) to conduct the G110, *Emergency Management Operations Course (EMOC) for Local Governments* for the community.
- If approved by the State office, the request should be forwarded to the appropriate FEMA regional office for review. The FEMA regional office, if it supports the application, should include an endorsement for each community it recommends. If more than one jurisdiction is submitted, the region should prioritize its recommendations.
- Applications should be received at EMI from the regions no later than January 15 each year. Between January 15 and February 15, EMI staff and FEMA program office representatives (as deemed appropriate based on information provided in the requests) will review the applications and rank them based on regional priority and information provided in the requests. Recommendations will be forwarded to the Superintendent of EMI for final selection no later than March 1.
- By March 31, communities that have been accepted will be notified, as will communities that were not accepted. Appropriate FEMA regional offices and State emergency management offices also will be notified.
- Communities that were not accepted and that want to be reconsidered for the following year must re-apply. Applications will not automatically be considered for the following fiscal year.

SPECIFIC CRITERIA

Communities must include the following with their letter of application:

- Population of jurisdiction.
 - A brief description of the government structure (include organization chart if possible); clarify whether the request is for a single county, city, tribal community, or a combination.
 - 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 planned for the jurisdiction, such as major sporting events, conventions, etc.
 - The community emergency management objective(s) that will be accomplished through the IEMC.



RESIDENT COURSES

This IEMC is a premier course that addresses preparedness and response in emergency situations resulting from severe weather-related hazards. This exercise-based course is conducted for two types of audiences. The participants in the “generic” audience IEMC represent various communities throughout the country. The “specific” audience IEMC is made up of participants all from one community. 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 decisionmaking in a learning environment that is nonetheless realistic. A key outcome of this IEMC is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise scenario for *IEMC/All Hazards: Preparedness and Response* focuses on severe weather and related flooding.

Prerequisites:

Required: None.

Recommended: Participants are encouraged to enroll in both *IEMC/All Hazards: Preparedness and Response* and the *IEMC/All Hazards: Recovery and Mitigation* in consecutive, back-to-back, offerings.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD or LD
Curriculum: Public Administration, Emergency Management

Note: Credit can be awarded for only one course in the series of the IEMC courses: E900, E905, or E910.

Course Length: 4½ days

CEUs: 2.5

IEMC/All Hazards: Recovery and Mitigation (E901)

This exercise-based course emphasizing recovery and mitigation is new in the IEMC curriculum. It is similar to the *IEMC/All Hazards: Preparedness and Response* course in its format but emphasizes recovery and mitigation activities. This course is conducted for two types of audiences. The participants in the “generic” audience offering represent various communities throughout the country. This IEMC also may be offered to communities who have previously participated in a “specific” community IEMC. The *IEMC/All Hazards: Recovery and Mitigation* 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 decisionmaking 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.

Prerequisites:

Required: None.

Recommended: E900, *IEMC/All Hazards: Preparedness and Response*. Participants are encouraged to enroll in both *IEMC/All Hazards: Preparedness and Response* and *IEMC/All Hazards: Recovery and Mitigation* in consecutive, back-to-back, offerings.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD or LD
Curriculum: Public Administration, Emergency Management

Note: Credit can be awarded for only one course in the series of the IEMC courses: E901, E906, or E911.

Course Length: 4½ days

CEUs: 2.5

IEMC/Hurricane: Preparedness and Response (E905)

This IEMC addresses preparedness and response in emergency situations resulting from a hurricane. This exercise-based course is conducted for two types of audiences. The participants in the “generic” audience IEMC represent various communities throughout the country. The “specific” audience IEMC is made up of participants all from one community. 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 decisionmaking 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 for *IEMC/Hurricane: Preparedness and Response* focuses on evacuation issues prior to the simulated hurricane making landfall and response activities after landfall.

Prerequisites:

Required: None.

Recommended: Participants are encouraged to enroll in both *IEMC/Hurricane: Preparedness and Response* and *IEMC/Hurricane: Recovery and Mitigation* in consecutive, back-to-back offerings.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD or LD
Curriculum: Public Administration, Emergency Management

Note: Credit can be awarded for only one course in the series of the IEMC courses: E900, E905, or E910.

Course Length: 4½ days

CEUs: 2.5

IEMC/Hurricane: Recovery and Mitigation (E906)

This IEMC with emphasis on recovery and mitigation issues is another addition to the IEMC cur-

riculum. This exercise-based course is similar to *IEMC/Hurricane: Preparedness and Response* in its format, but emphasis is placed on recovery and mitigation activities following a hurricane. This course is conducted for two types of audiences. The participants in the “generic” audience represent various communities from throughout the country. This IEMC also may be offered to communities who have previously participated in a “specific” community IEMC. The *IEMC/Hurricane: Recovery and Mitigation* 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 decisionmaking in a learning environment that is realistic. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster recovery, both in the short-term and long-term. The exercise scenario focuses on a community recovery from a hurricane disaster. Mitigation activities to prevent or reduce the future impact of a hurricane also are identified through course exercises.

Prerequisites:

Required: None.

Recommended: E905, *IEMC/Hurricane: Preparedness and Response*. Participants are encouraged to enroll in both *IEMC/Hurricane: Preparedness and Response* and *IEMC/Hurricane: Recovery and Mitigation*, in consecutive, back-to-back offerings.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD or LD
Curriculum: Public Administration, Emergency Management

Note: Credit can be awarded for only one course in the series of the IEMC courses: E901, E906, or E911.

Course Length: 4½ days

CEUs: 2.5

IEMC/Earthquake: Preparedness and Response (E910)

This course addresses preparedness and response in emergency situations resulting from an earthquake. This exercise-based course is conducted for two types of audiences. The participants in the “generic” audience IEMC represent various communities from throughout the country. The “specific” audience IEMC is made up of participants all from one community. 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 decisionmaking 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 for the *IEMC/Earthquake: Preparedness and Response* focuses on response to an earthquake. Also, additional planning needs to prepare for an earthquake response are identified.

Prerequisites:

Required: None.

Recommended: Participants are encouraged to enroll in both *IEMC/Earthquake: Preparedness and Response* and *IEMC/Earthquake: Recovery and Mitigation* in consecutive, back-to-back offerings.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD or LD
Curriculum: Public Administration, Emergency Management

Note: Credit can be awarded for only one course in the series of the IEMC courses: E900, E905, or E910.

Course Length: 4½ days

CEUs: 2.5

IEMC/Earthquake: Recovery and Mitigation (E911)

This is another new IEMC, which emphasizes recovery and mitigation issues. This exercise-based course is similar to the *IEMC/Earthquake: Preparedness and Response* in its format but emphasizes recovery and mitigation activities following a major earthquake. This course is conducted for two types of audiences. The participants in the “generic” audience IEMC represent various communities from throughout the country. This IEMC also may be offered to communities who have previously participated in a “specific” community IEMC. The *IEMC/Earthquake: Recovery and Mitigation* course 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 decisionmaking in an educational, yet realistic, environment. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster recovery, both in the short-term and long-term. The exercise scenario focuses on a community recovery from an earthquake disaster. Mitigation activities to prevent or reduce the future impact of an earthquake also are identified through course exercises.

Prerequisites:

Required: None.

Recommended: E910, *IEMC/Earthquake: Preparedness and Response*. Participants are encouraged to enroll in both *IEMC/Earthquake: Preparedness and Response* and *IEMC/Earthquake: Recovery and Mitigation* in consecutive, back-to-back offerings.

ACE Recommendation:

Credit Hours: 2 hours
Level: UD or LD
Curriculum: Public Administration, Emergency Management

Note: Credit can be awarded for only one course in the series of the IEMC courses: E901, E906, or E911.

Course Length: 4½ days

CEUs: 2.5

IEMC/Homeland Security (E915)

This IEMC focuses on preparing for and responding to the consequences of a terrorist act. This exercise-based course is conducted for two types of audiences. The participants in the “generic” audience IEMC represent various communities from throughout the country. The “specific” audience IEMC is made up of participants all from one community. 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. In the IEMC/Homeland Security, special attention is placed on the response among agencies when the disaster area also is a crime scene.

ACE Recommendation:

Credit Hours: 2 hours
 Level: UD or LD
 Curriculum: Public Administration, Emergency Management

Course Length: 4½ days

CEUs: 2.5

IEMC/Food and Agriculture Terrorism (E916)

This IEMC focuses on preparing for, determining scope of, and recovering from terrorist acts on our Nation’s food and agriculture systems.

Participants will be introduced to situational threat assessment, ICS/NIMS, crime scene issues, decontamination, disposal and restoration of food systems, quarantine/recall concerns, resource management, economic impacts, emergency operation center protocols, as well as societal concerns, case study analysis, and roles and responsibilities as outlined in Homeland Security Presidential Decision Directive 9.

As with other IEMCs, officials from Federal, State, and local public health and agriculture agencies, emergency services disciplines, elected/appointed officials, and private industry will have an opportunity to participate in exercises simulating terrorist acts upon food and agriculture infrastructure.

Prerequisites:

Required: None.

Recommended: IS-100, Introduction to the Incident Command System.

ACE Recommendation:

Credit Hours: 2 hours
 Level: UD or LD
 Curriculum: Public Administration, Emergency Management

Course Length: 4½ days

CEUs: 2.5

IEMC/Hazardous Materials: Preparedness and Response (E920)

This IEMC focuses on preparing for and responding to a major hazardous materials incident. This exercise-based course is conducted for a “generic” audience. The participants in the “generic” audience IEMC represent various communities from 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 decisionmaking in a learning environment that is nonetheless realistic.

ACE Recommendation:

Credit Hours: 2 hours
 Level: UD or LD
 Curriculum: Public Administration, Emergency Management

Course Length: 4½ days

CEUs: 2.5

IEMC/State: Response and Recovery (E/L925)

An exercise-based course combining classroom presentation, planning session, response exercise, and recovery exercise designed to simulate a major emergency involving many State resources.

Selection Criteria: Includes staff of State emergency management, police/patrol, department of agriculture, department of natural resources, department of health, department of transportation, social services, private/public utilities, media, and volunteer organizations.

Note: Requests for this specialized IEMC should be originated by the State director of emergency management, endorsed by the governor, and forwarded through the appropriate FEMA regional office to the Superintendent, Emergency Management Institute.

Course Length: 4½ days

CEUs: 2.5

INTEGRATED EMERGENCY MANAGEMENT COURSES FOR SPECIFIC COMMUNITIES (E930, E931, and E932)

These IEMCs place emphasis on community response and short-term recovery issues. They are tailored to fit the community and are based on a selected hazard type. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decisionmaking in a learning, yet realistic, environment. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster response and assist with making the transition from response activities to short-term recovery. These actions allow the community to “position” itself better for long-term recovery.

The following types of community-specific programs are available to Federal, State, local, and tribal communities:

- IEMC/All Hazards: Response and Recovery
- IEMC/All Hazards: Preparedness and Response
- IEMC/All Hazards: Recovery and Mitigation
- IEMC/Earthquake: Response and Recovery
- IEMC/Earthquake: Preparedness and Response
- IEMC/Earthquake: Recovery and Mitigation
- IEMC/Hurricane: Response and Recovery
- IEMC/Hurricane: Preparedness and Response
- IEMC/Hurricane: Recovery and Mitigation

- IEMC/Hazardous Materials Preparedness and Response
- IEMC/Homeland Security
- IEMC/Special Events (For local and State emergency management)
- IEMC/State Government (For State emergency management agencies)
- IEMC/Regional Response Coordination Center (RRCC) (For FEMA regional offices)

Selection Criteria: Elected and appointed city, county, and tribal officials. These include mayor, county executive, legal counsel, city manager, city and tribal council, finance director, personnel/human resources manager, public information officer, economic development manager, city/county mitigation officer, city/county emergency management director and staff, fire marshal, airport manager, and director of transportation. Additionally, upper- and mid-management personnel, including supervisory, operational, and communications/dispatch staff from fire service, law enforcement, public works, and emergency medical services, are a part of the target audience. The Red Cross and the Salvation Army (VOADs) and school and university systems also should attend.*

*A community desiring to participate in these courses should submit an application following the procedures outlined in this catalog on page 172.

Course Length: 4½ days

CEUs: 2.5

Healthcare Leadership and Administrative Decisionmaking in Response to Weapons of Mass Destruction (WMD) Incidents Course (B960)

This course is delivered by FEMA’s Center for Domestic Preparedness (CDP) at the Noble Training Center (NTC) in Anniston, Alabama. Please go to the CDP Web site at <http://cdp.dhs.gov> for course information and to register for this course.

Fundamentals of Healthcare Emergency Management (B965)

This course is delivered by FEMA's Center for Domestic Preparedness (CDP) at the Noble Training Center (NTC) in Anniston, Alabama. Please go to the CDP Web site at <http://cdp.dhs.gov> for course information and to register for this course.

THE COMPREHENSIVE EXERCISE CURRICULUM (CEC) AND MASTER EXERCISE PRACTITIONER PROGRAM (MEPP)

The CEC provides a comprehensive array of classroom and hands-on experiences designed to improve the individual's ability to manage exercise programs and administer emergency management exercises. The overall curriculum of Independent Study courses, field or nonresident courses, and resident courses (conducted at EMI, Noble Training Center, or field locations), is performance-based in nature. Instructional methodologies are focused on the development of core competencies required to design and develop, conduct, and evaluate jurisdiction or organization-specific (community) emergency management exercises.

EMI created the certificate title MEPP in 1999 as a nonresident program to recognize those individuals who have completed prescribed training and demonstrated, through hands-on application, a high level of professionalism and capability in the arena of emergency management exercises. The MEPP mission is to improve the capabilities of emergency management personnel involved in all aspects of emergency management exercises. Through the improvement of the knowledge, skills, and abilities (KSAs) of involved personnel, both the quantity and quality of exercises conducted at the local, tribal, State, and Federal levels of government can be improved.

The first EMI resident MEPP series, the Emergency Management Master Exercise Practitioner Program (EMMEPP), was developed in 2004 and focused on the exercise needs of the emergency management environment.

Selection Criteria: Emergency Management (EM) MEPP eligibility is open to local, tribal, State, Territorial, Department of Homeland Security (DHS), and other Federal agency emergency management/emergency services personnel whose responsibilities involve emergency management exercises. This includes exercise training officers, emergency managers, emergency services personnel from fire, emergency medical, hospitals, public/environmental health, coroners, law enforcement, corrections officials, public works/utilities, community services/volunteer agencies, and private entities who participate in emergency services/emergency management exercise development, control/simulation, and evaluation teams and/or who manage exercise programs.

Prerequisites:

Required: Applicants must complete the following Independent Study courses, IS-120.A, Introduction to Exercises, and IS-139, Exercise Design. These courses can be downloaded from <http://training.fema.gov/EMIWeb/IS/crslist.asp>.

Multiple training locations: National Emergency Training Center (NETC) EMI in Emmitsburg, Maryland, and/or Noble Training Center (NTC) in Anniston, Alabama.

Recommended: None.

CEUs: 2.5 each course, total of 7.5 CEUs.

Application Process

Applicants must complete and submit an application package that contains the following: a General Admission Application Form (FEMA Form 75-5).

Item #9a should list "FEMA EM MEPP Series #5 or #6." **NOTE:** Item #10 must list the completion of IS-120.A and IS-139 courses.

1. A letter from the applicant requesting admission to the program. The letter should address the applicant's qualifications, expectations, and commitment to complete the entire program.
2. A letter of recommendation from the applicant's immediate supervisor indicating

the organization's commitment to allow the applicant to complete the entire program.

Application Mailing Address

All materials should be sent directly to:

FEMA Emergency Management Master Exercise
Practitioner Program (EMMEPP)
Emergency Management Institute
Attention: NETC Admissions Office
16825 South Seton Avenue
Emmitsburg, MD 21727-8998

If the applicant is accepted as an MEPP candidate, the individual will be enrolled in the MEPP series. Applicants are not permitted to enroll in other MEPP series. Each MEPP series consists of three resident courses typically at EMI on the campus of the National Emergency Training Center (NETC) in Emmitsburg, Maryland, and/or Noble Training Center (NTC) in Anniston, Alabama. Please note that a MEPP series may have courses scheduled at both EMI and NTC. Courses conducted at EMI in Emmitsburg will have an "E" code in front of the number; courses conducted at NTC will have a "B" code in front of the course number. These three courses must be completed in the following order:

1. E or B 132, *Exercise Design and Evaluation* course
2. E or B 133, *Exercise Program Management and Control Simulation* course
3. E or B 136, *Exercise Development* course
4. All resident MEPP candidates must complete three major proficiency demonstrations (PRODEMS) in addition to completing the three resident courses (E/B132, 133, and 136). PRODEMS are completed between the E/B132 and E/B133 MEPP courses and must meet the overall MEPP requirements in order to be awarded the MEP title and certificate.

If you need more information on the MEPP, contact Lowell Ezersky, MEPP Manager at lowell.ezersky@dhs.gov, or call (800) 238-3358 or (301) 447-1355.

Exercise Design and Evaluation (E/B132)

This course is designed for emergency management and/or healthcare exercise staff to acquire fundamental knowledge and skills necessary to develop, conduct, evaluate, and follow-up basic activities and exercises, including exercise orientations, drills, and tabletop exercises.

The content addresses the fundamental requirements of an 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 these activities during the conduct of the course through the use of proficiency demonstrations.

Selection Criteria: This is the first required course for EMI Resident MEPP Candidates. Participants must be MEPP Candidates.

Prerequisites:

Required: The participant must have completed IS-120.A, Introduction to Exercises and IS-139, Exercise Design and must have been selected as an MEPP candidate.

Recommended: None.

Course Length: 4½ days

CEUs: 2.5

Exercise Program Management and Control Simulation (E/B133)

The course builds on the principles and concepts taught in E132, Exercise Design and Evaluation. Participants will be challenged to acquire the advanced knowledge and skills necessary to implement, maintain, and evaluate an overall exercise program. An emphasis is placed on advanced exercise skills necessary to develop, conduct, evaluate, and follow-up functional and full-scale exercises. A special emphasis is placed on complex exercise control/simulation and evaluation methods and techniques. Participants are challenged to develop, conduct, and evaluate these activities during the

conduct of the course through the use of proficiency demonstrations.

Selection Criteria: This is the second course required for EMI Resident MEPP Candidates. Participants must be MEPP Candidates.

Prerequisites:

Required: The participant must have completed (E/B132), Exercise Design and Evaluation.

Recommended: None.

Course Length: 4½ days

CEUs: 2.5

Exercise Development (E/B136)

This course builds on the principles and concepts taught in E132, *Exercise Design and Evaluation* and the E133, *Exercise Program Management and Control Simulation* courses. Participants will be challenged to acquire in-depth knowledge and skills related to the exercise development process, including exercise management, control, simulation, and evaluation. An emphasis is placed on the construction of sound exercise planning documents and a team approach to major accomplishments in the exercise process, including exercise development, conduct, and evaluation. Participants are challenged to acquire and

apply complex exercise control/simulation and evaluation methods and techniques. Participants functioning in a team environment will develop, conduct, and evaluate complex functional exercises during the conduct of the course.

Selection Criteria: This is the third course required for EMI resident MEPP candidates.

Prerequisites:

Required: E/B132, Exercise Design and Evaluation and E/B133, Exercise Program Management and Control Simulation, or nonresident MEPP candidate.

Recommended: None.

Course Length: 4½ days

CEUs: 2.5

Hospital Emergency Response Training (HERT) for Mass Casualty Incidents (MCI) Train-the-Trainer (TTT) (B461)

This course is delivered by FEMA's Center for Domestic Preparedness (CDP) at the Noble Training Center (NTC) in Anniston, Alabama. Please go to the CDP Web site at <http://cdp.dhs.gov> for course information and to register for this course.



NONRESIDENT COURSES

Nonresident courses are offered by the State training offices. To find out more information about these courses, please contact your State office (phone numbers and addresses are listed in this catalog).

The Integrated Emergency Management curriculum also includes courses (offered by State emergency management agencies) that are designed to improve the overall exercise capabilities of local, tribal, State, and Federal organizations. Five courses which feature job aids complete an overall Comprehensive Exercise Curriculum (CEC). These courses will provide all of the building blocks necessary to achieve a performance-based curriculum in simulation and exercise.

The *Exercise Program Manager/Management Course* was designed to provide higher level program management skills in developing performance-based exercise systems. An *Exercise Control/Simulation* course will enable participants to establish effective exercise control and simulation teams. The *Exercise Controller/Simulator* and *Exercise Evaluator Workshops in Emergency Management (WEMs)* are designed as utility training packages to train staff to perform these critical tasks in the conduct of emergency management exercises. When coupled with FEMA's Comprehensive Exercise Program as coordinated by State offices of emergency management, the learning and performance-based experience in this curriculum can establish the foundation for an excellent community- and system-wide emergency response system.

The Emergency Management Institute developed the Master Exercise Practitioner (MEP) Program in FY 1999 to recognize those individuals who successfully complete all the training courses in the CEC. G138, *Exercise Practicum*, is available for those individuals who wish to earn the title Master Exercise Practitioner. The practicum is a self-directed and negotiated series of 11 proficiency demonstrations in which the MEP candidate will be challenged to apply the knowledge, skills, and abilities acquired through participation in CEC courses to emergency management exercises.

State emergency management agencies serve as sponsors for MEP candidates. When the MEP candidate has successfully completed G138, *Exercise Practicum*, the sponsor may request through their respective FEMA regions that EMI award the Master Exercise Practitioner title to recognize the high level of achievement in this specialized field.

Nonresident Master Exercise Practitioner Program

The overall goal of the nonresident MEP program is to establish a level of professional achievement and recognition for persons charged with administering and conducting emergency management exercise programs and activities.

The award of the MEP title is a means of recognizing individuals who have completed the field Master Exercise Practitioner (MEP) courses and have demonstrated, through hands-on application of knowledge and skills in proficiency demonstrations, a high level of professionalism and capability in the arena of emergency management exercises.

Individuals who wish to earn the nonresident MEP title must enroll in the G138, *Exercise Practicum* as administered by state emergency management agencies and FEMA regions in order to complete the specific exercise proficiency demonstrations.

The CEC is comprised of the following:

- IS-120.A** Introduction to Exercises (Independent Study)
- IS-139** Exercise Design
- G130** Exercise Evaluation
- G135** Exercise Control/Simulation
- E136** Exercise Development (EMI Resident)
- G137** Exercise Program Manager/Management
- G138** Exercise Practicum for the Master Exercise Practitioner (For MEP Candidates Only)

G250.8 Exercise Controller/Simulator WEM

G250.9 Exercise Evaluator WEM

Emergency Management Operations Course (EMOC) for Local Governments (G110)

The EMOC is designed for local communities or tribal governments that may not be able to participate in FEMA's resident Integrated Emergency Management Courses. The EMOC is an exercise-based program with planning sessions that begin weeks prior to the actual course, and it includes classroom sessions and exercises. The flexible format of the EMOC allows it to be conducted in a 2½-day or 3-day format. The purpose of the EMOC is to improve operational capabilities as they relate to managing emergencies in the local community. The course places emphasis on the Emergency Operations Center (EOC) as a focal point for managing a simulated emergency.

Selection Criteria: Elected and appointed city and county officials. These include mayor, city manager, city council, county commissioner, county manager, and other key positions, such as emergency management director and public information officer. Also included as eligible participants are upper- and mid-management personnel, including supervisory, operational, and communications staff from the fire service, law enforcement, public works, and emergency medical services. Volunteer groups also should participate.

Exercise Evaluation (G130)

This 2-day course provides knowledge and develops skills that will enable those attending to manage exercise evaluation activities before, during, and after an emergency management exercise.

Selection Criteria: State, FEMA regional, and local emergency management and emergency services staff who have the responsibility of managing exercise evaluation activities associated with the overall emergency management functions or emergency service disciplines, such as fire, law enforcement, emergency medical services, public works, and community service/volunteer agencies and organizations.

Prerequisites:

Required: None.

Recommended: The participant must have substantial knowledge of emergency operations within his/her organization and the assigned responsibility to manage the evaluation function or serve as an evaluation team leader as part of the community's exercise program.

Exercise Control/Simulation (G135)

This 2-day course is designed for experienced emergency exercise staff to perform tasks as chief exercise controllers or control team leaders for emergency management exercises. Participants are challenged to examine exercise concepts and objectives, develop exercise control plans, and perform an examination of the tasks necessary to perform effective exercise control and simulation for tabletop, functional, and full-scale exercises.

Selection Criteria: State, FEMA regional, other Federal agency staff, and local emergency management/emergency services staff who have the responsibility of functioning as chief exercise controller or exercise control team leader in their respective organization's/jurisdiction's comprehensive exercise program activities.

Prerequisites:

Required: None.

Recommended: The participant must have substantial knowledge of emergency management operations and exercises within his/her organization and the assigned responsibility to function as chief exercise controller or control team leader/member.

Exercise Program Manager/Management (G137)

This 2½-day course provides knowledge, skills, and job aids to assist local, State, and Federal personnel in implementing their roles and responsibilities as exercise program managers. Work products

developed during the course will be useful for the participant to develop or upgrade his or her comprehensive exercise program.

Selection Criteria: State, FEMA regional, other Federal agency staff, and local emergency management/emergency services staff who have the responsibility to initiate and/or maintain their respective organization's/jurisdiction's overall exercise program.

Prerequisites:

Required: The participant must have substantial knowledge of emergency management operations and exercises within his/her organization and the assigned responsibility to initiate and/or upgrade the overall comprehensive exercise program.

Recommended: None.

Exercise Practicum for the Master Exercise Practitioner (G138)

This activity consists of a series of self-directed and negotiated proficiency demonstrations of the knowledge, skills, and abilities acquired through the completion of courses in the Comprehensive Exercise Curriculum (CEC). The proficiency demonstrations are structured in three major areas of concentration: exercise design and control, exercise evaluation, and exercise management/program management. Practicum sponsors will monitor the completion of 11 major proficiency demonstrations. In this manner, capabilities gained in classroom instruction can be applied to actual emergency management exercises as conducted by local, State, and Federal agencies.

Selection Criteria: State, FEMA regional, other Federal agency staff, and local/tribal emergency management/emergency services staff who have the responsibilities related to the design, development, performance, and evaluation of emergency management exercises. Applicants must declare their intention of completing the CEC offerings and earn the Master Exercise Practitioner title.

Prerequisites:

Required: None.

Recommended: None.

Workshop: Emergency Management (WEM) (G250)

This special workshop deals with specific emergency management activities and problems. It is intended to cover nonadministrative, innovative, or situational emergency management training subjects that may normally confront local directors. It does not replace any current course or segments of courses. The following workshop modules are available for use in conducting WEM workshops.

Exercise Controller/Simulator (G250.8)

This 6-hour workshop is designed for use with specific exercises to prepare individuals to function as exercise controllers and/or simulators. Participants, given a job aid, will identify tasks, define roles and responsibilities, demonstrate proper use of the master scenario event list, and solve potential/actual exercise problems and issues related to exercise controller/simulator roles.

Selection Criteria: State, FEMA regional, other Federal agency staff, and local emergency management/emergency services staff who have responsibility to function as exercise controller/simulator in his/her respective organization's/jurisdiction's comprehensive exercise program activities.

Prerequisites:

Required: None.

Recommended: The participant must have substantial knowledge of emergency management operations and exercises within his/her organization and the assigned responsibility of functioning as a control/simulation team leader or member.

Exercise Evaluator (G250.9)

This 6-hour workshop is designed for use with specific exercises to prepare individuals to function as exercise evaluators. Participants, given a job aid, will define roles and responsibilities, review evaluation plans and individual assignments, demonstrate proper use of evaluation plans and individual points of review, data collection techniques, and solve evaluation-related problems and issues.

Selection Criteria: State, FEMA regional, other Federal agency staff, and local emergency management/

emergency services staff who are responsible for functioning as exercise evaluators in their respective organization's/jurisdiction's comprehensive exercise program activities.

Prerequisites:

Required: None.

Recommended: The participant must have substantial knowledge of emergency management operations and exercises within his/her organization and the assigned responsibility to function as an evaluation team leader or member.



Independent Study

The Federal Emergency Management Agency's Independent Study Program is delivered through the Emergency Management Institute (EMI) and consists of 60 self-paced courses. Each course is supported with specialized sets of course materials. These materials include practice exercises, unit reviews, glossaries, subject matter appendices, and a final examination. The average course completion time is 10 hours; however, each course has its estimated study hours listed with the course descriptions that follow. Those who score 75 percent or better on the final examination are issued a certificate of achievement.

Program Eligibility

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

How to Get Started

The fastest way to begin taking courses is to visit our Web site. You can learn about each course, download materials, and submit your final exams from the convenience of your home or office. It's as easy as 1, 2, 3.

1. Go to our Web site at www.training.fema.gov/EMIWeb/IS/
2. Click on "Our Courses" on the left-hand side of the page.
3. Choose a course, and click on it.

Below the course description, there will be options. One option you may see is "Download Course Materials" in Adobe Acrobat Readers. You can print them to disk, or read from the screen. The test questions for each course are part of the downloadable materials (usually at the end).

Another option you may see is "Interactive Web-based Course". This option will direct you to our Virtual Campus where you will create a user ID and

password for yourself, and enroll in one of the interactive courses. Once you have enrolled yourself, you will be able to go through the course lesson by lesson, and access useful tools and other informative Web sites. The test questions will be at the end of the last lesson.

Submitting Your Test

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

1. Go to our Web site, www.training.fema.gov/EMIWeb/IS/
2. Click on "Our Courses" on the left-hand side.
3. Find your course, and click on it.
4. Scroll down to the bottom, and click on "Take Final Exam". Fill in your answers and demographics, and click Submit.

We will score your test and send you a response via e-mail usually within 24 hours. 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 our 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. 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. A printable application can be downloaded from our Web site under the "College Credit" section or by visiting www.emergencymanagementstudy.com. You also may request a copy via e-mail at Independent.Study@dhs.gov.

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 our 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.

Emergency Manager (IS-1)

This Independent Study course is for emergency managers and related professionals from Federal, State, and local offices in the field of emergency management. This course provides an overview of the field of emergency management, the job of the emergency manager, and the four phases of emergency management: mitigation, preparedness, response, and recovery as they are implemented in a comprehensive emergency management program. The course consists of a text, illustrations, diagrams, figures, and an accompanying toolkit on CD-ROM. The CD-ROM toolkit contains supplementary information as well as aids for performing the emergency management job including: sample budget, emergency management plans, and other materials. This course cannot be downloaded from the Independent Study Web site (<http://training.fema.gov/emiweb/is/>) since it contains a CD-ROM toolkit. The exam can be taken on the Independent Study Web site.

Prerequisites: None.

CEUs: 1.0

Study Hours: 10 hours.

Radiological Emergency Management (IS-3)

This Independent Study 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

This course is a prerequisite for Fundamentals Course for Radiological Response (G320). This course is available on the virtual campus as a Web (online) delivered course. It is located at this Web site: (<http://training.fema.gov/emiweb/is/>)

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

An Introduction to Hazardous Materials (IS-5.A)

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. No prior knowledge of the subject is required or assumed. At the end of the course, the participant should be able to:

- 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 terrorists' targets of opportunities in the use of Toxic Industrial Chemicals (TIC) as Weapons of Mass Destruction (WMD);
- 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 (MSDS);
- 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; and
- Identify steps individuals and communities can take to protect themselves during a hazardous materials release.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

A Citizen's Guide to Disaster Assistance (IS-7)

This Independent Study course provides a basic understanding of the roles and responsibilities of the local community, State, and the Federal government in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management who need a general introduction to disaster assistance. This course can be downloaded from the Independent Study Web site (<http://training.fema.gov/emiweb/is/>) and the test can be completed and submitted online.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699 (IS-8.A)

This course provides the participant with the background necessary to understand the effects of Executive Order (EO) 12699, signed by President Bush in 1990. In the wake of the Loma Prieta earthquake of October 1989, this EO requires all Federally owned, leased, or financed new buildings to comply with strict earthquake building design set forth

in the National Earthquake Hazard Reduction Plan (NEHRP) Recommended Building Provisions. The NEHRP has provided a base for all national building codes for seismic design.

The course is a nontechnical discussion of earthquakes, building design, and the requirements of the EO. It is for local officials including mayors, city managers and commissioners, local council persons, building inspectors, zoning officials, building designers, and others concerned with this topic. The materials for this course can NOT be downloaded. However, the test can be completed and submitted online at the Independent Study Web site (<http://training.fema.gov/emiweb/is/>).

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Animals in Disaster: Module A "Awareness and Preparedness" (IS-10)

Module A of this two-part course is designed to increase the awareness and preparedness of animal owners and care providers. It includes sections on typical hazards, how these can affect animals, and what responsible animal owners can do to prepare for or avoid such hazards. This course can be downloaded from the Independent Study Web site (<http://training.fema.gov/emiweb/is/>) and the test can be completed and submitted online.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Animals in Disaster: Module B "Community Planning" (IS-11)

Module B, the second part of the Animals in Disaster course, is intended to guide emergency management officials, animal owners, care providers, and those in the commercial industry in preparing disaster plans. The goal of this module is to pro-

vide sufficient information to enable the animal care community and emergency management officials to meet and develop meaningful and effective plans that improve the care of animals in times of disaster. This course can be downloaded from the Independent Study Web site (<http://training.fema.gov/emiweb/is/>) and the test can be completed and submitted online.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Property Acquisition (Buyout) for Local Communities (Restricted to FEMA, State, and local officials in the Acquisition Buyout Program) (IS-12)

Property acquisition is a way to reduce repetitive losses, primarily those resulting from floods. Properties that are repeatedly damaged from floods may be eligible for purchase, relocation, or elevation through a State-managed grant program to local communities. Once property is acquired and structures removed, it is then maintained as open space, such as a park, which will suffer little damage in future flooding. This course familiarizes the State and local officials with the property acquisition process under FEMA's Hazard Mitigation Grant Program. Using the guidance manual for the acquisition program, this course takes the participant through the steps required to successfully apply for and implement a program in his/her own community. Sample forms and job aids are provided to assist participants in preparing applications, reports, and other requirements to participate and manage the program. The course is for State and local officials who will manage or administer property acquisition programs in their own jurisdictions.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Special Events Contingency Planning for Public Safety Agencies (IS-15.A)

Almost every community is host at one time or another to a special event, whether it is a fair, parade, sporting event, or another type of mass gathering. This course is intended for representatives of the public safety team involved in development of the event contingency plan. The Web-based course has numerous activities based on a series of planning aids. These planning aids include contingency plan considerations for law enforcement, fire, emergency medical, public health, public works, and emergency management. The test can be completed and submitted online at the Independent Study Web site (<http://training.fema.gov/emiweb/is/>). A classroom version is under development.

Prerequisites: None.

CEUs: .5.

Study Hours: 5.

Are You Ready? An In-Depth Guide to Citizen Preparedness (IS-22)

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 Web site (<http://training.fema.gov/emiweb/is/>) and the end-of-course test can be completed and submitted online.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Household Hazardous Materials (IS-55)

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 2nd and 3rd 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 them

correctly. This course is available both online or by requesting a CD-ROM from (<http://training.fema.gov/emiweb/is>). It will take 1 to 3 hours to complete all the units and take the final exam.

(Technical Requirements: Internet Explorer 5.5 or higher. You may encounter problems when viewed in Netscape browser. Quicktime viewer to view panoramic picture (in CD version only) and Windows Media Player to view video clips.)

Prerequisites: None.

CEUs: .3.

Study Hours: 3.

Introduction to the Incident Command System (IS-100)

This course 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 (NIMS).

Prerequisites: None.

CEUs: .3.

Study Hours: 3.

Introduction to the Incident Command System, ICS-100, for Federal Disaster Workers (IS-100.FW)

This course 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 (NIMS).

Prerequisites: None.

CEUs: .3.

Study Hours: 3.

Introduction to the Incident Command System, ICS-100, for Healthcare/Hospitals (IS-100.HC)

This course introduces the ICS as it applies to the healthcare/hospital environment 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 NIMS. This course should be completed by the hospital personnel that would have a direct role in emergency preparedness, incident management, and/or emergency response during an incident. Personnel designated to fulfill ICS roles (i.e. hospital emergency manager, hospital administration, department heads) should also complete IS-100.HC.

Prerequisites: None.

CEUs: .3.

Study Hours: 3.

Introduction to the Incident Command System, ICS-100, for Law Enforcement (IS-100.LE)

This course 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 NIMS. This course uses the same objectives and content as other ICS-100 courses while using law enforcement examples.

Prerequisites: None.

CEUs: .3.

Study Hours: 3.

Introduction to the Incident Command System, ICS-100, for Public Works Personnel (IS-100.PW)

This course 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 NIMS.

Prerequisites: None.

CEUs: .3.

Study Hours: 3.

Introduction to the Incident Command System, ICS-100, for Schools (IS-100.SC)

This course introduces the ICS and provides the foundation for higher level ICS training. This course 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.

Prerequisites: None.

CEUs: .2.

Study Hours: 2.

Livestock in Disasters (IS-111)

This Independent Study course is for farmers, extension agents, emergency managers and others who have interests in the livestock industry. It describes the various hazards that animals can face and how to mitigate for them, as well as how to respond to an actual disaster. The livestock industry is a multi-billion dollar business that provides food for the American people as well as those overseas. It is important to insure our livestock are safe from hazards and will not suffer from the effects of hazards. This course can be downloaded from the Independent Study Web site (<http://training.fema.gov/emiweb/is/>) and the test can be completed and submitted online.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Introduction to Exercises (IS-120.A)

This Independent Study course provides an orientation to the types of exercises used to test and evaluate a community's emergency plan. The content illustrates the eight basic steps in exercise design and emphasizes the use of a design team to ensure the success of a community's exercise program. The test can be completed and submitted online at the Independent Study Web site (<http://training.fema.gov/emiweb/is/>).

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Professional Development Series Certificate of Completion

Those who complete all Professional Development Series (PDS) courses are eligible to receive a PDS Certificate of Completion. The courses are, in recommended order of completion: IS-230, IS-235, IS-242, IS-241, IS-240, IS-244, and IS-139.

Exercise Design (IS-139)

Emergency managers, emergency services personnel, and individuals who are part of the emergency preparedness and response communities at all levels of government 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:

- Comprehensive exercise program
- The exercise process
- Exercise design steps
- Tabletop, Functional, and Full-scale exercises
- Exercise evaluation
- Exercise enhancements
- Designing a functional exercise

This course is available for download from the IS Web site.

Prerequisites: None.

CEUs: 1.5.

Study Hours: 15.

Special Needs Planning Considerations for Emergency Management (IS-197.EM)

This course provides a basic understanding of special needs category persons that need to be known by emergency management personnel and other first responders. It is an abbreviated and updated version of G197, Emergency Planning for Special Needs Populations, that is offered by State Emergency Management Agencies (EMAs). From information presented in this course, the emergency manager can begin to form a special needs category plan for their jurisdiction. This course also can be helpful to the first responder and advocacy organizations.

Prerequisites: None.

CEUs: .4.

Study Hours: 4½.

Special Needs Planning Considerations for Service and Support Providers (IS-197.SP)

This course is designed for people who work with the elderly and people with disabilities, and will teach how to partner with local emergency management to better prepare for all phases of an emergency.

Course Goals

1. Describe the impact of different types of hazards on special needs populations.
2. Describe challenges during the different phases of an emergency.
3. Explain how to develop emergency plans and work with emergency management and other local officials during the planning process for your local community.

Prerequisites: None.

CEUs: .4.

Study Hours: 4.

Incident Command System for Single Resources and Initial Action Incidents (IS-200)

This course is designed to enable personnel to operate efficiently during an incident or event within the ICS. IS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

Prerequisites: IS-100.

CEUs: .3.

Study Hours: 3.

Applying Incident Command System (ICS) to Healthcare Organizations (IS-200.HC)

This course is designed to enable healthcare/hospital personnel to operate efficiently during an incident or event within the ICS. ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. IS-100 is a prerequisite to the IS-200 course. This course should be completed by personnel whose primary responsibility is emergency management, to include (at minimum) middle management within a hospital or healthcare system. Middle management may refer to physicians, department managers, unit leaders, charge nurses, and any staff (i.e. hospital administration) that would have a role in an emergency operations center (hospital, local, or State).

Prerequisites: IS-100, *Introduction to the Incident Command System*.

CEUs: .3.

Study Hours: 3.

State Disaster Management (IS-208)

This course provides fundamental information on the disaster assistance process and disaster assistance programs. During a disaster, States must be responsive to local jurisdictions and must effectively acquire and distribute Federal resources. State disaster management is complex, requiring that State

staff members have accurate information on the Federal programs available and work with Federal counterparts in the management of those programs. As a State Coordinating Officer (SCO), you play a critical role in managing the response and recovery operations. Other State staff that have a vital role includes Operations Officers, Individual Assistance (IA) Officers, Public Assistance (PA) Officers, Hazard Mitigation Officers (HMO), Community Relations Managers, and Public Information Officers.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Principles of Emergency Management (IS-230)

Understanding the fundamental principles and practices of emergency management provides a framework for the future professional growth of every emergency manager and responder. This course is designed to provide a basic framework for understanding emergency management in the following areas:

- Overview of the Integrated Emergency Management System
- The emergency management cycle
- The Plan as program centerpiece
- Functions of an emergency management program
- Emergency management program participants
- Applying emergency management principles

This course is available for download from the Independent Study Web site.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Emergency Planning (IS-235)

Being able to use all the basic elements of the planning process gives emergency managers, planners, and other stakeholders a basis for working together

to shape the community's disaster response to all types of hazards and problems. This course is designed to provide common experience of a properly structured Emergency Operations Plan in the following areas:

- The planning process
- Hazard analysis
- The basic plan
- Annexes and appendices
- Implementing instructions

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Leadership and Influence (IS-240)

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 necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your 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

Prerequisites: None.

CEUs: .9.

Study Hours: 9.

Decisionmaking and Problem Solving (IS-241)

Being able to make decisions and solve problems effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your decision-making skills. It addresses:

- The decisionmaking process
- Decisionmaking styles
- Attributes of an effective decision maker
- Ethical decisionmaking and problem solving

Prerequisites: None.

CEUs: .8.

Study Hours: 8.

Effective Communication (IS-242)

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.

Prerequisites: None.

CEUs: .8.

Study Hours: 8.

Developing and Managing Volunteers (IS-244)

This course is for emergency managers and related professionals working with all types of volunteers and coordinating with voluntary organizations. This course will provide procedures and tools for building and working with voluntary organizations. Topics include benefits and challenges of using volunteers; building a volunteer program; writing job descriptions; developing volunteers through recruitment, placement, training, supervision and evaluation; coordinating with voluntary agencies and community-based organizations; and special issues such as spontaneous volunteers, liability, and stress. This course is designed for all audiences including

Federal, State, tribal, local emergency management, voluntary agencies, and affiliated organizations.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Coordinating Environmental and Historic Preservation Compliance (IS-253)

This interactive computer-based course is designed to:

- Provide the user with the basic background and practical knowledge needed to participate in FEMA's environmental and historic preservation review process.
- Help the user understand how the environmental/historic preservation review process applies to various job responsibilities within FEMA's programs.
- Provide the resources necessary for the user to accomplish environmental/historic preservation responsibilities.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Anticipating Hazardous Weather and Community Risk (Web-based) (IS-271)

This course will help you, the emergency manager, anticipate and prepare for hazardous weather more effectively by:

- Enhancing your ability to recognize potentially hazardous weather and flooding situations and how they may affect your community.
- Familiarizing you with National Weather Service (NWS) products so that you understand how to use and interpret forecasts.
- Encouraging you to develop a partnership with the NWS well in advance of a threat. This course has four main sections: Weather, Hazards, Forecasting, and Warning Partnership.

Enrollment on the Web is accomplished by accessing <http://www.training.fema.gov/emiweb/is/>

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

The Emergency Operations Center's (EOC's) Role in Community Preparedness, Response, and Recovery Operations (IS-275)

This course is a prerequisite for G275, Emergency Operations Center (EOC) Management and Operations. The goal of this Independent Study course is to provide the reader with an understanding of the vital role an EOC plays in the community's overall preparedness, response, and recovery activities.

This course is only available as an interactive Web-based course. The test can be completed and submitted online at the Independent Study Web site (<http://training.fema.gov/emiweb/is/>).

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Retrofitting Flood-Prone Residential Buildings (IS-279)

This Independent Study course is recommended prior to attendance at EMI's more technical resident course of the same title (E279). The course provides the users with an overview of retrofitting, the National Flood Insurance Program (NFIP), and minimum requirements of floodplain management as it relates to retrofitting methods, and parameters that influence retrofitting decisions.

This course format is programmed instruction which allows you to work at your own pace. This course can be downloaded from the Independent Study Web site (<http://training.fema.gov/emiweb/is/>) and the test can be completed and submitted online.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

The Role of Voluntary Agencies in Emergency Management (IS-288)

This Independent Study course is intended to educate the reader about the vital role that voluntary agencies play as key partners in providing disaster relief services throughout the entire emergency management cycle (i.e., mitigation, preparedness, response, and recovery). This course can be downloaded from the Independent Study Web site (<http://training.fema.gov/emiweb/is/>) and the test can be completed and submitted online.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Disaster Basics (IS-292)

This course will provide individuals with the basic information about Federal disaster programs and operations. It will also prepare the FEMA personnel for response to recovery operations whether assigned to a Regional Response Coordination Center (RRCC), an Emergency Operations Center (EOC), Joint Field Office (JFO), or other FEMA fixed facility. FEMA employees may complete the course as a prerequisite for other training.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Radiological Emergency Response (IS-301)

This course is a prerequisite to the resident course B301, *Radiological Emergency Response Operations (RERO)*. The goal of this Independent Study course is to provide a learning experience in which participants demonstrate a comprehensive understanding of radiological protection and response principles,

guidelines, and regulations that will prepare them for the operations course (RERO). This course can be downloaded from the Independent Study Web site (<http://training.fema.gov/emiweb/is/>) and the test can be completed and submitted online.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Modular Emergency Radiological Response Transportation Training (MERRTT) (IS-302)

This course is a series of modules for emergency responders to learn about response to transportation incidents and accidents that involve radiological materials. This course is a joint sponsorship with FEMA and the Department of Energy (DOE). DOE is one of the largest shippers of radiological materials. This series of modules can be taken to refresh knowledge and skills about emergency response for any type of incident involving the shipment of radiological materials. Topics range for any type of incident involving the shipment of radiological materials. Topics range from radiation fundamentals to public information and ICS relationships.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Introduction to Community Emergency Response Teams (IS-317)

This course prepares the participant to take the performance-based Community Emergency Response Team (CERT) training offered in a classroom setting by his/her community. Also, graduates of the CERT program are encouraged to complete the Independent Study to reinforce principles learned during training.

CERT is part of the President's Citizen Corps initiative. Local government or its representative sponsor the program in the community. The goal is to prepare community volunteers for their local hazards.

To read more about the CERT program, visit the Independent Study Web site.

Selection Criteria: This course is available to people who want to learn more about the CERT program and the skills that are taught during the classroom training.

Prerequisites: None.

CEUs: .8.

Study Hours: 8.

Community Hurricane Preparedness (Web-based) (IS-324)

This computer-based course provides those involved in the decisionmaking process for hurricanes 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.

Visit the Independent Study Web site.

Prerequisites: None.

CEUs: 1.

Study Hours: 10.

Refresher Course for Radiological Response (IS-330)

This individualized instruction is available on videotape and workbook for the individual to review monitoring techniques, protective actions, and radiation information for all types of radiation emergencies. Access to a 1/2-inch VHS video player and television is required. The videotape may be kept for future refresher training.

Prerequisites: Successful completion of G320, Fundamentals Course for Radiological Response. Participants should submit a copy of their certificates along with the enrollment application.

CEUs: 1.0.

Study Hours: 10.

Introduction to Radiological Emergency Preparedness (REP) Exercise Evaluation (IS-331)

This Web-based course is designed for Federal evaluators of offsite response exercises in FEMA's REP program. The course is a prerequisite to the L304, Radiological Emergency Preparedness (REP) Exercise Evaluation course which is delivered in the regions. Course topics include basic REP concepts and terminology, evaluator role and responsibilities, and evaluation areas.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Hazardous Materials Prevention and Planning (IS-340)

Welcome to the IS-340, Hazardous Materials Prevention and Planning course. Hazardous materials pose a continuing and growing emergency risk for local jurisdictions across the nation.

This course will provide you the assistance and confidence needed to effectively plan for and respond to HMI, through sound emergency planning and with the highest level of safety for response personnel within your jurisdiction.

The course will consist of nine lessons, excluding the Course Introduction. It will be interactive and conclude with an end-of-course examination. Time to complete this online course will be approximately 4 hours.

You will enroll when you complete the online answer sheet for the final exam.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Orientation to Hazardous Materials for Medical Personnel (IS-346)

This self-study guide 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. This course serves as the prerequisite for the field (nonresident) course G346, *Hospital Emergency Department Management of Hazardous Materials Accidents (HMA)*. This course can be downloaded from the Independent Study Web site (<http://training.fema.gov/emiweb/is/>) and the test can be completed and submitted online.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Multi-Hazard Emergency Planning for Schools (IS-362)

This Independent Study course will provide individuals with the basic information and tools needed to develop effective plans for the wide array of potential emergencies that schools may face. It addresses: understanding emergency management; recruiting your planning team; assessing your hazards; developing your plan; planning for terrorism, and training and testing your plan.

The audience for this course includes all who are responsible for planning and responding to school emergencies.

This course can be downloaded from the Independent Study Web site (<http://training.fema.gov/emiweb/is/>)

Prerequisites: None.

CEUs: .8.

Study Hours: .8.

Introduction to Residential Coastal Construction (IS-386)

This is a very comprehensive, advanced level course. This course will introduce the learner to basic information about residential coastal construction. Some unit topics include coastal environment, regulatory requirements and identifying hazards. The target audience is engineers, architects, and building code officials. Floodplain management, hazard mitigation, planning and building officials with building science knowledge are also part of the target audience. This course can be downloaded from the Independent Study Web site (<http://training.fema.gov/emiweb/is/>) and the test can be completed and submitted online.

Prerequisites: None.

CEUs: 1.4.

Study Hours: 14.

Introduction to Hazard Mitigation (IS-393.A)

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.

Prerequisites: None.

CEUs: 1.0.

Study Hours: 10.

Protecting Your Home or Small Business from Disaster (IS-394.A)

The purpose of this course is to provide a foundation of knowledge that will enable participants to:

- 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.

Prerequisites: None.

CEUs: 1.0

Study Hours: 10.

Continuity of Operations (COOP) Awareness (IS-546)

This 1-hour Web-based course will provide all public sector employees a fundamental understanding of continuity of operations, terms, objectives, and benefits to your 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 you, your organization and your family, whether you are a member of your organization's COOP team or not.

Prerequisites: None.

CEUs: .1.

Study Hours: 1.

Introduction to Continuity of Operations (COOP) (IS-547)

This 5-hour 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 found in Federal Preparedness Circular 65, "Federal Executive Branch Continuity of Operations." The course provides activities to enhance your COOP program.

Prerequisites: IS-546, Continuity of Operations (COOP) Awareness.

CEUs: .5.

Study Hours: 5.

Introduction to the Public Assistance Process (IS-630)

This Independent Study program includes four units of instruction covering such topics as an overview, eligibility, kick-off meeting, project formulation, and small project validation. The materials include a resource center which includes public assistance policy publications, forms, glossary, and end-of-course examination. The course is designed for all audiences including Federal, State, tribal, and local emergency management staffs with responsibilities in FEMA's Public Assistance Program. It is highly recommended for nonpublic assistance personnel who need a basic understanding of the process. Enrollment is available via the FEMA Web site (<http://www.training.fema.gov/emiweb/is/>).

Prerequisites: None.

CEUs: .2.

Study Hours: 2.

Public Assistance Operations I (IS-631)

This course covers such topics as initial operations, governing documents, eligibility, special considerations, project formulation (worksheet and validation), and a summary. The course also includes a resource center that includes public assistance policy publications, forms, glossary, and an end-of-course exam. This course is designed for all audiences including Federal, State, tribal, local emergency management, and contractor staffs with responsibilities in FEMA's Public Assistance Program. Enrollment is available via the FEMA Web site at: www.training.fema.gov/emiweb/emicourses/

Prerequisites: IS-630, Introduction to the Public Assistance Process.

CEUs: .7.

Study Hours: 7.

Introduction to Debris Operations in FEMA's Public Assistance Program (IS-632)

This course is designed into two major topic areas—General Debris Removal Operations and Critical Issues in Debris Operations. There is also a resource center which includes Public Assistance documents, test resources (exam), sample forms, and key content.

Course is designed for all audiences including Federal, State, tribal, local emergency management, and contractor staffs with debris removal responsibilities in FEMA's Public Assistance Program. It is recommended for all staff required to take an introductory course in debris operations. Enrollment is available via the FEMA Web site at www.training.fema.gov/emiweb/emicourses/

Prerequisites: None.

CEUs: .5.

Study Hours: 5.

Building Partnerships with Tribal Governments (IS-650)

Effective partnerships form and evolve because the individual partners have an understanding, appreciation, and respect for one another that they acquire through education and life experiences. This course is designed to provide the basic knowledge needed 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 what people need to know to develop good relationships with them. What they say will provide insight into a people who have endured great suffering and challenges but remain proud and committed to taking care of one another, their land, and their traditions.

There are lessons devoted to specific program challenges in working with tribal people to provide mon-

etary and technical assistance through the Individual Assistance, Public Assistance, and Hazard Mitigation Programs. For example, getting the work out about how and where to apply for disaster assistance to native people who live in remote areas and are not served by traditional print and mass media networks. The program challenges reflect actual experiences of native people and FEMA representatives working together before, during, and after disasters to deliver assistance in Indian Country.

Throughout the course, there are opportunities to test understandings by applying what has been learned to answer questions and to make decisions in response to real-life disaster scenarios.

Prerequisites: None.

CEUs: .1.

Study Hours: 10.

National Incident Management System (NIMS), An Introduction (IS-700)

This Awareness-level course introduces the National Incident Management System (NIMS) and describes the purpose, principles, key components, and benefits of NIMS.

Prerequisites: None.

CEUs: .3.

Study Hours: 3.

Access: Register and complete the course online on the NETC Virtual Campus. Access this course through the NETC Virtual Campus, located at <http://training.fema.gov/emiweb>. Click on "NETC Virtual Campus" (under Courses on the left side of the screen) and enter your name and password if you registered for other courses or click on "New Student" (fill in your information) to obtain a Login and Password to the Virtual Campus.

A printed version of this course and a facilitator's guide are available for organizations wanting to deliver this in a classroom setting.

Multi-Agency Coordination System (MACS) Course (IS-701)

This interactive computer-based NIMS course prepares participants to use the components of a multi-agency coordination system and establish relationships between all elements of the system. After taking the course, participants should be able to:

- Define multi-agency coordination at the local, State, and Federal levels of government.
- Identify each agency involved in incident management activities to ensure appropriate situational awareness and resources status information is shared through multi-agency coordination.
- Identify typical priorities established between elements of the multi-agency coordination system.
- Define key terms related to the multi-agency coordination system.
- Describe the process of acquiring and allocating resources required by incident management personnel in relationship to the entire multi-agency coordination system.
- Identify typical future resource requirements for the entire multi-agency coordination system.
- Identify potential coordination and policy issues arising from an incident relative to the entire multi-agency coordination system.

The primary functions of multi-agency coordination systems 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 classroom.

Prerequisites: None.

CEUs: .4.

Study Hours: 4.

National Incident Management System (NIMS) Public Information Systems (IS-702)

The public information systems described in 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. This course is designed for local and State public information officers.

Prerequisites: None.

CEUs: .3.

Study Hours: 3.

National Incident Management System (NIMS) Resource Management (IS-703)

This interactive computer-based course provides the principles, tools, processes, and systems used in the NIMS that incident managers need for timely and effective resource management during an incident. Primary tasks addressed in this course are:

- Establishing systems for describing, inventorying, requesting, and tracking resources;
- Activating these systems prior to and during an incident;
- Dispatching resources prior to and during an incident; and
- Deactivating or recalling resources during or after incidents.

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.

This course will supersede G276, *Resource Management*. For purposes of the Advanced Professional Series, those who have completed G276 may still claim credit for it as an elective, or IS-703 will count toward that elective.

There also is a group study version of this course by which it may be delivered in the classroom.

Prerequisites: None.

CEUs: .3.

Study Hours: 3.

The National Response Plan (NRP), An Introduction (IS-800)

The NRP specifies how the resources of the Federal government will work in concert with State, local, and tribal governments and the private sector to respond to Incidents of National Significance. The NRP is predicated on the National Incident Management System (NIMS) and this course complements EMI course IS-700, National Incident Management System (NIMS), An Introduction. The NRP and NIMS provide a nationwide template for working together to prevent or respond to threats and incidents regardless of cause, size, or complexity. The purpose of the course is to introduce the NRP and enable participants to:

- Describe the purpose of the NRP
- Locate information within the NRP
- Describe the roles and responsibilities of entities as specified in the NRP
- Identify the organizational structure used for NRP coordination
- Describe the field-level organizations and teams activated under the NRP
- Identify the incident management activities addressed by the NRP

The course is designed for the Department of Homeland Security (DHS), other Federal department/agency staff responsible for implementing the NRP as well as State, local, and private sector emergency management professionals.

The course is available at www.training.fema.gov/EMIWeb/IS/crslist.asp.

Prerequisites: None.

CEUs: .3.

Study Hours: 3.

National Infrastructure Protection Plan (NIPP) (IS-860)

This course is intended for DHS and other Federal staff responsible for implementing the NIPP, and Tribal, State, local and private sector emergency management professionals. The course is also designed to teach potential security partners about the benefits of participating in the NIPP.

Course Goals

Explain the criticality of protecting and ensuring the continuity of critical infrastructure and key resources (CI/KR) of the United States.

1. Describe how the NIPP provides the unifying structure for the integration of CI/KR protection efforts into a single national program.
2. Define CI/KR and protection in the context of the NIPP.
3. Identify the relevant authorities and roles of NIPP security partners.
4. Describe how the use of the risk management framework ensures a steady state of protection within and across the CI/KR sectors.
5. Identify the risk management activities implemented by NIPP security partners.
6. Explain how the NIPP fosters information sharing; provides guidance on the content of the CI/KR protection-related aspects of homeland security plans; and helps to ensure an effective, efficient CI/KR protection program over the long term.

Prerequisites: None.

CEUs: .2.

Study Hours: 2.

**National Disaster Medical System (NDMS)
Federal Coordinating Center Operations
Course (IS-1900)**

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 which 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.

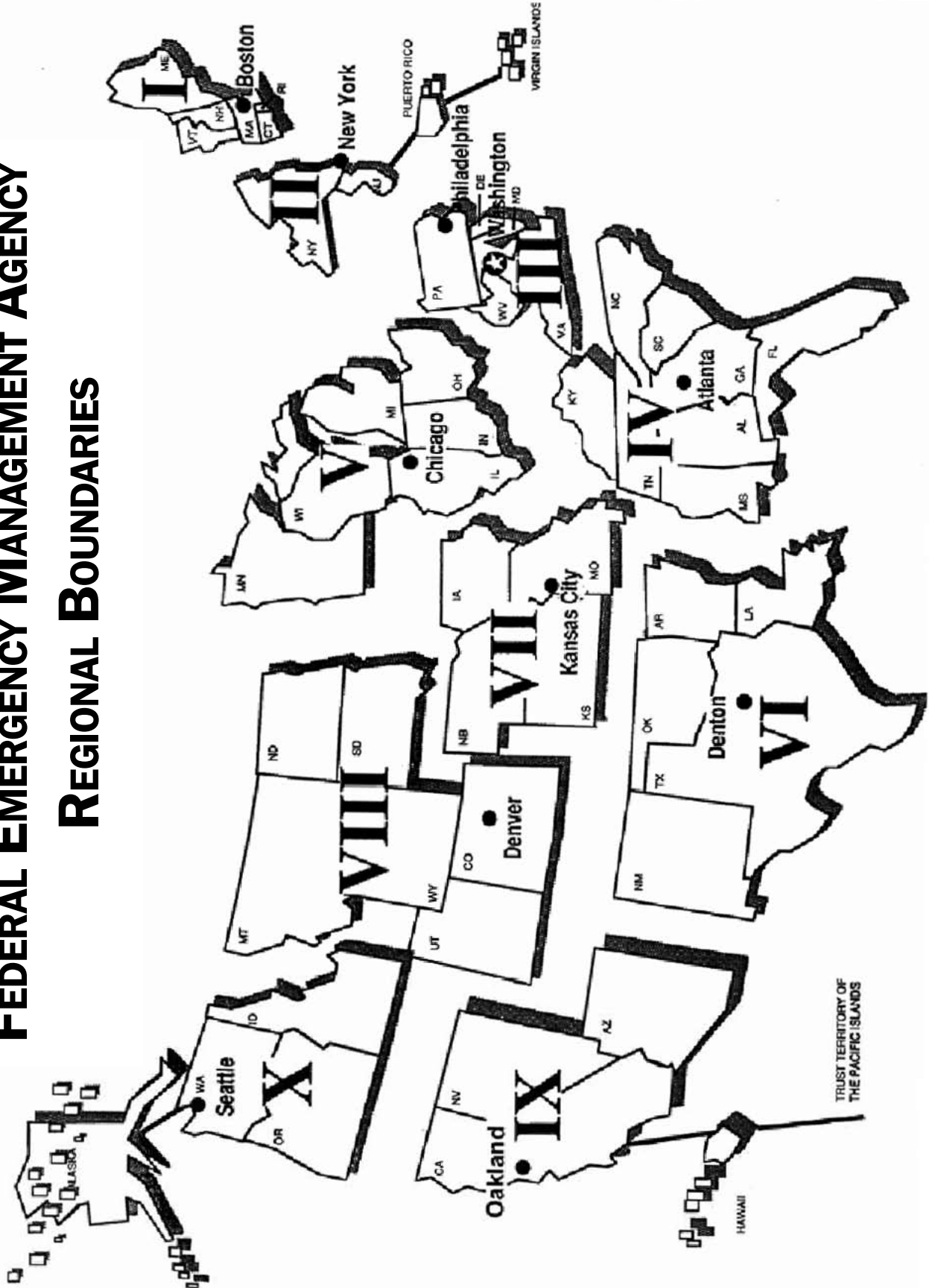
Prerequisites: None.

CEUs: .3.

Study Hours: 3.



FEDERAL EMERGENCY MANAGEMENT AGENCY REGIONAL BOUNDARIES



FEMA Regional Offices

There are 10 FEMA regional offices. Each office is headed by a regional director who reports to the Undersecretary of Emergency Preparedness and Response and is responsible for FEMA programs in the region. Regional Training Manager contact information is listed below.

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Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

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New Jersey, New York, Puerto Rico, Virgin Islands

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(215) 931-5569 (Training Office)
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Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia

Region IV

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Guam

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Index of Courses and Mission Areas

On March 31, 2005, DHS issued the Interim National Preparedness Goal (the Goal) that established a vision for National Preparedness including National Priorities as outlined in Homeland Security Presidential Directive-8 (HSPD-8). The Target Capabilities List (TCL) identifies 37 capabilities integral to Nation-wide all-hazards preparedness, including acts of terrorism.

The Goal encompasses the full spectrum of activities necessary to address the entire range of threats and hazards. In addition to a number of common activities that support preparedness (e.g., planning, interoperable communications, risk management, and citizen preparedness and participation), four mission areas help create a framework for developing the subset of national capabilities that will be supported by DHS preparedness grant program funding. The four mission areas are prevent, protect, respond, and recover.

As stated in NIMS, mitigation activities are important elements of preparedness and provide a critical foundation across the spectrum from prevention through recovery. The mission areas are discussed in further detail below.

Prevent: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves intelligence and deterrence operations; heightened inspections; improved surveillance and security operations; investigations; education and training; enhanced nuclear and radiological detection capabilities; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and certain law enforcement operations. Public announcements, infrastructure improvements and citizen vigilance also are important, especially when considering an all-hazards approach.

Protect: Actions to reduce the vulnerability of critical infrastructure or key resources in order to deter, mitigate, or neutralize terrorist attacks, major disasters, and other emergencies. Protection also includes

continuity of government and operations planning; evacuation planning, awareness elevation and understanding of threats and vulnerabilities to related critical facilities, systems, and functions; promotion of effective sector-specific protection practices and methodologies; and expansion of voluntary security-related information sharing between government and private entities.

Respond: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increasing security and law enforcement operations; continuing investigations into the nature and source of the threat; continuing ongoing public health and agricultural surveillance and testing processes; providing immunizations; enforcing isolation or quarantine; and allowing appropriate citizen response. A prepared community will also possess sufficient capability for emergency feeding and sheltering of displaced personnel.

Recover: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Common: Activities that support preparedness (e.g., planning, interoperable communications, risk management, and citizen preparedness and participation).

The following table matches EMI's courses with the mission areas developed to support the National Preparedness Goal.

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E/B132	Exercise Design and Evaluation	X				X	PH, Environmental Health, Health Care Providers, Pre-Hospital Emergency Medical Services, EM, VOAD, Public Information Officers, Fire, PW, Private Industry
E/B133	Exercise Program Management and Control Simulation	X				X	PH, Environmental Health, Health Care Providers, Pre-Hospital Emergency Medical Services, EM, VOAD, Public Information Officers, Fire, PW, Private Industry
E/B136	Exercise Development	X				X	PH, Environmental Health, Health Care Providers, Pre-Hospital Emergency Medical Services, EM, VOAD, Public Information Officers, Fire, PW, Private Industry
E155	Building Design for Homeland Security			X			Engineers, Architects, Building Science Officers
E156	Building Design for Homeland Security for COOP TTT			X			Federal Agency COOP Program Office facility management and security management representatives
E170	Advanced HAZUS Multi-Hazard (MH) for Hurricane			X	X		EM, GIS Specialists, State and Local Planners
E172	Advanced HAZUS Multi-Hazard (MH) for Flood			X	X		EM, GIS Specialists, State and Local Planners
E174	Advanced HAZUS Multi-Hazard (MH) for Earthquake			X	X		EM, GIS Specialists, State and Local Planners
E179	Application of HAZUS Multi-Hazard (MH) for Disaster Operations			X	X		FEMA Mitigation Staff, State Building Science Officials, GIS professionals
E190	Introduction to ArcGIS for HAZUS-MH Users			X	X		EM, GIS Specialists
E194	Advanced Floodplain Management Concepts	X					Flood Plain Managers
E202	Debris Management				X		State, Local, and Tribal EM
E208	State Coordinating Officer	X					State and Federal Coordinating Officers and Program Managers
E210	Recovery from Disaster: The Local Government Role				X		State, Local, and Tribal EM
E234	Digital Hazard Data		X				EM
E237	Annual Training and Exercises Conference		X				FEMA RTMs, State Emergency Management Training Officers, State Emergency Management Exercise Officers

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Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E270	Managing Floodplain Development through the NFIP TTT	X					Flood Plain Managers
E273	Managing Floodplain Development Through the National Flood Insurance Program (NFIP)	X					Flood Plain Managers
E276	Benefit-Cost Analysis: Entry-Level Training		X				FEMA, State, and Local Hazard Mitigation Officials
E278	National Flood Insurance Program/ Community Rating System (NFIP/CRS)	X					Flood Plain Managers
E279	Retrofitting Flood-Prone Residential Buildings			X			Engineers, Architects, Building Science Officials
E282	State Community Relations				X	X	State EM
E289	State Volunteer and Donations Management	X					State and Federal donations managers, VOAD
E296	HAZUS Multi-Hazard/ DMA 2000 Risk Assessment			X	X		EM
B301	Radiological Emergency Response Operations (RERO)					X	LE, Fire, EMS, PH, EM, Sanitarians, Health Physicists, Hygienists, Radiologic Officers, Federal, State, Local, and Private officials who are responsible for responding to radiological incidents
B302	Advanced Radiological Incident Operations (ARIO)					X	LE, Fire, EMS, PH, EM, Sanitarians, Health Physicists, Hygienists, Radiologic Officers, Federal, State, Local, and Private officials who are responsible for responding to radiological incidents
L304	Radiological Emergency Preparedness (REP) Exercise Evaluation	X				X	EM, Federal, State, Tribal, and Local REP Staff
E313	Basic HAZUS Multi-Hazard (MH)			X	X		EM
E317	Comprehensive Data Management for HAZUS Multi-Hazard (MH)			X	X		EM
E340	Radiological Emergency Preparedness (REP) Planning	X				X	EM, new Federal, State, Local and Tribal REP planners, and Emergency Managers for fixed nuclear facilities
E341	Radiological Accident Assessment Concepts (RAAC)					X	Federal, State, Local, and utility technical radiological accident assessment staff

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Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E344	Mitigation for Tribal Officials			X		X	Tribal and EM officials
E354	Crisis Counseling Grant Program Course (Basic)				X		State Emergency Management
E362	Multi-Hazard Emergency Planning for Schools TTT	X					Education, Police, Fire, EM, EMS, PH
E376	State Public Assistance Operations				X		EM
E386	Residential Coastal Construction			X			Engineers, Architects, Building Science Officials
E388	Advanced Public Information Officers					X	Public Information, Officers, LE, Fire, EMS, PW, PH, EM
B425	Radiological Series TTT	X					General Public , Federal, State, Tribal and Local LE, Fire, EMS, PW, PH, EM
E430	EMAC TTT				X		State Emergency Management
E449	Incident Command System (ICS) Curricula TTT					X	Chief elected and appointed officials
B461	Hospital Emergency Response Training (HERT) for Mass Casualty Incidents (MCI) TTT	X				X	Hospital staff, PH, Healthcare
E464	Disaster-Resistant Jobs' Strategies for Community Emergency and Economic Risk (CEER) Management		X	X	X	X	Economic Development Officials, EM, Local Government Leaders, Small or Medium-sized Business Owners
E478	Public Assistance Grant Administration for States				X		EM
E/L548	Continuity of Operations (COOP) Program Managers TTT Course			X			Federal, State, Local, and Tribal COOP Manager who teach G549
E/L550	COOP Planning			X			COOP Planners
E580	Emergency Management Framework 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
E581	Emergency Management 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
E601	Management and Supervision of Training	X					Trainers
E602	Performance and Needs Analysis	X					Trainers

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E603	Instructional Design	X					Trainers
E604	Course Development	X					Trainers
E605	Instructional Delivery	X					Trainers
E609	Master Trainer Practicum	X					Trainers
E900	IEMC/All Hazards: Preparedness and Response	X				X	Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E901	IEMC/All Hazards: Recovery and Mitigation			X	X		Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E905	IEMC/Hurricane: Preparedness and Response	X				X	Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E906	IEMC/Hurricane: Recovery and Mitigation			X	X		Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E910	IEMC/Earthquake: Preparedness and Response	X				X	Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E911	IEMC/Earthquake: Recovery and Mitigation			X	X		Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E915	IEMC/Homeland Security	X				X	Elected Officials, VOAD, LE, Fire, EMS, PW, PH, EM, PIO
E916	IEMC/Food and Agriculture Terrorism			X			State Agriculture Agents, EMS, PW, Fire, EM, PIO, LE, Elected Officials, USDA, FDA, Agriculture Industry Representatives
E920	IEMC/Hazardous Materials: Preparedness and Response	X				X	Elected Officials, HazMat specialists, VOAD, LE, Fire, EMS, PW, PH, EM
E925/ L925	IEMC/State: Response and Recovery	X			X	X	State Elected and Appointed Officials, EM, Department Heads, EOC Staff, PIO
E930	IEMC/Community Specific/All Hazards: Response and Recovery	X				X	LE, Fire, EMS, PW, PH, EM, Elected Officials, VOAD, PIO
E931	IEMC/Community Specific/Hurricane: Response and Recovery	X			X	X	LE, Fire, EMS, PW, PH, VOAD, Elected Officials, EM, PIO
E932	IEMC/Community Specific/Earthquake: Response and Recovery	X			X	X	LE, Fire, EMS, PW, PH, VOAD, Elected Officials, EM, PIO
B960	Healthcare Leadership Course					X	EMS, Emergency Physicians, Nursing Administrators, Hospital Administrators, PH, Hospital Facilities Personnel
B965	Fundamentals of Healthcare Emergency Management	X			X	X	Hospitals, Community Health Centers, Healthcare Organizations, Public Health, Local Emergency Managers

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Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
B966	Advanced Public Information Officers Course: Health and Hospital Emergencies					X	Public Information Officers in Emergency Management and related fields in LE, Fire, EMS, PW, PH
K606	Evaluation of Training	X					EM Trainers
G108	Community Mass Care Management					X	EM
G110	Emergency Management Operations Course (EMOC) for Local Governments	X				X	EM, EMS, Fire, LE, PW, EOC Staff, VOAD, PIO
G130	Exercise Evaluation	X				X	EM, Public Information Officials, Fire, EMS, PH, LE, PW, VOAD, Private
G135	Exercise Control/ Simulation	X				X	EM, Public Information Officer, Fire, EMS, PH, LE, PW, VOAD, Private Industry
G137	Exercise Program Manager/ Management	X				X	EM, Public Information Officer, Fire, EMS, PH, LE, PW, VOAD, Private Industry
G138	Exercise Practicum for the Master Exercise Practitioner	X				X	EM, Public Information Officer, Fire, EMS, PH, LE, PW, VOAD, Private Industry
G191	Incident Command System/Emergency Operations Center (ICS/EOC) Interface					X	LE, Fire, EMS, PW, PH , EM
G197	Emergency Planning and Special Needs Populations					X	EM, Special Needs Agencies, PH, Hospital Personnel, EMS, Evacuation Planners
G202	Debris Management				X		State, Local, and Tribal EM
G203	Public Assistance Program Applicant Workshop				X		EM
G225	Seismic Retrofit Training for Building Contractors and Inspectors				X		Building Inspectors
G246	Disaster-Resistant Jobs Training	X					EM Planners, Business Industry, Local EM
G249	Managing People in Disasters: A Local Perspective					X	EM
G250.6	WEM: Amateur Radio Resources	X				X	EM, Amateur Radio Emergency Services
G250.7	WEM: Local Situation (RAPID) Assessment	X					State, Tribal, and Local EM, Fire, LE, PW, PH
G250.8	WEM: Exercise Controller/Simulator	X				X	EM, Public Information Officer, Fire, EMS, PH, LE, PW, VOAD, Private Industry

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Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
G250.9	WEM: Exercise Evaluator	X				X	EM, Public Information Officer, Fire, EMS, PH, LE, PW, VOAD, Private Industry
G250.12	Senior Officials' Workshop: Preparedness and Response for Terrorist Incidents	X					Chief elected and appointed officials, Department Heads and others with leadership responsibilities
G265	Instructional Delivery Skills	X					State and Local Emergency Management Trainers
G270.3	WEM (Response and Recovery): Expedient Flood Training	X					EM, Community Volunteers, Fire
G270.4	WEM (Response and Recovery): Recovery from Disaster: The Local Government Role				X		State, Local, and Tribal EM
G270.5	WEM (Response and Recovery): Managing Through a Disaster for Supervisors	X					Federal, State, Tribal, and Local LE, Fire, EMS, PW, PH, EM
G270.6	WEM (Response and Recovery): Working Through a Disaster for Front-Line Employees	X					State, Tribal, and Local LE, Fire, EMS, PW, PH, EM
G271	Hazardous Weather and Flood Preparedness	X		X			EM, PW, National Weather Service, Elected Officials, Fire
G272	Warning Coordination	X	X				EM
G275	Emergency Operations Center (EOC) Management and Operations			X			Engineers, Architects, Building Science Officials
G277	Residential Coastal Construction			X			Engineers, Architects, Building Science Officials
G278	Benefit-Cost Analysis: Entry-Level Training		X				FEMA State, Local, Hazard Mitigation Officials
G279	Retrofitting Flood-Prone Residential Buildings			X			Engineers, Architects, Building Science Officials
G280	Public Policy in Emergency Management	X					Elected and Appointed Officials of State and Local Governments who have policy responsibilities
G285	Benefit-Cost Analysis Using the Limited-Data Module: Intermediate Training		X				FEMA, State, Local Hazard Mitigation Officials
G288	Local Volunteer and Donations Management				X		State Emergency Management

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Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
G290	Basic Public Information Officers					X	Public Information Officers in EM and related field of LE, Fire, EMS, PW, PH, EM
G300	Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300					X	LE, Fire, EMS, PW, PH, EM
G301	Introduction to Hazard Materials Preparedness	X					LE, Fire, EMS, PW, PH, EM
G310.1	Weapons of Mass Destruction: Nuclear Scenario	X					Chief elected and appointed officials; Department heads and others with leadership responsibilities
G310.2	Weapons of Mass Destruction: Radiological Scenario	X					Chief elected and appointed officials; Department heads and others with leadership responsibilities
G310.3	Weapons of Mass Destruction: Chemical-Sarin Scenario	X					Chief elected and appointed officials; Department heads and others with leadership responsibilities
G310.4	Weapons of Mass Destruction: Chemical-Vx Scenario	X					Chief elected and appointed officials; Department heads and others with leadership responsibilities
G310.5	Weapons of Mass Destruction: Biological-Anthrax Scenario	X					Chief elected and appointed officials; Department heads and others with leadership responsibilities
G310.6	Weapons of Mass Destruction: Suicide Bomber Scenario	X					Chief elected and appointed officials; Department heads and others with leadership responsibilities
G311	Hazardous Materials Contingency Planning	X					LE, Fire EMS, PW, PH, EM
G318	Mitigation Planning Workshop for Local Governments		X				Local EM Officials
G320	Fundamentals Course for Radiological Response					X	Federal, State, Tribal, and Local LE, Fire, EM, PW, PH, EM
G346	Hospital Emergency Department Management of Hazardous Materials Accidents (HMA)					X	EMS and Medical/Hospital Staff
G351	Who's in Charge Here?: Exercising Leadership in an Emergency or Disaster	X					Chief elected and appointed officials
G357	Emergency Response to Criminal and Terrorist Incidents					X	LE, EMS, EM, Fire, HazMat

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
G358	Evacuation and Re-entry Planning Course	X					EM, Planners, Persons responsible for evacuations
G361	Flood Fight Operations	X	X	X			EM, PW, Elected Officials
G362	Multi-Hazard Emergency Planning for Schools	X					Education, LE, Fire, EM
G363	Hurricane Readiness for Coastal Communities				X	X	EM, Fire, LE
G365.3	WEM: Partnerships for Creating and Maintaining Spotter Groups	X	X	X			EM, National Weather Service, Community Volunteers
G386	Mass Fatalities Incident Response				X	X	EM
G393	Mitigation for Emergency Managers			X	X		EM, Mitigation Planners, Tribal, State and Local Officials
G398.1	Earthquake Mitigation and Recovery Exercise		X			X	PW, Urban Planners, Local Legislators
G398.2	Flood Mitigation and Recovery Exercise		X			X	PW, Urban Planners, Local Legislators
G398.3	Hurricane Mitigation and Recovery Exercise		X			X	PW, Urban Planners, Local Legislators
G400	Advanced Incident Command System (ICS) Command and General Staff—Complex Incidents, ICS-400					X	LE, Fire, EMS, PW, PH , EM
G402	Incident Command System (ICS) Overview for Executives and Senior Officials, ICS-402					X	Elected or Appointed Officials, Agency Administrators, Executives
G408	Homeland Security Planning for Local Governments	X					Planners from LE, Fire, EMS, PW, PH , EM
G434	Earthquake Safety Program for Schools	X					Teachers, School Administrators
G436	Earthquakes: A Teacher's Package for K-6	X					Teachers
G439	Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7-12	X					Teachers

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Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
G549	Continuity of Operations (COOP) Program Manager Course			X			Public sector staff who manager COOP activities for their agency or office
IS-1	Emergency Manager			X	X	X	EM
IS-3	Radiological Emergency Management	X					General Public, Federal, State, Tribal, and Local LE, Fire, EMS, PW, PH, EM
IS-5.A	An Introduction to Hazardous Materials	X					LE, Fire, EMS, PW, PH, EM , General Public
IS-7	A Citizen's Guide to Disaster Assistance	X					General Public
IS-8	Building for the Earthquakes of Tomorrow: Complying with EO 12699		X				Building Officials, Planners, Local Government Leaders
IS-10	Animals in Disaster: Module A, "Awareness and Preparedness"		X	X			General Public, Animal Welfare Officials, Local EM
IS-11	Animals in Disaster: Module B, "Community Planning"		X	X	X	X	General Public, Animal Welfare Officials, Local EM
IS-12	Property Acquisition (Buyout) for Local Communities				X		State and Local Mitigation Officials
IS-15.A	Special Events Contingency Planning for Public Safety Agencies			X			LE, Fire, EMS, PW, PH, EM
IS-22	Are You Ready? An In-depth Guide to Citizen Preparedness		X	X	X	X	General Public
IS-30	eGrants for Locals				X		Local, State and Tribal officials involved with development of flood mitigation assistance and Pre-Disaster Mitigation competitive projects
IS-31	eGrants for States and Tribes				X		Local, State and Tribal officials involved with development of flood mitigation assistance and Pre-Disaster Mitigation competitive grants
IS-55	Household Hazardous Materials	X		X			General Public
IS-100	Introduction to the Incident Command System					X	LE, Fire, EMS, PW, PH , EM
IS-100.FW	Introduction to the Incident Command System, ICS-100, for Federal Disaster Workers					X	Federal Disaster Workers
IS-100.HC	Introduction to the Incident Command System, ICS-100, for Healthcare/ Hospitals					X	Healthcare, Public Health

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
IS-100.LE	Introduction to the Incident Command System, ICS-100, for Law Enforcement					X	LE, Fire, EMS, PW, PH , EM
IS-100.PW	Introduction to the Incident Command System, ICS-100, for Public Works					X	LE, Fire, EMS, PW, PH , EM
IS-100.SC	Introduction to the Incident Command System, ICS-100, for Schools					X	LE, Fire, EMS, PH, EM, Schools
IS-111	Livestock in Disasters		X	X	X	X	Animal Owners, EM, Agriculture Officials
IS-120.A	Introduction to Exercises	X				X	EM, Public Information Officers, Fire, EMS, PH, LE, PW, VOAD, Private Industry
IS-139	Exercise Design	X				X	EM, Public Information Officers, Fire, EMS, PH, LE, PW, VOAD, Private Industry
IS-197.EM	Special Needs Planning Considerations for Emergency Management			X		X	Emergency management personnel; NGO advocacy organizations, medical and EMS personnel
IS-197.SP	Special Needs Planning Considerations for Service and Support Providers	X					Service and support providers of special needs population; NGO advocacy organizations, medical and EMS personnel; general population
IS-200	Incident Command System for Single Resources and Initial Action Incidents					X	LE, Fire, EMS, PW, PH , EM
IS-200.HC	Applying Incident Command System (ICS) to Healthcare Organizations					X	Healthcare, Public Health
IS-208	State Disaster Management	X					Federal, State, and Tribal EM
IS-230	Principles of Emergency Management	X					EM
IS-235	Emergency Planning	X					EM
IS-240	Leadership and Influence	X					EM
IS-241	Decisionmaking and Problem Solving	X					EM
IS-242	Effective Communication	X					EM
IS-244	Developing and Managing Volunteers	X					EM

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Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
IS-253	Coordinating Environmental and Historic Preservation Compliance				X		EM
IS-271	Anticipating Hazardous Weather and Community Risk		X		X		General Public, EM
IS-275	The EOC's Role in Community Preparedness, Response, and Recovery Operations					X	EM
IS-279	Retrofitting Flood-Prone Residential Buildings			X			Engineers, Architects, Building Science Officials
IS-288	Role of Voluntary Agencies in Emergency Management	X					State and Federal voluntary agency liaisons
IS-292	Disaster Basics	X					Federal, State, Tribal, and Local LE, Fire, EMS, PW, PH, EM
IS-301	Radiological Emergency Response	X				X	Federal, State, Tribal, and Local LE, Fire, EMS, PW, PH, EM
IS-302	Modular Emergency Radiological Response Transportation Training (MERRTT)					X	Federal, State, Tribal, and Local LE, Fire, EMS, PW, PH, EM
IS-317	Introduction to Community Emergency Response Teams	X		X		X	Community Volunteers
IS-324	Community Hurricane Preparedness					X	EM, Fire, LE, PW
IS-330	Refresher Course for Radiological Response	X					Federal State Tribal and Local LE, Fire, EMS, PW, PH, EM
IS-331	Introduction to Radiological Emergency Preparedness (REP) Exercise Evaluation					X	LE, Fire, EMS, PW, PH, EM, NGO
IS-340	Hazardous Materials Prevention and Planning		X			X	LE, Fire, EMS, PW, PH, EM
IS-346	Orientation to Hazardous Materials for Medical Personnel	X					Fire, EMS, PH, and Medical/Hospital Staff
IS-362	Multi-Hazard Emergency Planning for Schools	X					Education
IS-386	Introduction to Residential Coastal Construction			X			Engineers, Architects, Building Science Officials

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Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
IS-393.A	Introduction to Hazard Mitigation	X	X	X	X		General Public, EM
IS-394.A	Protecting Your Home or Small Business from Disaster	X	X	X	X		General Public
IS-546	Continuity of Operations (COOP) Awareness			X			LE, Fire, EMS, PW, PH, EM, Appointed or Elected Officials
IS-547	Introduction to Continuity of Operations (COOP)			X			LE, Fire, EMS, PW, PH, EM, Agency Managers, COOP Planners
IS-630	Introduction to the Public Assistance Process				X		EM
IS-631	Public Assistance Operations I				X		EM
IS-632	Introduction to Debris Operations in FEMA's Public Assistance Program				X		EM
IS-650	Building Partnerships with Tribal Governments				X	X	Disaster Workers who interface with tribal people during times of disaster
IS-700	NIMS, An Introduction	X					All persons with response or recovery responsibilities
IS-701	Multi-Agency Coordination System (MACS) Course				X	X	State, Tribal, local, voluntary agency, and private sector officials who broker assets to support incident management
IS-702	NIMS Public Information Systems					X	Local, State Public Information Officers
IS-703	NIMS Resource Management					X	State and Local individuals responsible for effectively developing and maintaining a resource management system within the EOC or ICS.
IS-800	The National Response Plan (NRP), An Introduction					X	Local, State and Federal First Responders, EM Planners and Managers
IS-860	National Infrastructure Protection Plan (NIPP)	X				X	DHS and other Federal staff responsible for implementing the NIPP, Tribal, State, local, and private sector EM professions
IS-1900	National Disaster Medical System (NDMS) Federal Coordinating Center Operations	X				X	FCC Directors, Coordinators, and Staff; others who support NDMS patient movement and definitive care components

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Acronyms

ACE	American Council on Education	EMPG	Emergency Management Performance Grants
AEBM	Advanced Engineering Building Model	EMMEPP	Emergency Management Master Exercise Practitioner Program
APO	Army Post Office	EMOC	Emergency Management Operations Course
APS	Advanced Professional Series	EMS	Emergency Medical Services
ARIO	Advanced Radiological Incident Operations	EMT	Emergency Management Training
BC	Benefit-Cost	EO	Executive Order
CBT	Computer-Based Training	EOC	Emergency Operations Center
CDC	Centers for Disease Control and Prevention	EOP	Emergency Operations Plan
CDP	Center for Domestic Preparedness	EPA	Environmental Protection Agency
CEC	Comprehensive Exercise Curriculum or Continuing Education Credit	EST	Eastern Standard Time or Emergency Support Team
CEER	Community Emergency and Economic Risk	ETO	Exercise Training Officer
CEM	Comprehensive Emergency Management and Certified Emergency Manager	FBI	Federal Bureau of Investigation
CERT	Community Emergency Response Team	FCC	Federal Coordinating Center
CEU	Continuing Education Unit	FCO	Federal Coordinating Officer
CFR	Code of Federal Regulations	FCRR	Fundamentals Course for Radiological Response
COG	Continuity of Government	FEMA	Federal Emergency Management Agency
COOP	Continuity of Operations	FIT	Flood Information Tool
CPC&E	Chemical Protective Clothing and Equipment	FPC	Federal Preparedness Circular or Federal Power Commission
CME	Continuing Medical Education	FPO	Fleet Post Office
CRS	Community Rating System	G	Graduate Program or Code for non-resident/field courses
CSEPP	Chemical Stockpile Emergency Preparedness Program	GIS	Geographic Information System
DAE	Disaster Assistance Employee	HAZUS	Hazards United States
DFTO	Disaster Field Training Operation	HCMEPP	Healthcare Master Exercise Practitioner Program
DH	Disaster Housing	HEICS	Hospital Emergency Incident Command System
DHS	Department of Homeland Security	HERT	Hospital Emergency Response Team
DOE	Department of Energy	HES	Hurricane Evacuation Study
ED	Emergency Department	HIMS	Hospital Incident Management System
EENET	Emergency Education NETWORK	HMA	Hazardous Materials Accidents
EM	Emergency Management		
EMI	Emergency Management Institute		

HMGP	Hazard Mitigation Grant Program	NIPP	National Infrastructure Protection Plan
HMI	Hazardous Material Incident	NRP	National Response Plan
HMO	Hazard Mitigation Officers	NTC	Noble Training Center
HMT	Hazardous Materials Team	NTIS	National Technical Information Service
IA	Individual Assistance	NUREG	Nuclear Regulatory Guide
IAEM	International Association of Emergency Managers	NWS	National Weather Service
ICS	Incident Command System	OGT	Office of Grants and Training
ICS/EOC	Incident Command System/Emergency Operations Center	OSHA	Occupational Safety and Health Administration
IEMC	Integrated Emergency Management Course	PA	Public Assistance
IEMS	Integrated Emergency Management System	PDA	Preliminary Damage Assessment
IMS	Incident Management System	PDS	Professional Development Series
IS	Independent Study	PIO	Public Information Officer
JFO	Joint Field Office	POV	Privately Owned Vehicle
JIC	Joint Information Center	RAA	Radiological Accident Assessment
KSA	Knowledge, Skills, and Abilities	RAAC	Radiological Accident Assessment Concepts
LD	Lower Division and Limited Data	REP	Radiological Emergency Preparedness
LRC	Learning Resource Center	RERO	Radiological Emergency Response Operations
MACS	Multi-Agency Coordination System	RRCC	Regional Response Coordination Center
MCI	Mass Casualty Incident	RTM	Regional Training Manager
MEP	Master Exercise Practitioner	SARA	Superfund Amendments and Reauthorization Act
MERRTT	Modular Emergency Response Radiological Transportation Training	SCO	State Coordinating Officer
MH	Multi-Hazard	SOP	Standard Operating Procedures
MMRS	Metropolitan Medical Response System	STO	State Training Officer
MSDS	Materials Safety Data Sheet	TIC	Toxic Industrial Chemicals
MTP	Master Trainer Program	TTT	Train-the-Trainer
NDMS	National Disaster Medical System	UD	Upper Division
NEHRP	National Earthquake Hazards Reduction Program	URL	Uniform Resource Locator
NEMIS	National Emergency Management Information System	USCG	U.S. Coast Guard
NETC	National Emergency Training Center	USFA	United States Fire Administration
NFA	National Fire Academy	VOAD	Voluntary Organizations Active in Disaster
NFIP	National Flood Insurance Program	WEM	Workshop: Emergency Management
NIMS	National Incident Management System	WMD	Weapons of Mass Destruction
		WWW	World Wide Web

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