

# EMERGENCY MANAGEMENT INSTITUTE

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## Welcome to the Emergency Management Institute

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

Through its courses and integrated programs, EMI serves as the national focal point for the development and delivery of emergency management training to enhance the capabilities of State, local, and Tribal government officials; volunteer organizations; FEMA’s disaster workforce; other Federal agencies; and the public and private sectors to minimize the impact of disasters and emergencies on the American public. EMI curricula are structured to meet the needs of this diverse audience with an emphasis on separate organizations working together in all-hazards emergencies to save lives and protect property. Particular emphasis is placed on governing doctrine such as the National Response Framework, National Incident Management System, and the National Preparedness Guidelines.

EMI’s instruction is based upon the principles of emergency management which create a framework within communities to reduce vulnerability to hazards and cope with disasters. EMI develops courses and administers Resident, Field, and Independent Study training programs in areas of natural hazards—such as earthquakes, hurricanes, floods, and dam safety; technological hazards—such as hazardous materials and radiological incidents; and other important areas of study to include: professional development, leadership, instructional methodology, exercise design and evaluation, information technology, public information and communication, resource management, disaster management, and integrated emergency management. Through these courses participants learn to coordinate and to integrate activities necessary to build, sustain, and improve their communities’ capacity to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.



Cortez Lawrence, PhD  
Superintendent  
Emergency Management Institute

## TABLE OF CONTENTS

	Page
<b>Emergency Management Institute (EMI) Overview</b> .....	13
State/Local/Tribal Field Courses .....	15
FEMA/Federal Partners Courses .....	15
Higher Education Program .....	15
Certified Emergency Manager® (CEM®) Program .....	16
Certified Floodplain Manager (CFM) Program.....	16
Credit for EMI Courses .....	16
American Council on Education (ACE) Recommendations.....	16
Continuing Education Units (CEUs) Granted.....	17
Continuing Education Credits (CECs).....	17
College Credit for Independent Study Courses.....	17
Outline of Catalog and Course Coding .....	18
World Wide Web Addresses .....	19
National Emergency Training Center, Home of the Emergency Management Institute.....	20
The Learning Resource Center .....	20
The Campus .....	20
Map of Campus.....	21
Description of Buildings—National Emergency Training Center.....	22
The National Civil Defense/Emergency Management Monument.....	23
<b>General Information</b> .....	24
Eligibility .....	24
Application Procedures .....	24
Enrollment for EMI Courses .....	25
Attendance/Substitution/Cancellation .....	25
Dress Policy.....	25
Costs/Stipends/Reimbursements .....	25
Travel Planning .....	26
NETC Campus Information .....	26
Lodging.....	26
Food Service .....	27
Security .....	27
Firearms .....	27
Alcoholic Beverages .....	27
Registration.....	27
Transportation and Parking.....	28
Directions to NETC .....	29
Foreign Applicants .....	30
EMI Training at Noble Training Facility (NTF), Fort McClellan/Anniston, Alabama.....	31
Smoking/Alcohol .....	31
Weapons.....	31
Lodging.....	31
Meals.....	31
Dress Code.....	31
Security .....	31
Recreation .....	32
Travel.....	32
General Directions to Center for Domestic Preparedness/Noble Training Facility .....	32

**Curriculum Descriptions—Resident Courses**

<b>Mitigation</b> .....	34
Building Design for Homeland Security (E/L155) .....	34
Building Design for Homeland Security for Continuity of Operations (COOP) Train-the-Trainer (TTT) (E/L156) .....	34
Advanced Floodplain Management Concepts (E194) .....	35
Unified Hazard Mitigation Assistance (E212) .....	35
Cooperating Technical Partners (CTP): Special Topics (E241) .....	35
Hydrologic Engineering Center: Riverine Analysis System (HEC-RAS) (E264) .....	36
Managing Floodplain Development Through the National Flood Insurance Program (NFIP) Train-the-Trainer (TTT) (E270) .....	36
Hydrologic Engineering Center: Hydrologic Model System (HEC-HMS) (E271) .....	36
Managing Floodplain Development Through the National Flood Insurance Program (NFIP) (E273) .....	37
National Dam Safety Technical Workshop (NDSTW) (E274) .....	37
Benefit-Cost Users Workshop (E275) .....	37
Benefit-Cost Analysis: Entry-Level Training (E276) .....	37
National Flood Insurance Program/Community Rating System (NFIP/CRS) (E278) .....	37
Retrofitting Flood-Prone Residential Buildings (E279) .....	38
Advanced Floodplain Management Concepts II (E282) .....	38
Multi-Hazard Emergency Planning for Schools (E/L361) .....	39
Multi-Hazard Emergency Planning for Higher Education (E/L363) .....	39
Residential Coastal Construction (E386) .....	40
Emergency Management Planning, Preparedness, Training, and Education for Colleges and Universities (E390) .....	40
<b>HAZUS-MH</b> .....	41
HAZUS-MH for Hurricane (E170) .....	43
HAZUS-MH for Flood (E172) .....	43
HAZUS-MH for Earthquake (E174) .....	43
Application of HAZUS-MH for Disaster Operations (E179) .....	44
ArcGIS for Emergency Managers (E190) .....	44
Application of HAZUS-MH for Risk Assessment (E296) .....	45
Basic HAZUS-MH (E313) .....	45
Comprehensive Data Management for HAZUS-MH (E317) .....	46
<b>Preparedness and Technology</b> .....	47
Radiological Emergency Preparedness (REP) Exercise Evaluation (L304) .....	47
Radiological Emergency Preparedness (REP) Planning (E/L340) .....	47
Radiological Accident Assessment Concepts (RAAC) (E341) .....	47
Protecting Tribal Communities and Acquiring Resources (formerly Mitigation for Tribal Officials) (E344) .....	48
Incident Command System (ICS) Curricula Train-the-Trainer (TTT) (E449) .....	48
Continuity of Operations (COOP) Program Managers Train-the-Trainer (TTT) (E/L548) ...	48
Continuity of Operations (COOP) Planning Train-the-Trainer (TTT) (E/L550) .....	49
Continuity of Operations (COOP) Devolution Planning Workshop Train-the-Trainer (TTT) (E/L551) .....	49
Emergency Management Framework for Tribal Governments (E/L580) .....	49
Emergency Management Operations for Tribal Governments (E581) .....	50

	<b>Page</b>
<b>Professional Development</b> .....	51
Master Trainer Program.....	51
Management and Supervision of Training (E601) .....	52
Performance and Needs Analysis (E602).....	52
Instructional Design (E603) .....	53
Course Development (E604) .....	53
Instructional Delivery (E605).....	53
Evaluation of Training (K606).....	54
Master Trainer Practicum Workshop (E609) .....	54
National Preparedness Training and Exercise Roundtable (E236).....	55
National Preparedness Training and Exercise Conference (E237).....	55
State Emergency Management Director Training Course (E257) .....	55
Instructional Techniques for Subject Matter Experts (SMEs) (E262).....	55
Emergency Management Higher Education Conference (E392).....	56
<b>Disaster Operations and Recovery</b> .....	57
Debris Management Planning for State, Tribal, and Local Officials (E202).....	57
State Coordinating Officer (E208).....	57
Recovery from Disaster: The Local Government Role (E210) .....	57
ESF #14 FEMA/State Long-Term Community Recovery (LTCR) (E211).....	57
State Volunteer and Donations Management (E289) .....	58
Crisis Counseling Assistance and Training Program: Training State Trainers (E352).....	58
Basic Crisis Counseling Grant Program Course (E354) .....	59
State Public Assistance Operations (E376).....	59
Emergency Management Assistance Compact (EMAC) Train-the-Trainer (TTT) (E430)....	59
Public Assistance Grants Administration for Grantees (E478).....	59
<b>Integrated Emergency Management</b> .....	61
Integrated Emergency Management Course (IEMC) Participant Selection Criteria .....	61
IEMC: All Hazards Preparedness and Response (E900) .....	62
IEMC: All Hazards Recovery and Mitigation (E901) .....	62
IEMC: Hurricane Preparedness and Response (E905) .....	63
IEMC: Earthquake Preparedness and Response (E910) .....	63
IEMC: Homeland Security (E915) .....	64
IEMC: Hazardous Materials Preparedness and Response (E920) .....	64
Community-Specific Integrated Emergency Management Courses (E930).....	64
IEMC: Emergency Operations Center–Incident Management Team Interface (E947).....	65
Advanced Public Information Officers (E388).....	66
<b>The National Standard Exercise Curriculum (NSEC) and the Master Exercise Practitioner Program (MEPP)</b> .....	67
Discussion-Based Exercise Design and Evaluation (E132).....	70
Operations-Based Exercise Design and Evaluation Course (E133) .....	70
Operations-Based Exercise Development Course (E136) .....	71

**State/Local/Tribal Field Courses**

<b>Mitigation</b> .....	72
Local Floodplain Manager Roles and Responsibilities (G194.1) .....	72
NFIP Rules and Regulations in Depth (G194.2).....	72
Letters of Map Change (LOMC) (G194.3).....	72
Preparing for Post-Disaster Responsibilities (G194.4) .....	73
Seismic Retrofit Training for Building Contractors and Inspectors (G225).....	73
Disaster-Resistant Jobs Training (G246) .....	73
Residential Coastal Construction (G277) .....	73
Benefit-Cost Analysis: Entry-Level Training (G278) .....	73
Retrofitting Flood-Prone Residential Buildings (G279).....	73
Benefit-Cost Analysis Using the Limited-Data Module: Intermediate Training (G285) .....	74
Mitigation Planning Workshop for Local Governments (G318) .....	74
Hurricane Readiness for Coastal Communities (G363).....	74
Mitigation for Emergency Managers (G393).....	75
Mitigation and Recovery Exercises (G398).....	75
Earthquake (G398.1) .....	75
Flood (G398.2).....	75
Hurricane (G398.3) .....	75
Earthquakes: A Teacher’s Package for K–6 (G436).....	75
Seismic Sleuths: A Teacher’s Package on Earthquakes for Grades 7–12 (G439) .....	75
Field-Delivered Cooperative Courses.....	76
<b>Preparedness and Technology</b> .....	77
Incident Command System/Emergency Operations Center (ICS/EOC) Interface (G191) .....	77
Workshop: Emergency Management (WEM) (G250).....	77
Workshop: Amateur Radio Resources (G250.6) .....	78
Senior Officials’ Workshop: Preparedness and Response for Terrorist Incidents (involving nuclear, biological, and chemical agents) (G250.12).....	78
Hazardous Weather and Flood Preparedness (G271) .....	78
Warning Coordination (G272).....	78
Resource Management (G276) .....	78
Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300 (G300).....	78
Introduction to Hazardous Materials Preparedness (G301).....	79
Weapons of Mass Destruction Courses (G310).....	79
Weapons of Mass Destruction: Nuclear Scenario (G310.1).....	79
Weapons of Mass Destruction: Radiological Scenario (G310.2).....	79
Weapons of Mass Destruction: Chemical-Sarin Scenario (G310.3) .....	79
Weapons of Mass Destruction: Chemical-Vx Scenario (G310.4).....	80
Weapons of Mass Destruction: Biological-Anthrax Scenario (G310.5) .....	80
Weapons of Mass Destruction: Suicide Bomber Scenario (G310.6) .....	80
Hazardous Materials Contingency Planning (G311) .....	80
Fundamentals Course for Radiological Response (G320).....	80
Hospital Emergency Department Management of Hazardous Materials Accidents (HMA) (G346).....	81
Who’s in Charge Here?: Exercising Leadership in an Emergency or Disaster (G351).....	81
Emergency Response to Criminal and Terrorist Incidents (G357).....	81
Evacuation and Re-entry Planning Course (G358).....	81
Workshop: Partnerships for Creating and Maintaining Spotter Groups (G365.3).....	82
Mass Fatalities Incident Response (G386).....	82

Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents, ICS-400 (G400).....	82
Incident Command System (ICS), Overview for Executives and Senior Officials, ICS-402 (G402) .....	83
Homeland Security Planning for Local Governments (G408).....	83
Continuity of Operations (COOP) Program Manager Course (G549).....	83
Communications Interoperability Course (G575).....	84
Emergency Operations Center (EOC) Management and Operations (G775) .....	84
<b>Professional Development</b> .....	85
Managing People in Disasters: A Local Perspective (G249).....	85
Instructional Delivery Skills (G265).....	85
Advanced Professional Series.....	85
<b>Disaster Operations and Recovery</b> .....	87
Community Mass Care Management (G108).....	87
Emergency Planning and Special Needs Populations (G197) .....	87
Debris Management Planning for State, Tribal, and Local Officials (G202) .....	87
Public Assistance Program Applicant Workshop (G203).....	87
Workshop: Emergency Management (WEM) (G250).....	88
Workshop: Local Rapid Needs Assessment (G250.7).....	88
Expedient Flood Training (G270.3).....	88
Recovery from Disaster: The Local Government Role (G270.4).....	88
Managing Through a Disaster for Supervisors (G270.5).....	88
Working Through a Disaster for Front-Line Employees (G270.6).....	88
Local Volunteer and Donations Management (G288).....	88
Flood Fight Operations (G361).....	89
<b>Integrated Emergency Management</b> .....	90
Emergency Management Operations Course (EMOC) for Local Governments (G110).....	90
Public Information Officer Awareness Training (G289).....	90
Basic Public Information Officers (PIO) (G290).....	90
Joint Information System/Center Planning for Tribal, State, and Local PIOs (G291) .....	91
<b>Non-Resident Master Exercise Practitioner Program</b> .....	92
Exercise Evaluation (G130).....	93
Exercise Control/Simulation (G135) .....	93
Exercise Program Manager/Management (G137) .....	93
Exercise Practicum for the Master Exercise Practitioner (G138).....	94
<b>FEMA/Federal Partners Courses</b>	
<b>Disaster Operations and Recovery</b> .....	96
Joint Field Office (JFO) Finance and Administration Section Chief Training (E106).....	96
Joint Field Office (JFO) Procurement Clerk Training (E113) .....	96
Operations Section Chief (OSC) (E/L196) .....	97
Debris Task Force Leader (E200).....	97
Debris Operations (E201) .....	97
Equal Rights Officer Basic (E216) .....	97
Equal Rights Officer Update Course (E217) .....	98
Situation Unit (E224).....	98
Documentation Unit (E229).....	98
Plans Support Unit (E233).....	98
406 Hazard Mitigation (E239).....	99
Public Affairs Policy and Procedures (E249) .....	99

	<b>Page</b>
Human Resources (HR) Operations (E259).....	99
Community Relations Reporting Techniques and Analysis (E267) .....	100
Managing FEMA Staff on Disaster Operations (E/L269) .....	100
Basic Training for Community Relations (CR) for Field Specialists (E277) .....	100
Community Relations (CR) for Managers (E281).....	100
Disaster Field Training Operations (DFTO) Orientation (E283).....	101
Disaster Field Operations Management (DFOM) (E292).....	101
Disaster Field Training Operations (DFTO) Training Unit Leader (E294).....	101
Individual Assistance (IA) Basic Management (E/B/L321) .....	101
Human Resources (HR) Specialist Training (E325).....	102
Introduction to Mission Assignment (MA) Processing (E347) .....	102
Orientation to Mission Assignments (E/L348) .....	102
Individual Assistance (IA) Program Management CCP/DUA/DLS Specialist (E356) .....	102
Individual Assistance (IA) Branch Director (E/L358).....	103
Individual Assistance (IA) Other Needs Assistance (ONA) Specialist (E/L359).....	103
Congressional Affairs Specialist (E368).....	103
Congressional Affairs Advanced (E370) .....	103
FEMA State Public Assistance (PA) Workshop (E372).....	103
Public Assistance Officer (PAO) Course (E374).....	104
Grant Administration: A Public Assistance Perspective (E377).....	104
Project Specialist (E/L381).....	104
PAC Crew Leader (E/L382) .....	104
Defense Support of Civil Authorities (DSCA) Phase II (E/L384).....	104
Basic Public Affairs Field Course (L385).....	104
Response Operations II—ICS-420 (E/L422).....	105
Response Operations III—ICS-320 (E/L423).....	105
Public Assistance (PA) Cost Estimating Format (E480) .....	105
Cost Estimating Format Train-the-Trainer (TTT) (E482) .....	105
Individuals and Households Program (IHP) Direct Housing Operations Management (E485) .....	105
Basic Human Resources for Disaster Supervisors (E/L545) .....	106
FEMA National Logistics Staging Area (E660) .....	106
Cadre Manager Workshop (E/L661) .....	106
Disaster Contracting (E706) .....	107
Introductory Field Attorney Training (E/L713).....	107
Advanced Field Attorney Training (E714) .....	107
Comptroller Basic (E716) .....	107
Disaster Alternative Dispute Resolution Basic Training (E/B717) .....	108
Basic Property Management (E720).....	108
Advanced Property Management (E721).....	108
Logistics Information Management System (LIMS) (E722) .....	108
External Affairs Leadership (E729).....	109
External Affairs Overview Field Course (E731) .....	109
Logistics Information Management System (LIMS) Mobile (E732) .....	109
Planning Section Chief (E734) .....	109
DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout (E758) .....	110
DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout Train-the-Trainer (TTT) (E/L759).....	110



	<b>Page</b>
Joint Field Office (JFO) Middle Managers Training (E778).....	110
Orientation to Disaster Response Operations (E/L779).....	111
FEMA Safety Officers Course (E780).....	111
Intergovernmental Affairs Leadership (E789).....	111
National Response Coordination Center (NRCC) Training Lecture (L934) .....	112
National Response Coordination Center (NRCC) Training Exercise (L935).....	112
Security Orientation (E979).....	112
Security Recertification (E980) .....	112
FEMA Safety Refresher Course (E981) .....	112
Hurricane Liaison Team (HLT) (L990).....	113
<b>Mitigation</b> .....	114
Leadership and Management of Hazard Mitigation Field Operations (E203).....	114
Conducting Hazard Mitigation Disaster Operations Training (E206) .....	114
Fundamentals of Building Science (E312) .....	114
<b>Environmental and Historic Preservation</b> .....	115
Environmental and Historic Preservation Management Information System (EMIS) Training (E/L248).....	115
Environmental and Historic Preservation (EHP) Cadre Training (E252).....	115
Coordinating Environmental and Historic Preservation Compliance (E/L253) .....	115
Environmental and Historic Preservation Management Information System (EMIS) Train-the-Trainer (TTT) (E255) .....	116
Advanced Methods of FEMA’s Historic Preservation Program (E265) .....	116
Advanced Environmental Operations (E266).....	116
Executive Order 11988—Floodplain Management Training (E727) .....	117
Interagency Consultation for Endangered Species (E791) .....	117
<b>NEMIS</b> .....	118
National Emergency Management Information System—Emergency Support (NEMIS-ES)—Finance (E830).....	118
National Emergency Management Information System—Emergency Support (NEMIS-ES)—Finance Train-the-Trainer (TTT) (E831).....	118
National Emergency Management Information System—Mitigation (NEMIS-MT) (E841) .....	118
National Emergency Management Information System—Mitigation (NEMIS-MT) Train-the-Trainer (TTT) (E842) .....	118
Emergency Management Mission Integrated Environment (EMMIE) Public Assistance Train-the-Trainer (TTT) (E861) .....	119
<b>IT Training</b> .....	120
Joint Field Office (JFO) Communications (E815).....	120
Phone Book Exchange (PBX) Maintenance (E816).....	120
Disaster Training for IT Managers (E817) .....	120
Advanced Phone Book Exchange (PBX) Operations (E819).....	120
Information Technology Enterprise System (E835) .....	120

	<b>Page</b>
<b>Employee Development</b> .....	121
Travel Manager 8.2 (E254).....	121
Posting Integrated Financial Management Information System (IFMIS) Transactions (E337) .....	121
Performance Excellence Series II—Communication and Customer Service (E526) .....	121
Performance Excellence Series II—Representing the Agency (E527).....	121
Performance Excellence Series II—Achieving Results and Teamwork (E528).....	122
Performance Excellence Series II—Leadership for Managerial Success (E529) .....	122
Support Advisory Group for Empowerment (SAGE) Conference (E530) .....	122
Performance Excellence Series Level I—Communication and Customer Service (E534).....	123
Performance Excellence Series Level I—Achieving Effective Results/Teamwork (E535) ...	123
Performance Excellence Series Level I—Representing the Agency (E536) .....	123
Basic Mediation (E542) .....	123
Human Resources (HR) for Supervisors and Managers (E543) .....	123
Supervisory Leadership Training (E736).....	124
<b>Independent Study</b> .....	125
Program Eligibility .....	125
How to Get Started.....	125
Submitting Your Test.....	125
Group Training .....	125
Earn College Credit.....	125
Continuing Education Units (CEUs) .....	125
Professional Development Series Certificate of Completion.....	126
Active and Reserve Members of the Military .....	126
Emergency Manager (IS-1).....	126
Radiological Emergency Management (IS-3).....	126
An Introduction to Hazardous Materials (IS-5.a) .....	126
A Citizen’s Guide to Disaster Assistance (IS-7.a) .....	127
Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699 (IS-8.a) .....	127
Animals in Disaster: Module A, “Awareness and Preparedness” (IS-10) .....	127
Animals in Disaster: Module B, “Community Planning” (IS-11) .....	128
Property Acquisition (Buyout) for Local Communities (IS-12).....	128
Special Events Contingency Planning for Public Safety Agencies (IS-15.a) .....	128
Supervisors Guide to Equal Employment Opportunity (IS-16).....	128
FEMA EEO Employee Course (IS-18).....	128
Are You Ready? An In-Depth Guide to Citizen Preparedness (IS-22) .....	129
Custodial Officer Training (IS-23) .....	129
Guide to Points of Distribution (IS-26).....	129
Introduction to Emergency Public Information (IS-29).....	129
Mitigation eGrants for the Subgrant Applicant (IS-30) .....	129
Mitigation eGrants for the Grant Applicant (IS-31) .....	130
Household Hazardous Materials (IS-55).....	130
Introduction to the Incident Command System (ICS), ICS-100 (IS-100.a).....	130
Introduction to the Incident Command System, ICS-100, for Federal Disaster Workers (IS-100.FW) .....	131
Introduction to the Incident Command System, ICS-100, for Healthcare/Hospitals (IS-100.HC) .....	131

	<b>Page</b>
Introduction to the Incident Command System, ICS-100, for Higher Education (IS-100.HE).....	131
Introduction to the Incident Command System, ICS-100, for Law Enforcement (IS-100.LEa) .....	131
Introduction to the Incident Command System, ICS-100, for Public Works Personnel (IS-100.PWa) .....	131
Introduction to the Incident Command System, ICS-100, for Schools (IS-100.SCa) .....	132
Deployment Basics: Federal Disaster Workforce Readiness (IS-101) .....	132
Deployment Basics for FEMA Response Partners (IS-102).....	132
Livestock in Disasters (IS-111) .....	132
An Introduction to Exercises (IS-120.a) .....	132
Exercise Evaluation and Improvement Planning (IS-130).....	133
Exercise Design (IS-139).....	133
Special Needs Planning Considerations for Emergency Management (IS-197.EM).....	133
Special Needs Planning Considerations for Service and Support Providers (IS-197.SP) .....	133
Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200 (IS-200.a).....	134
Applying Incident Command System (ICS) to Healthcare Organizations (IS-200.HC) .....	134
State Disaster Management (IS-208) .....	134
Principles of Emergency Management (IS-230).....	135
Emergency Planning (IS-235).....	135
Leadership and Influence (IS-240) .....	135
Decision Making and Problem Solving (IS-241).....	135
Effective Communication (IS-242).....	135
Developing and Managing Volunteers (IS-244).....	136
Emergency Support Function #15 (ESF #15) External Affairs: A New Approach to Emergency Communication and Information Distribution (IS-250) .....	136
Coordinating Environmental and Historic Preservation Compliance (IS-253) .....	136
Anticipating Hazardous Weather and Community Risk (IS-271) .....	136
Retrofitting Flood-Prone Residential Buildings (IS-279) .....	137
The Role of Voluntary Agencies in Emergency Management (IS-288).....	137
Disaster Basics (IS-292) .....	137
Mission Assignment (MA) Overview (IS-293) .....	137
Radiological Emergency Response (IS-301) .....	137
Modular Emergency Radiological Response Transportation Training (MERRTT) (IS-302).....	138
Community Hurricane Preparedness (IS-324).....	138
Refresher Course for Radiological Response (IS-330).....	138
Introduction to Radiological Emergency Preparedness (REP) Exercise Evaluation (IS-331).....	138
Hazardous Materials Prevention and Planning (IS-340).....	138
Orientation to Hazardous Materials for Medical Personnel (IS-346) .....	139
Multi-Hazard Emergency Planning for Schools (IS-362).....	139
Introduction to Residential Coastal Construction (IS-386).....	139
Introduction to Hazard Mitigation (IS-393.a).....	139
Protecting Your Home or Small Business from Disaster (IS-394.a) .....	139
Continuity of Operations (COOP) Awareness (IS-546) .....	140
Introduction to Continuity of Operations (COOP) (IS-547.a) .....	140

	<b>Page</b>
Continuity of Operations (COOP) Program Manager (IS-548).....	140
Introduction to the Public Assistance Process (IS-630).....	140
Public Assistance Operations I (IS-631).....	140
Introduction to Debris Operations in FEMA’s Public Assistance Program (IS-632).....	140
Building Partnerships with Tribal Governments (IS-650).....	141
National Incident Management System (NIMS), An Introduction (IS-700.a).....	141
Multi-Agency Coordination System (MACS) Course (IS-701).....	141
National Incident Management System (NIMS) Public Information Systems (IS-702).....	142
National Incident Management System (NIMS) Resource Management (IS-703).....	142
NIMS Intrastate Mutual Aid—An Introduction (IS-706).....	142
Rapid Damage Assessment (IS-708).....	143
Emergency Operations Center (EOC) Management and Operations (IS-775).....	143
National Response Framework (NRF), An Introduction (IS-800.b).....	143
Emergency Support Function (ESF) #1—Transportation (IS-801).....	143
Emergency Support Function (ESF) #2—Communications (IS-802).....	144
Emergency Support Function (ESF) #3—Public Works and Engineering (IS-803).....	144
Emergency Support Function (ESF) #4—Firefighting (IS-804).....	144
Emergency Support Function (ESF) #5—Emergency Management (IS-805).....	145
Emergency Support Function (ESF) #6—Mass Care, Emergency Assistance, Housing, and Human Services (IS-806).....	145
Emergency Support Function (ESF) #7—Logistics Management and Resource Support Annex (IS-807).....	145
Emergency Support Function (ESF) #8—Public Health and Medical Services (IS-808).....	145
Emergency Support Function (ESF) #9—Search and Rescue (IS-809).....	146
Emergency Support Function (ESF) #10—Oil and Hazardous Response Annex (IS-810)....	146
Emergency Support Function (ESF) #11—Agriculture and National Resources (IS-811)....	146
Emergency Support Function (ESF) #12—Energy (IS-812).....	147
Emergency Support Function (ESF) #13—Public Safety and Security Annex (IS-813).....	147
Emergency Support Function (ESF) #14—Long-Term Community Recovery (IS-814).....	147
Critical Infrastructure and Key Resources Support Annex (IS-821).....	147
Nuclear/Radiological Incident Annex (IS-836).....	148
National Infrastructure Protection Plan (NIPP) (IS-860).....	148
National Disaster Medical System (NDMS) Federal Coordinating Center (FCC) Operations Course (IS-1900).....	148
<b>Regional and State Information</b>	
FEMA Regional Offices.....	150
State Training Offices.....	153
<b>Index of Courses and Mission Areas</b> .....	159
<b>Acronyms</b> .....	175
<b>Alphabetical Index</b> .....	179
Resident Course Index.....	179
State/Local/Tribal Field Courses Index.....	181
FEMA/Federal Partners Course Index.....	183
Independent Study Course Index.....	186
<b>Numerical Index</b> .....	188
<b>GENERAL ADMISSIONS APPLICATION (FEMA Form 75-5)</b> .....	195

## **Emergency Management Institute Overview**

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

### ***“A 59-Year Legacy of Training and Education in Emergency Management”***

#### **History**

In 1979, President Jimmy Carter formed the Federal Emergency Management Agency (FEMA) by consolidating several government organizations. That same year Congress appropriated funds to transfer the Civil Defense Staff College (CDSC) and United States Fire Administration (USFA) and National Fire Academy (NFA) into FEMA.

The Civil Defense Program (CDP) had been established in 1947 under the Department of Defense. Training was first offered under this authority in the spring of 1951 at three Federal facilities. In 1954, CDSC was founded in Battle Creek, Michigan, as a national adult resident training center under CDP to administer the civil defense training program. At the time of transfer to FEMA, the CDSC was re-designated as the Emergency Management Institute (EMI) to reflect its new and significantly broader mission to train and educate the Nation's emergency management community.

In June of 1809, Elizabeth Bayley Seton (later canonized as the first American Saint) had arrived in Emmitsburg, Maryland, and established the first parochial school for girls in the United States. Over the years, that school grew to include Saint Joseph College, a 4-year liberal arts college for women. In 1973, Saint Joseph College closed its doors and merged its students and faculty with Mount Saint Mary's University, formerly a liberal arts men's college located two miles south on highway U.S. 15.

Saint Joseph College facilities were purchased by FEMA in 1979 with funding from Congress for the specific purpose of housing EMI, USFA, and NFA in suitable facilities. Since 1979, EMI continues to share the 107-acre campus with USFA and NFA. Collectively the campus is designated the National Emergency Training Center (NETC). CDSC funded its move and the major renovation needed to open required buildings for EMI on this campus. During transition, EMI held classes in temporary facilities until its renovations were completed and officially opened its doors on the new campus in early 1981. Additionally, major upgrades to the NETC campus occurred from 1991 through 1995 from Congressional appropriations.

EMI and NFA are managed independently with unique student audiences and curricula for the emergency management and national fire communities. EMI and NFA have collaborated on curricula and programs since their inception.

## Present Day

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

EMI offers a full spectrum emergency management curriculum with more than 400 courses available to the integrated emergency management community, which includes: FEMA staff and disaster reservists; Federal partners; State, local, and Tribal emergency managers; volunteer organizations; and first responders from across the Nation. EMI supports international emergency management with more than 50 countries participating in EMI's training and educational activities through the years, both in residence and through internationally deployed training teams.

EMI also enjoys close relations with several nationally recognized professional emergency management and related organizations and has interfaced with them through training, conferences, and exercises. Some of these significant organizations include the International Association of Emergency Managers (IAEM), National Emergency Management Association (NEMA), Association of State Floodplain Managers (ASFPM), American Public Works Association (APWA), American Society of Civil Engineers (ASCE), and American Society of Engineering Management (ASEM). EMI is fully accredited by the International Association for Continuing Education and Training (IACET) and the American Council on Education (ACE). In 1997, EMI was awarded the W. Edwards Deming Outstanding Training Award by the United States Department of Agriculture Graduate School at the Excellence in Government Conference. This annual award is presented to an organization for an impressive workforce development and training initiative that has measurably improved their organization's performance.

In 2008, EMI delivered 564 resident courses, training 14,551 individual students. The EMI Independent Study (IS) Program, a web-based distance learning program open to the public, delivered extensive online training over 100 courses and trained more than 2 million individuals. The EMI IS web site receives from 2.5 to 3 million visitors a day. Nineteen new courses were added to the curriculum this past year alone. EMI has provided technical support to dozens of other Federal government agencies and State offices on advanced distributed learning technology development and application. The IS program also hosts training for related Federal agencies.

A vital asset to FEMA's disaster operations is the Disaster Field Training Operations (DFTO), implemented by EMI. In 2008 alone, the DFTO trained 58,380 disaster recovery employees and volunteers directly at disaster sites throughout the United States.

EMI conducts three national level conferences. The Institute is the host to the National Preparedness Annual Training and Exercise Conference held in May and attended by Regional Training Managers, State Training Officers and Exercise Training Officers, State Administrative Authority Officials, and subject matter experts from a broad sector of the preparedness community. The EMI Higher Education Conference is held the first week in June for more than 300 college and university officials with current or developing programs in emergency management and hosts up to 70 separate discussion groups. The Dam Safety Conference held in February is attended by dam safety officials, hydrologists, engineers, and reclamation officials.

For further information on EMI programs and to access training, exercise, and application information, visit <http://training.fema.gov>.

## **STATE/LOCAL/TRIBAL FIELD COURSES**

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 State/Local/Tribal Field 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 Offices are listed at the back of this catalog.

## **FEMA/FEDERAL PARTNERS COURSES**

Providing performance-based disaster operations and recovery training for FEMA's Disaster Workforce is a key mission for the Emergency Management Institute. EMI works with FEMA's Disaster Workforce Cadre Managers and Program Offices to develop Position Task Books that detail the tasks to be performed for each job; Credentialing Plans that show the training, skills, knowledge, and experience necessary to meet the standards for all FEMA cadre members; and job-specific training that is linked to the requirements defined in the Position Task Books. EMI's training approach is focused on learning and relevance, with the objective of strengthening the capabilities of FEMA's Disaster Workforce so they are ready when disaster strikes.

Other Federal Agency (OFA) personnel with specific roles and functions outlined in the National Response Framework (NRF) also participate in EMI's disaster operations and recovery training. Training with allied Federal partners is critical to fostering common understandings, integrated operating procedures, communications, and a unified response and recovery effort.

## **HIGHER EDUCATION PROGRAM**

The primary goal of the FEMA Emergency Management Higher Education Program is to work with colleges and universities, emergency management professionals, and stakeholder organizations to help create an emergency management system of sustained, replicable capability and disaster loss reduction through formal education, experiential learning, practice, and experience centered on mitigation, preparedness, response, and recovery from the full range of natural, technological, and intentional hazards which confront communities, States, and the Nation.

Toward that end, EMI has developed a number of college- and graduate-level emergency management courses. The courses have been developed by college and university faculty and are freely accessible at the Higher Education Program web site:

**<http://training.fema.gov/emiweb/edu>**

In addition, the following information can be found on the Higher Education Program web site: a listing of colleges and universities offering emergency management and homeland security programs, books and materials to support emergency management higher education courses, syllabi compilation, emergency management references, and a variety of other information.

## **CERTIFIED EMERGENCY MANAGER® (CEM®) PROGRAM**

The Emergency Management Institute 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 201 Park Washington Court, Falls Church, Virginia, 22046, by phone at (703) 538-1795, or by e-mail at [info@iaem.com](mailto:info@iaem.com). See <http://www.iaem.com> for more information.

## **CERTIFIED FLOODPLAIN MANAGER (CFM) PROGRAM**

The Association of State Floodplain Managers (ASFPM) has a national program for the professional certification of floodplain managers. The program recognizes continuing education and professional development that enhance the knowledge and performance of local, State, Federal, and private-sector floodplain managers. The primary goal of the ASFPM Certified Floodplain Manager (CFM) Program is to help reduce the nation's flood losses and protect and enhance the natural resources and functions of its floodplains by improving the knowledge and abilities of floodplain managers. There are currently more than 5,000 Certified Floodplain Managers throughout the United States.

## **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.

EMI has been approved as an Authorized Provider by the International Association of Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, Virginia 22102. In obtaining this approval, EMI has demonstrated that it complies with the ANSI/IACET 1-2007 Standard which is widely recognized as the standard of good practice internationally. As a result of its Authorized Provider membership status, EMI is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET 1-2007 Standard.

## **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 125).

The Independent Study courses can be accessed on the Internet at:

**<http://training.fema.gov/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, certifications, special projects, 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 on page 24.

The courses are divided into Resident, State/Local/Tribal Field, and FEMA/Federal Partners sections: Mitigation, HAZUS-MH, Preparedness and Technology, Professional Development, Disaster Operations and Recovery, Integrated Emergency Management, Master Exercise Practitioner Program, and Independent Study.

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

- B Resident courses held at FEMA's Center for Domestic Preparedness (CDP) Noble Training Facility
- E Resident courses held at the NETC campus
- G State/Local/Tribal 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*)

## WORLD WIDE WEB ADDRESSES

<b>FEMA</b>	<a href="http://www.fema.gov">http://www.fema.gov</a>
<b>EMI</b>	<a href="http://training.fema.gov">http://training.fema.gov</a>
<b>Higher Education</b>	<a href="http://training.fema.gov/emiweb/edu/">http://training.fema.gov/emiweb/edu/</a>
<b>LRC</b>	<a href="mailto:netclrc@dhs.gov">netclrc@dhs.gov</a> (e-mail) <a href="http://www.lrc.fema.gov">www.lrc.fema.gov</a> (online card catalog)
<b>Independent Study</b>	<a href="http://training.fema.gov/is/">http://training.fema.gov/is/</a>
<b>USFA/NFA</b>	<a href="http://www.usfa.dhs.gov">http://www.usfa.dhs.gov</a>
<b>FEMA Form 75-5</b>	<a href="http://www.training.fema.gov/apply/">www.training.fema.gov/apply/</a>
<b>EMI Catalog</b>	<a href="http://www.training.fema.gov/EMICourses/EMICatalog.asp">http://www.training.fema.gov/EMICourses/EMICatalog.asp</a>
<b>CD Videos and CD-ROMS</b>	<a href="http://www.ntis.gov">http://www.ntis.gov</a>
<b>Master Trainer Program</b>	<a href="http://training.fema.gov/emiweb/mtp">http://training.fema.gov/emiweb/mtp</a>
<b>Integrated Emergency Management Courses (IEMC)</b>	<a href="http://training.fema.gov/EMIWeb/IEMC">http://training.fema.gov/EMIWeb/IEMC</a>
<b>Master Exercise Practitioner Program (MEPP)</b>	<a href="http://training.fema.gov/EMIWeb/CEC/emiopt.asp">http://training.fema.gov/EMIWeb/CEC/emiopt.asp</a>

## **NATIONAL EMERGENCY TRAINING CENTER, HOME OF THE EMERGENCY MANAGEMENT INSTITUTE**

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

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

### **The Learning Resource Center**

The Learning Resource Center (LRC) is the campus library for participants attending the EMI, NFA, and other training and education programs delivered at the NETC. The LRC provides current information and resources on fire and emergency management subjects. With its collection of more than 100,000 books, reports, periodicals, and audiovisual materials, the LRC facilitates and supports student and faculty research and supplements classroom lectures and course materials.

The LRC routinely supplies answers to simple requests—such as an organization’s telephone number and address, a publication’s source and price, etc. In response to more complex subject inquiries, the LRC staff will conduct literature searches, compile bibliographies, and, depending on copyright restrictions, provide documentation in the form of reports and articles.

The LRC is closed to the general public. Only NETC personnel, faculty, and students may visit the LRC and borrow material. However, via interlibrary loan ([www.lrc.fema.gov/lrcwebillinfo.html](http://www.lrc.fema.gov/lrcwebillinfo.html)) through local libraries, the general public can access most of the LRC’s collection. Additionally, the LRC’s Online Card Catalog is available to the public for searching at [www.lrc.fema.gov](http://www.lrc.fema.gov).

When classes are in session, the LRC’s regular schedule of hours is Monday through Thursday, 8:30 a.m. to 9 p.m., and Friday 8:30 a.m. to 5 p.m. EST/EDT. Specifically in support of the NETC curriculum, the LRC is open some weekends and evenings. Please call ahead when visiting the LRC at these times.

Contact the LRC at:

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

### **The Campus**

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



# Description of Buildings

## National Emergency Training Center

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

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

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

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

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

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

**Building E**—Built in 1926 and renovated in 1966 and 1993, it is occupied by NETC Budget offices, Computer Support personnel, the EENET TV studio and the EENET staff on the 2<sup>nd</sup> and 3<sup>rd</sup> floors. (F)

**Building F**—Built in 1925 and renovated in 1965 and 1995, it has 45 dormitory rooms. (G) (I)

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

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

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

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

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

**Building L**—Built in 1959, renovated in 1993, it consists of 38 dormitory rooms, an EMI classroom, and support offices. (I)

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

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

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

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

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

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

**Building S**—Renovated in 2001, this building is the home of the Emergency Management Institute and National Fire Academy Simulation Laboratories. (F)

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

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

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

**HANDICAPPED ACCESS: F-Fully Accessible I-Accessible 1<sup>st</sup> floor only N-Not accessible G-Ground Floor Accessible only R-Restrooms not accessible**

## **The National Civil Defense/Emergency Management Monument**

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

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

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

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

## General Overview

### 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 30.)*

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

### Application Procedures

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

Completed applications should be sent to:

NETC Office of Admissions  
Building I, Room 216  
16825 South Seton Avenue  
Emmitsburg, MD 21727

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



## ENROLLMENT FOR EMI COURSES

**Students can now apply to EMI courses any time up to 5 weeks before the start of the course. Acceptance letters will be sent to students who apply early 8 weeks prior to the start of the course.**

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

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

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

### Attendance/Substitution/Cancellation

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

## **Travel Planning**

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

## **NETC Campus Information**

### **Lodging**

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

If you are a non-DHS Federal employee, your Travel Authorization (TA) should state that "Housing will be provided to the traveler at NETC" (currently \$30 per night), payable upon arrival at NETC. If housing is not available at NETC a "Certificate of Non-Availability" will be issued by NETC. If you are a Federal employee participating in a course at NETC, a dormitory room will be reserved for you. If you do not require lodging at NETC, you must notify the Housing Office in writing at NETC-Housing@dhs.gov. You must make this notification upon receipt of your acceptance letter. Failure to notify the Housing Office that lodging is not needed will result in your being charged for the room for the length of the course.

If you are a foreign student, private sector representative, or contractor to a State or local government entity, you are responsible for your own travel and per diem costs, and lodging (currently \$30 per night), payable upon arrival at NETC. NETC accepts credit card payment (Visa, MasterCard, Discover, or American Express) for lodging.

If you are a DHS employee (including Disaster Reservists), you must present a copy of your TA at registration, and you should read the FEMA instructions, policies, and comptroller-grams dealing with travel to NETC. Your TA should state that "Housing will be provided to the traveler at NETC at no cost."

If lodging on the NETC campus is not needed, you must notify the Housing Office in writing at NETC-Housing@dhs.gov. Failure to notify the Housing Office that lodging is not needed will result in you being charged for the room for the length of the course.

### **Food Service**

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

### **Security**

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

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

### **Firearms**

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

### **Alcoholic Beverages**

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

### **Registration**

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

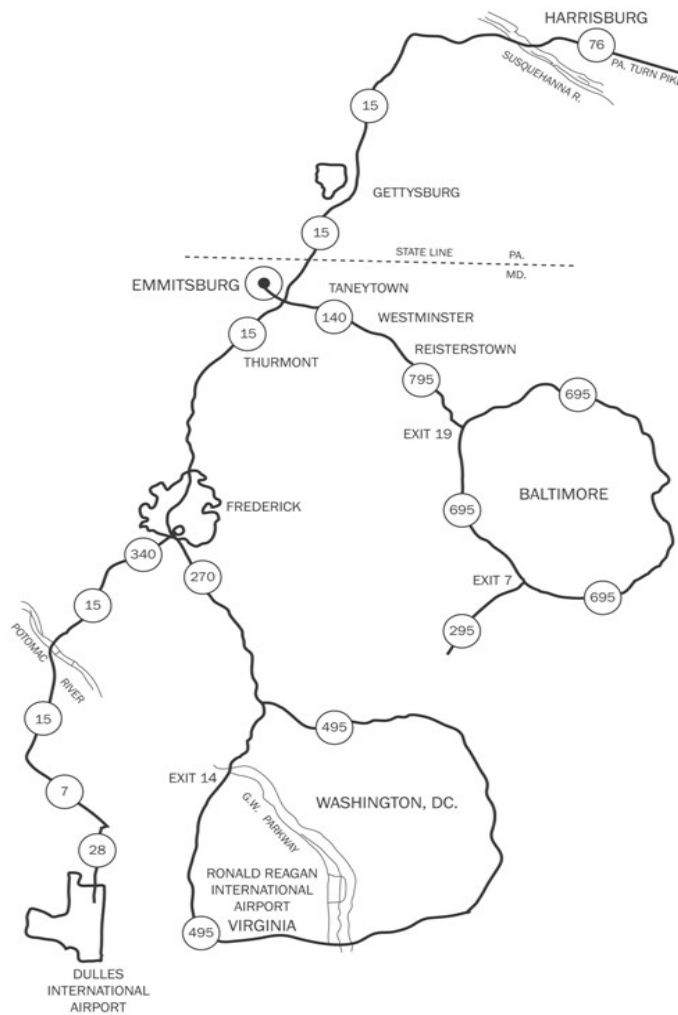
## Transportation and Parking

Students must make their own flight arrangements. Travel days are normally the day before the course begins and the day after the course ends. Specific travel information relative to each course will be included in the student acceptance package. **Please read this information carefully BEFORE making flight arrangements. Students must call the NETC Transportation Office at (301) 447-1113 at least 2 weeks in advance to reserve a seat on the NETC airport shuttle.** Seating on the bus may be unavailable, and transportation to Emmitsburg will be at the student's own expense if a student fails to call.

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

## Directions to NETC

- **From Baltimore:** I-695 (Baltimore Beltway) to I-70 West (towards Frederick); to Route 15 North to Emmitsburg. Turn left off Route 15 to South Seton Avenue.
- **From Washington:** I-495 (Washington Beltway) to I-270 North (towards Frederick); to Route 15 North to Emmitsburg. Turn left off Route 15 to South Seton Avenue.
- **From Philadelphia and East:** Pennsylvania Turnpike west to Harrisburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Turn right off Route 15 to South Seton Avenue.
- **From Pittsburgh and West:** Pennsylvania Turnpike east to Harrisburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Turn right off Route 15 to South Seton Avenue.
- **From Herndon, Virginia (Dulles Airport):** Turn left onto Route 28 (turns into Route 7). Take Route 7 west to Route 15. At Leesburg, Virginia, take Route 15 North to Frederick, Maryland. Continue on Route 15 North to Emmitsburg. Turn left off Route 15 to South Seton Avenue.



## 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](mailto:NETC-Admissions@dhs.gov) (e-mail)

## **EMI TRAINING AT NOBLE TRAINING FACILITY (NTF), FORT McCLELLAN/ANNISTON, ALABAMA**

The Emergency Management Institute (EMI) also conducts training at the Noble Training Facility (NTF) (Fort McClellan), which is located at FEMA's Center for Domestic Preparedness (CDP) 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 CDP. **Transportation of any weapon onto the Federal facility or possession of any weapon on CDP 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 CDP 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 CDP 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 CDP. 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 CDP 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 CDP 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 CDP 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 Center for Domestic Preparedness at (256) 741-3419.

## **GENERAL DIRECTIONS TO CENTER FOR DOMESTIC PREPAREDNESS/ NOBLE TRAINING FACILITY**

FEMA's Center for Domestic Preparedness (CDP)/The Noble Training Facility (NTF) is approximately 90 miles west of Atlanta, Georgia, and 60 miles east of Birmingham, Alabama. If traveling from the east, west, or south, the best access is Interstate 20 to Exit 185 in Oxford, then north on Alabama Highway 21



for approximately 7 miles. From the north, take I-59 to U.S. 431 South to Alabama Highway 21. Turn left on Highway 21 North and travel approximately 3 miles. The entrance is Baltzell Gate-Fort McClellan.

**From Birmingham airport:**

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 Facility, 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 NTF ON BALTZELL GATE ROAD.

If you need additional directions, please call FEMA's Center for Domestic Preparedness 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 Facility, 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 NTF ON BALTZELL GATE ROAD.

If you need additional directions, please call FEMA's Center for Domestic Preparedness at (256) 240-7500.

# Resident Courses

## 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.

### **Building Design for Homeland Security (E/L155)**

This course covers 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.

To support the risk assessment process, the course introduces an easy-to-use Risk Assessment Database. This database is a stand-alone application that has functions, a folder to import and display digital photos, emergency plans, digital floor plans, and

certain Geographic Information System (GIS) products.

Although the course is directed to manmade hazards, it helps participants to understand key elements of earthquake, flood, and high wind events as part of FEMA 452 risk assessment methodologies. It includes the review of several checklists and a database addressing vulnerability issues for these hazards. It presents a series of charts that show conflict and benefits of multi-hazard design.

**Selection Criteria:** The course is intended for engineers, architects, and building 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.

**Course Length:** 3 days  
**CEUs:** 2.1

### **Building Design for Homeland Security for Continuity of Operations (COOP) Train-the-Trainer (TTT) (E/L156)**

This course covers 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 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.

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.

**Selection Criteria:** FEMA will only accept participants representing their Federal department or agencies' COOP Program Office, Facility Management, and Security Management sections.

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

**Course Length:** 3 days  
**CEUs:** 2.1

## 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:** Community Officials with a Certified Floodplain Manager (CFM) designation or 2 years of full-time floodplain management experience as a community official.

**Course Length:** 4 days  
**CECs:** 12 (core)

## Unified Hazard Mitigation Assistance (E212)

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

and submit successful applications. The objectives include: clearly explain and apply mitigation concepts; identify and develop eligible mitigation projects; prepare and submit successful grant applications; and identify Unified HMA programs that could fund mitigation plans and projects.

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

**Course Length:** 5 days  
**CECs:** 3.5

## Cooperating Technical Partners (CTP): Special Topics (E241)

This course is specifically designed for communities, regional, and State agencies that are participating in the Cooperating Technical Partners (CTP) Programs. This course is designed and tailored based on partners' needs, and its goal is to address specific areas of the CTP Program that are complex or involve new technology in order to give the partners a more advanced level of specific technical training. Examples of topics include topographic data development; base mapping and digital flood maps; and map production and processing procedures. At the conclusion of this course, participants will have answers to specific questions, a better understanding of the technical aspects of the CTP, and more insight into the FEMA guidance and standards for NFIP flood maps.

**Selection Criteria:** Federal, State, and local staff responsible for implementing and overseeing the CTP initiative. The course is intended for current CTP members who are active mapping partners, and who are responsible for administering the CTP Program for a State or regional agency, or local community partner and/or managing the technical aspects of mapping activities.

**Prerequisites: *Required***—Participants must have signed a Partnership Agreement and Mapping Activity Statement with FEMA to be eligible to

attend this course. Only those approved by FEMA Headquarters Point of Contact will be considered for the course.

**Course Length:** 4 days  
**CEUs:** 2.8

### **Hydrologic Engineering Center: Riverine Analysis System (HEC-RAS) (E264)**

The objective of this course is to enable the participants to perform water-surface profile computations using the computer program Hydrologic Engineering Center-Riverine Analysis System in a sound and effective manner.

Topics will include concepts of open channel flow, data requirements, basic input requirements, output analysis, application of bridge and culvert routines, and floodway determination. Participants will have an opportunity to prepare and analyze output during workshops.

**Selection Criteria:** This course is limited to professional staff of State and Federal dam safety programs only.

**Course Length:** 4 days  
**CEUs:** 2.8

### **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 *Managing Floodplain Development Through the National Flood Insurance Program (NFIP)* (E273) course is used as the basis for delivery of this training. Participants will be expected to pick two sections of the E273 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 training exceptional and effective, with the remaining 2 days used for practice and evaluation. Videotapes will be made so that participants can review their own performance and critique themselves at their leisure.

**Selection Criteria:** While the E273 material is used for presentations in this course, participants should be able to use the techniques used in this course to teach many other floodplain management courses. Participants should be familiar with the course material they will teach and experienced enough to teach their class and answer in-depth questions. If participants wish to present another floodplain management topic of instruction other than E273, they should bring that material to the course, including PowerPoint and instructing material.

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

**Course Length:** 4 days

### **Hydrologic Engineering Center: Hydrologic Model System (HEC-HMS) (E271)**

The Hydrologic Engineering Center-Hydrologic Modeling System (HEC-HMS) is designed to simulate the precipitation-runoff processes of dendritic watershed systems. It is designed to be applicable to a wide range of problems including flood hydrology used for dam safety applications. Hydrographs produced by the program can be used in conjunction with other software to analyze flow forecasting, watershed land use changes, reservoir spillway design, flood damage reduction, and flood inundation mapping.

The program can be used for any size of river basin. The HMS model components include basin models, meteorologic models, control specifications, and input data. The basin model can deal with subbasin, reaches, junctions, sources, sinks, diversions, and reservoirs. The meteorological model can handle many different inputs for precipitation including a newly added snowmelt method. The control specification sets the time span of the simulation run.

**Selection Criteria:** This course is limited to professional staff of State and Federal dam safety programs only.

**Course Length:** 4 days  
**CEUs:** 2.8

## 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 less than 3 years of 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)

## National Dam Safety Technical Workshop (NDSTW) (E274)

The NDSTW Workshop is a 2-day workshop held each year in February. A topic is selected by the training subcommittee of the National Dam Safety Review Board that highlights relevant issues in dam safety engineering and safety.

**Selection Criteria:** The audience for this course is limited to professional staff of dam safety programs at the State and Federal levels, and also those from the private sector, such as engineering firms.

**Course Length:** 2 days  
**CEUs:** 1.4

## Benefit-Cost Users Workshop (E275)

This workshop is designed for Local, Tribal, State, and FEMA mitigation grant programs staff that have understanding of the fundamental concepts of FEMA's benefit-cost analysis (BCA) and

methodologies. Participants engage and learn about newer developments and changes to the mitigation BCA methodologies, tools, and training. Updates to the current BCA modules for riverine and coastal flood are reviewed, and the hurricane wind, earthquake, and numerous other software modules are discussed. This workshop will also provide opportunities to discuss level-two BC analyses.

**Selection Criteria:** Personnel involved in conducting benefit-cost analysis.

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

**Course Length:** 2½ days  
**CEUs:** 1.3

## 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:** In order to be admitted to the E278 NFIP/CRS course, you must have a good understanding of the NFIP basics. If you are not well-versed in the basic NFIP concepts, you will have a difficult time following the course material. FEMA Regional Office staff, NFIP State Coordinators, regional planning officials, local or Tribal government officials, or those performing floodplain services for local governments and others interested in learning about the CRS in order to provide technical assistance to communities seeking to apply for CRS credit. Attendance will be limited to two participants from any one community in any fiscal year.

**Prerequisites:** Be a Certified Floodplain Manager or CFM, or have completed the E/L273, *Managing Floodplain Development Through the National Flood Insurance Program (NFIP)* course **or** be a full-time Floodplain Manager with more than 3 years of full-time floodplain management experience, as demonstrated through work in a floodplain management, codes enforcement, or building code field and through work specifically related to floodplain management.

**ACE Recommendation:**

*Credit Hours:* 2 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: Recommended**—It is recommended that participants complete IS-279, *Retrofitting Flood-Prone Residential Buildings*. Please see the Independent Study curriculum in this catalog to enroll in IS-279.

**ACE Recommendation:**

*Credit Hours:* 2 hours  
*Level:* UD  
*Curricula:* Civil Engineering, Emergency Management, or Resource Economics

**Course Length:** 4 days  
**CEUs:** 2.8  
**CECs:** 12 (core)

## Advanced Floodplain Management Concepts II (E282)

This advanced floodplain management course is a dynamic and interactive instruction that covers the following four topics in great detail: Considerations for Placement of Manufactured Homes and Recreational Vehicles in the Floodplain, NFIP Flood Insurance Principles for the FPM, Higher Standards in Floodplain Management, and Hydrology and Watershed Processes for the Non-Engineer. Each of these topics is designed to be discussed and reviewed in greater 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 rules and regulations but also why they are in place and how to apply them in these particular topic areas. This course is exercise rich and participants can expect to be engaged throughout much of the course.

**Selection Criteria:** Community Officials with a Certified Floodplain Manager (CFM) designation or 2 years of full-time floodplain management experience as a community official.

**Course Length:** 4 days  
**CECs:** 12 (core)

## Multi-Hazard Emergency Planning for Schools (E/L361)

This 4-day course provides school district teams with the knowledge, skills, and tools needed to review, enhance, and sustain an all-hazard district/school emergency plan. The course focuses on the phases of incident management and explains how to utilize the National Incident Management System (NIMS) as the foundation for planning and building partnerships with outside agencies such as local law enforcement, fire, and emergency management. In addition, this course will provide participants with opportunities to exercise the district/school emergency plan using Homeland Security Exercise and Evaluation Program (HSEEP) guidelines as well as guidance on how to sustain the district/school emergency plan through action planning sessions.

### Selection Criteria:

- Only “school district teams” should apply.
- 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/School Resource Officer (SRO)
- 1 person—Fire
- 1 person—Emergency Management or Public Health

### School District/School Officials—5 people

- Superintendent or Assistant Superintendent or Risk Manager
- Public Information Officer
- Elected Official or School Board Member
- School Safety Coordinator or School Safety Team Member
- Transportation Coordinator
- Food Service Coordinator
- Principal or Vice Principal
- Facility Manager or Building Engineer

- Nurse or Counselor or Psychologist

**Prerequisites: *Required***—Completion of IS-100.SCa (or IS-100.SC), *Introduction to the Incident Command System, ICS-100, for Schools*, and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

**SCHOOL DISTRICTS MUST BRING THEIR EXISTING PLANS AND PROCEDURES TO BE USED THROUGHOUT THE COURSE.**

**Course Length:** 4 days

**CEUs:** 2.8

## Multi-Hazard Emergency Planning for Higher Education (E/L363)

This 3-day course provides institutions of higher education with the knowledge and planning strategies to better protect lives, property, and operations within the context of comprehensive emergency management by utilizing the ICS to develop and implement an Emergency Operations Plan (EOP). At the end of the training, campus personnel will:

1. Recognize the importance of an emergency plan that meets the unique needs of an institution of higher education;
2. Identify hazards that present risks for institutions of higher education and the impact of those hazards;
3. Identify the process and benefits of conducting a risk assessment;
4. Create a partnership with stakeholders;
5. Identify and assemble a planning team;
6. Develop or revise a multi-hazard EOP;
7. Develop and implement a strategy for training and testing the EOP; and
8. Engage the academic community in the essential elements of emergency planning.

### Selection Criteria:

- Only “college/university” teams should apply.
- Submit applications as a “package” using the format below as a cover sheet. Place person’s name next to position being filled.

### Community First Responders:

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

**College/University Officials**—5 people (Do NOT duplicate positions)

- College Administrator (President, Vice President, Provost, Dean, etc.)
- Office of Emergency Management/Planning Official
- Risk Manager
- Public Information Officer
- Security Officer, Environmental Safety Officer, or Public Safety Chief
- Office of Facilities Management Official
- Food/Dining Services Director
- Health Services or Counseling Services Representative or Psychologist
- Faculty Representative
- Student Affairs Representative

**Prerequisites: Required**—Completion of IS-100.HE, *Introduction to the Incident Command System, IS-100, for Higher Education.*

**Course Length:** 3 days  
**CEUs:** 2.1

### 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)

### Emergency Management Planning, Preparedness, Training, and Education for Colleges and Universities (E390)

This 3-day workshop provides college and university executive officials an introduction to emergency management and a basic overview of FEMA's Higher Education Program. It also provides an opportunity for college officials to network with representatives of Emergency Management Professional organizations and other leading professionals in the field.

**Selection Criteria:** Presidents or their provosts, Chancellors, and senior deans of Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), Tribal Colleges and Universities (TCUs), and other minority institutions of higher learning.

**Course Length:** 3 days  
**CEUs:** 1.8



## **HAZUS-MH Curriculum**

Beginning in FY 2009, a HAZUS-MH Training Curriculum was initiated leading to the attainment of a completion certificate as a “HAZUS Professional” or “HAZUS Practitioner” for those individuals seeking recognition for their training accomplishments in HAZUS. Required course completions for each track are listed below and as noted in Figure 1. Upon completion of the required courses, a certificate of completion for the applicable track will be issued.

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

E190, *ArcGIS for Emergency Managers*

E170, *HAZUS-MH for Hurricane*

E172, *HAZUS-MH for Flood*

E174, *HAZUS-MH for Earthquake*

E179, *Application of HAZUS-MH for Disaster Operations*

E296, *Application of HAZUS-MH for Risk Assessment*

E313, *Basic HAZUS-MH*

- E296, *Application of HAZUS-MH for Risk Assessment*, or
- E179, *Application of HAZUS-MH for Disaster Operations*
- Minimum of ONE of the following:
  - ✓ E170, *HAZUS-MH for Hurricane*, or
  - ✓ E172, *HAZUS-MH for Flood*, or
  - ✓ E174, *HAZUS-MH for Earthquake*

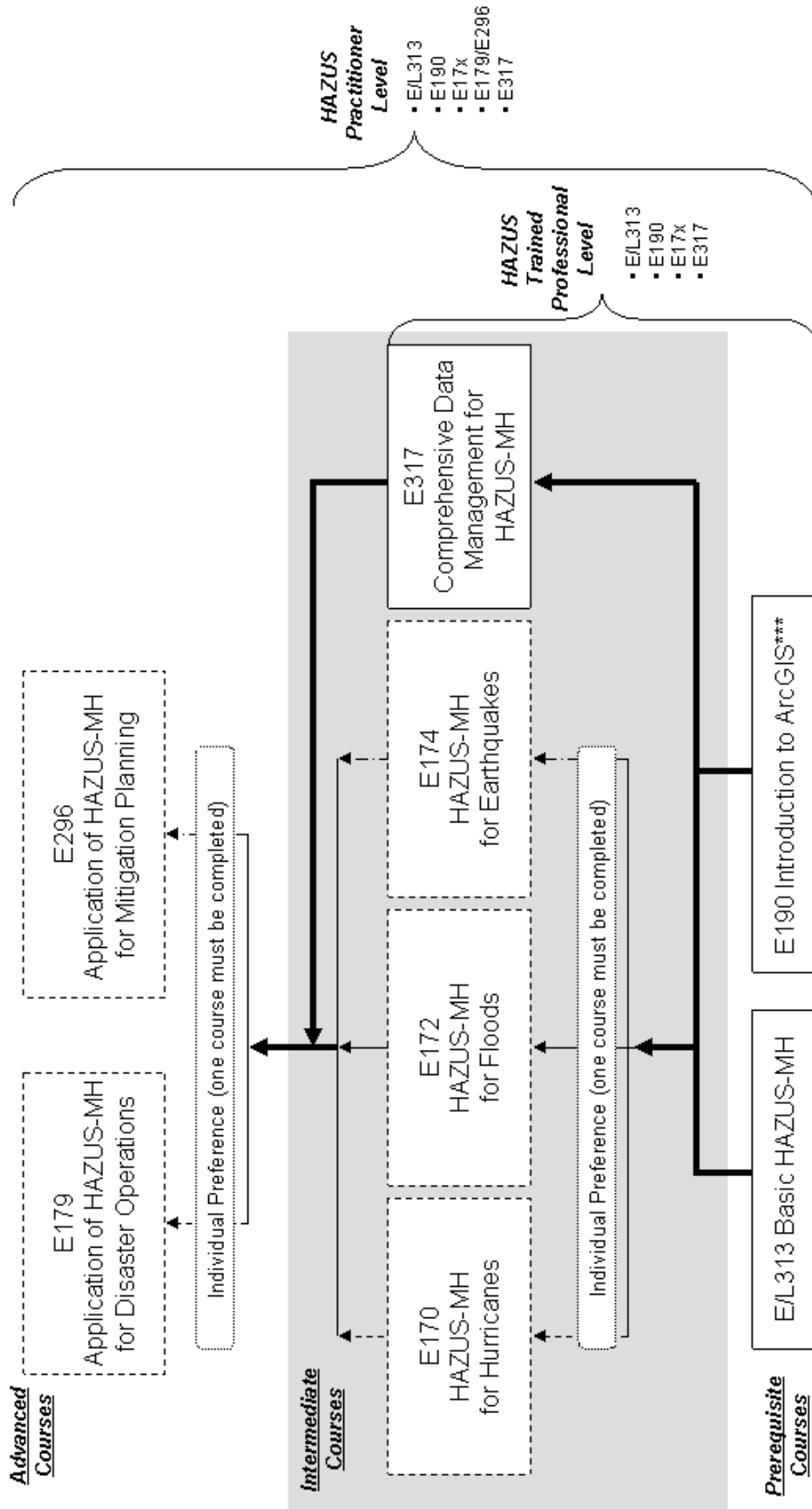
### **HAZUS Trained Professional Track**

- E190, *ArcGIS for Emergency Managers* (user experience in GIS may substitute)
- E313, *Basic HAZUS-MH*
- E317, *Comprehensive Data Management for HAZUS-MH*
- Minimum of ONE of the following:
  - ✓ E170, *HAZUS-MH for Hurricane*, or
  - ✓ E172, *HAZUS-MH for Flood*, or
  - ✓ E174, *HAZUS-MH for Earthquake*

### **HAZUS Practitioner Track**

- E190, *ArcGIS for Emergency Managers* (user experience in GIS may substitute)
- E313, *Basic HAZUS-MH*
- E317, *Comprehensive Data Management for HAZUS-MH*

# HAZUS-MH Curriculum Program



NOTE 3. \*\*\*Exponential base in GIS may suffice for prerequisite requirements

Figure 1

## HAZUS-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 mitigation 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-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, *ArcGIS for Emergency Managers*.

**Course Length:** 4 days  
**CEUs:** 2.8

## HAZUS-MH for Flood (E172)

This course provides 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-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, *ArcGIS for Emergency Managers*.

**Course Length:** 4 days  
**CEUs:** 2.8

## HAZUS-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-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, *ArcGIS for Emergency Managers*.

**Course Length:** 4 days  
**CEUs:** 2.8

### **Application of HAZUS-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 (EST), 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 Disaster Reservists, 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 (ROC), and the State Emergency Operations Center (EOC).

**Course Length:** 3½ days  
**CEUs:** 2.6

### **ArcGIS for Emergency Managers (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.

**Course Length:** 4 days  
**CEUs:** 2.8

### **Application of HAZUS-MH for 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**—E313, *Basic HAZUS-MH*, course.

**Course Length:** 4 days  
**CEUs:** 2.8

### **Basic HAZUS-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 necessary 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; estimate potential damages to buildings, essential facilities, transportation, and requirements; and 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, participants and researchers, insurance companies, utilities, and anyone involved with or interested in planning for emergencies associated with flooding or earthquake events.

**Prerequisites:** Skills equivalent to those taught in the E190, *ArcGIS for Emergency Managers*, course.

**Course Length:** 4 days  
**CEUs:** 2.8

## **Comprehensive Data Management for HAZUS-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:** E313, *Basic HAZUS-MH*, course, in field or resident version and E190, *ArcGIS for Emergency Managers*, or previous or current use of HAZUS or ArcGIS software in performing your job.

**Course Length:** 4 days  
**CEUs:** 2.8

## **Preparedness and Technology Curriculum**

Most of the Preparedness and Technology courses are conducted at the local and State level (see the Preparedness and Technology State/Local/Tribal Field 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.

### **Radiological Emergency Preparedness (REP) Exercise Evaluation (Non-Resident) Regional Delivery (L304)**

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

**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 (E/L340)**

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 Nuclear Regulatory Guide (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: 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:** 5 days  
**CEUs:** 3.1

### **Protecting Tribal Communities and Acquiring Resources (former title Mitigation for Tribal Officials) (E344)**

This course provides Tribal representatives with an overview of FEMA’s mitigation programs, outlines Tribal mitigation responsibilities, and discusses 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**—E/L580, *Emergency Management Framework for Tribal Governments*. **Recommended**—E581, *Emergency Management Operations for Tribal Governments*.

**Course Length:** 4 days  
**CEUs:** 2.4

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

This course prepares participants to deliver EMI’s ICS curricula. While ICS-100 and ICS-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**—IS-100.a, *Introduction to the Incident Command System*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents*, G300, *Intermediate Incident Command System (ICS) for Expanding Incidents*, ICS-300, G400, *Advanced Incident Command System (ICS)*, *Command and General Staff—Complex Incidents*, ICS-400, IS-700.a, *National Incident Management System (NIMS), An Introduction*, and IS-800.b, *National Response Framework (NRF), An Introduction*. **NOTE:** Participants must have taken the Emergency Management Institute, U.S. Department of Agriculture, National Fire Academy, or National Wildfire Coordinating Group ICS 100–400 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 an incident, planned event, or exercise that went 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.*

**Course Length:** 4 days  
**CEUs:** 3.1

### **Continuity of Operations (COOP) Program Managers Train-the-Trainer (TTT) (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:** This course is designed for public sector staff with responsibility for managing their COOP effort. Others who are integral to the COOP planning process may also take the course. E/L548 is for Federal participants.

**Prerequisites: Required**—Participants must have knowledge of COOP programs and the Federal Continuity Directives 1 and 2. **Recommended**—IS-547.a, *Introduction to Continuity of Operations (COOP)*.

**Course Length:** 3 days  
**CEUs:** 1.8

### **Continuity of Operations (COOP) Planning Train-the-Trainer (TTT) (E/L550)**

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) plans and programs. COOP plans facilitate the performance of essential functions during any situation which may disrupt normal operations. This course 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. E/L550 is for Federal participants.

**Prerequisites: Required**—IS-547.a, *Introduction to Continuity of Operations (COOP)*, E/L548, *Continuity of Operations (COOP) Program Managers Train-the-Trainer (TTT)*, or G549, *Continuity of Operations (COOP) Program Manager Course*. **Recommended**—IS-235, *Emergency Planning*.

**Course Length:** 3 days  
**CEUs:** 1.8

### **Continuity of Operations (COOP) Devolution Planning Workshop Train-the-Trainer (TTT) (E/L551)**

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) plans and programs. This workshop is designed to provide participants with hands-on experience necessary to

develop a department or agency devolution plan as part of their overall COOP program. Topics include conditions under which devolution would be appropriate, identifying special considerations for devolution planning, and how to develop a devolution plan.

**Selection Criteria:** The primary audience is Federal agency personnel with responsibility for COOP planning in their department or agency. E/L551 is for Federal participants.

**Prerequisites: Required**—IS-547.a, *Introduction to Continuity of Operations (COOP)*, E/L548, *Continuity of Operations (COOP) Program Managers Train-the-Trainer (TTT)*, E/L550, *Continuity of Operations (COOP) Planning Train-the-Trainer (TTT)*. **Recommended**—IS-235, *Emergency Planning*.

**Course Length:** 3 days  
**CEUs:** 1.8

### **Emergency Management Framework for Tribal Governments (E/L580)**

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 levels, 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:** 3.0

## **Emergency Management Operations for Tribal Governments (E581)**

The goal of this 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 E/L580, *Emergency Management Framework for Tribal Governments*.

**Course Length:** 4 days  
**CEUs:** 3.0

## **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.

### **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 Participant 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 evaluation instruments for 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 to 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 52)
- E602** *Performance and Needs Analysis* (description on page 52)
- E603** *Instructional Design* (description on page 53)
- E604** *Course Development* (description on page 53)
- E605** *Instructional Delivery* (description on page 53)
- K606** *Evaluation of Training* (description on page 54)
- E609** *Master Trainer Practicum Workshop* (description on page 54)

### **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, and 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.

**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:** 3.0

## 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, *Management and Supervision of Training*, 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 (POI). The POI is used to develop supporting training materials. Participants work with the performance and needs analysis results completed after the E602, *Performance and Needs Analysis*, course.

During the course, participants will use task analysis to organize their training and work on a POI. Activities include analyzing tasks, content, and 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, *Management and Supervision of Training*, and E602, *Performance and Needs Analysis*.

**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 their audience 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 plan of instruction, which can be delivered effectively by other instructors.

Participants will complete parts of a Participant/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, *Management and Supervision of Training*, and E602, *Performance and Needs Analysis*, and E603, *Instructional Design*, first.

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

**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 enhance the participant's knowledge, skills, and abilities to be a more effective instructor. The course includes in-class reading 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.

**Prerequisites: Required**—Participants must complete E601, *Management and Supervision of Training*, E602, *Performance and Needs Analysis*, E603, *Instructional Design*, and E604, *Course Development*, first.

**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, participant 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:** 3.0

## 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 web. When participants complete E604, *Course Development*, they are eligible for K606. The K606 course manager will provide the course requirements and enrollment procedures. 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, *Management and Supervision of Training*, E602, *Performance and Needs Analysis*, E603, *Instructional Design*, and E604, *Course Development*, first.

**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 Workshop (E609)

The *Master Trainer Practicum Workshop* 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 performance 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 Workshop* is available only to those individuals who have been accepted and have had their Practicum proposal approved.

**Prerequisites: Required**—Participants must complete E601, *Management and Supervision of Training*, and E602, *Performance and Needs Analysis*, 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.

**Course Length:** (Not a specified length of time for this activity)  
**CEUs:** 0

## National Preparedness Training and Exercise Conference Roundtable (E236)

This activity is designed to provide State and select Federal representatives an opportunity to research and identify topics and speakers for the annual *National Preparedness Training and Exercise Conference* (E237).

**Selection Criteria:** Participation is limited to State Emergency Management and Administrative Agency Training and Exercise Officers. In even-numbered years, the participants are taken from FEMA's even-numbered Regions, and vice versa in odd-numbered years. Federal participation is limited to FEMA's Regional Training Managers, Regional Exercise Officers, and FEMA Headquarters training and exercise program staff.

**Course Length:** 2½ days

## National Preparedness Training and Exercise Conference (E237)

This annual conference highlights new FEMA training and exercise initiatives and State best practices related to emergency management training and exercises.

**Selection Criteria:** Participation is limited to State Emergency Management and Administrative Agency Training and Exercise Officers and Tribal officials. Federal participation by FEMA's Regional Training Managers, Regional Exercise Officers, Regional National Incident Management System (NIMS) Points of Contact, and FEMA Headquarters training and exercise program staff is encouraged. Others may be admitted as space is available.

**Course Length:** 3 days

## State Emergency Management Director Training Course (E257)

One of the Federal Emergency Management Agency's (FEMA's) most important stakeholders is the State Emergency Management Agency. These State agencies are responsible for implementing FEMA's programs. FEMA's Emergency Management Institute (EMI) conducts training for new State Emergency Management Directors. The

resident training course at EMI is conducted in cooperation with the National Emergency Management Association (NEMA), an organization which represents the State Directors.

The training is designed to bring new State Directors together at EMI for opportunities to learn about FEMA programs, what NEMA has to offer, and to further develop skills necessary to lead their departments.

### Course Goals:

- Provide State emergency management directors and deputy directors with the information, resources, and tools they need to effectively lead and manage their agencies and programs.
- Identify current and emerging issues, challenges, and trends in all hazards emergency management and help identify and develop effective strategies to deal with them.
- Encourage innovation in emergency management and homeland security through public policy discussion and debate.
- Develop leadership and management skills for a constantly changing environment.

**Selection Criteria:** State Emergency Management Directors and Deputy Directors who have not previously take this course.

**Prerequisites: Required**—Participation in pre-course Webinars.

**Course Length:** 2½ days

## Instructional Techniques for Subject Matter Experts (SMEs) (E262)

*Instructional Techniques for SMEs* is a dynamic, interactive, and educational 4-day course designed for SMEs who are called upon to deliver training or provide presentations in their area of expertise. Participants will learn, in the first 2 days of the course, how to account for such things as room design, material organization, classroom/meeting room technology, learner/attendee influences, and the impact of the instructor/presenter on the environment. The second 2 days are for practice training/briefing delivery sessions with constructive feedback from fellow participants and the course instructors.

Participants will be responsible for delivering two 10-minute presentations on their area of expertise—one on Wednesday and one on Thursday. Presentations will be videotaped so participants can critique themselves at a later date. Participants must bring the PowerPoint or other materials they use in their presentations for the practice sessions. If the course is to be delivered for a particular audience, i.e., a specific FEMA program office, the course material will be geared toward that function and the delivery method they use, i.e., presentation or instruction.

**Selection Criteria:** FEMA employees with a requirement to provide presentations or teach information to any variety of publics, from internal briefings to teaching courses or providing presentations on their project they are working on at the time.

**Course Length:** 4 days

## **Emergency Management Higher Education Conference (E392)**

The primary purpose of this Conference is to encourage and support inter-school dialogue on a variety of issues and problems related to hazard, disaster, and emergency management higher education, as well as to facilitate direct dialogue between the Emergency Management Higher Education Program and representatives of colleges and universities with emergency management programs. A secondary purpose of the Conference is to provide information to the faculty and administrators of emergency management collegiate programs which could be used in the development of new emergency management college courses and programs or in the modification of existing courses—akin to an “educate the educator” posture.

**Selection Criteria:** Faculty and administrators with colleges and universities which (1) have a hazard, disaster, or emergency management academic program in place, (2) are investigating or developing a hazard, disaster, or emergency management academic program, or (3) FEMA is seeking to interest in developing such a program. In addition, a small number of participants are FEMA Emergency Management Higher Education Program materials developers and representatives of stakeholder organizations.

**Course Length:** 3 days  
**CEUs:** 2.25



## **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.

### **Debris Management Planning for State, Tribal, and Local Officials (E202)**

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 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 and FEMA 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 key or lead disaster management assignment.

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

**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

### **ESF #14 FEMA/State Long-Term Community Recovery (LTCR) (E211)**

The purpose of this training is to enable managers and key field operations staff to convene, coordinate, implement, and deactivate an ESF #14 - LTCR mechanism. This course is designed to provide a foundation for the application of ESF #14 - LTCR through a pragmatic understanding of its policies, strategies, and tools.

**Selection Criteria:** This course is designed for primary and secondary target audiences. The primary audience includes key staff with management responsibilities in ESF #14 and LTCR operations within:

**FEMA:** Recovery Division Staff; ESF #14 Liaisons, ESF #14 Regional Coordinators, ESF #14 Leads, ESF #14 Field Team Staff, Federal Coordinating Officers (FCOs), and Intra-agency Partners (PA, Mitigation, Planning).

**Primary Agencies:** ESF #14 Representatives from U.S. Department of: Commerce, Housing and Urban Development, Treasury, Homeland Security (Emergency Preparedness and Response and FEMA), SBA, National Working Group members, and Incident Support Team members.

**Support Agencies:** ESF #14 Representatives from U.S. Department of: Defense (Army Corps of Engineers) Energy, Health and Human Services, Interior, Labor, Transportation, Environmental Protection Agency, Tennessee Valley Authority, and American Red Cross.

**States:** LTCR representatives from lead or supporting agencies (Governor's Office, Department of Administration, Department of Economic Development among others), State Coordinating Officers (SCOs).

The secondary audience includes partners and stakeholders in the LTCR process including:

- Local government
- Private sector
- Community and faith-based organizations
- Regional planning organizations

**Prerequisites: Required**—All participants are to have completed the NIMS baseline ICS courses, including: IS-100.a, *Introduction to the Incident Command System*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents*, IS-700.a, *National Incident Management System (NIMS), An Introduction* and IS-800.b, *National Response Framework (NRF), An Introduction*.

**Course Length:** 4 days

**CEUs:** Not yet rated. 2.4 would be correct.

## 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 include Federal, State, territorial, and Tribal emergency management.

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

**Recommended**—IS-100.a, *Introduction to the Incident Command System*; IS-700.a, *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

## Crisis Counseling Assistance and Training Program: Training State Trainers (E352)

This course is designed to provide States, U.S. Territories, or federally recognized Tribal organizations with a cadre of trainers who have the knowledge and tools necessary to conduct standardized trainings for the Crisis Counseling Assistance and Training Program. The trainers will train grant-supported crisis counselors to carry out individual and group crisis counseling, basic education and support, referral, community networking, and public education for disaster survivors and affected communities.

**Selection Criteria:** Individuals who are selected by or who are State and Territory Disaster Behavioral Health Coordinators. These individuals should be experienced trainers and knowledgeable and experienced in the Crisis Counseling Program (CCP). Final selection will be jointly authorized by FEMA and the Substance Abuse and Mental Health Services Administration.

**Course Length:** 4 days  
**CEUs:** 2.4

## Basic Crisis Counseling Grant Program Course (E354)

This course is designed to provide mental health departments of States, U.S. Territories, or federally recognized Tribal organizations with the knowledge and tools necessary to successfully complete the CCP Grant applications in order to manage a CCP during a Presidentially declared disaster. Training topics include the CCP Grant application process, Grant reporting requirements, disaster mental health concepts, and organizational aspects of disaster response.

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

**Selection Criteria:** State mental health personnel who, following a qualifying Presidential declaration of disaster, are responsible for preparing the CCP Grant application on behalf of the State, Territory, or federally recognized Tribal organization, and have first-hand knowledge of the State, Territory, or Tribal mental health system. Enrollment is by nomination from State, Territory, or Tribal mental health authorities.

**Course Length:** 4 days  
**CEUs:** 2.4

## State Public Assistance Operations (E376)

This course provides State, local, and Tribal staffs with an overview of FEMA's Public Assistance (PA) Program, process, and policies. Course topics include introduction to program laws, regulations and policies, PA process, grants management, eligibility, hazard mitigation in the PA program, compliance

with other Federal laws and regulations, and project formulation.

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

**Prerequisite:** **Required**—IS-630, *Introduction to the Public Assistance Process*.

**Course Length:** 4 days  
**CEUs:** 2.4

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

The EMAC TTT course is designed to train State and local government emergency response and recovery staff, identified as course instructors/managers, in the delivery of the new awareness-level "Understanding and Implementing EMAC" Training Course. As part of the course, participants will prepare for and deliver segments of the "Understanding and Implementing EMAC" course.

**Selection Criteria:** State EMAC staff with instructor/coordinator duties and responsibilities.

**Prerequisites:** **Recommended**—Participants should have knowledge in the fundamentals of adult training as well as experience in instructing adult learners. Prior to attending the course, participants should read the EMAC field course, Read-Ahead Module, currently located at [www.emcweb.org](http://www.emcweb.org).

**Course Length:** 4 days  
**CEUs:** 2.4

## Public Assistance Grants Administration for Grantees (E478)

This course provides State/Grantee Public Assistance (PA) 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:** Grantee staff responsible for administering the PA program or those involved in PA grant administration.

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

**Course Length:** 4 days

**CEUs:** 2.4

## **Integrated Emergency Management**

This exercise-based curriculum addresses emergency response activities for the total community—from the chief elected official to professional staff, both paid and volunteer, within the emergency response organizations. This set of courses is called the Integrated Emergency Management Courses (IEMCs). The IEMC stresses the integration of functions, resources, organizations, and individuals in all phases of emergency management. These courses are offered in several versions and may be offered either for officials from many communities (open enrollment or “generic” courses) or for a specific community. Current IEMCs include: *IEMC: All Hazards Preparedness and Response*; *IEMC: All Hazards Recovery and Mitigation*; *IEMC: Hurricane Preparedness and Response*; *IEMC: Earthquake Preparedness and Response*; *IEMC: Homeland Security*; *IEMC: Hazardous Materials Preparedness and Response*; and *IEMC: Emergency Operations Center–Incident Management Team Interface*.

IEMCs immerse participants in the practical application of functions associated with Emergency Operations Center (EOC) management. Each course includes orientation presentations to specific response functions as well as simulated emergency situations that participants must demonstrate proficiency in a high-stress EOC environment. Learning objectives are based on critical tasks in the Target Capabilities List.

For additional information, please visit our web site at <http://training.fema.gov/EMIWeb/IEMC/>.

### **ENROLLMENT FOR EMI COURSES**

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

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

Once accepted into a course, participants will receive an acceptance letter with further instructions regarding transportation and other matters. Arriving at NETC for a class without formal acceptance from

the NETC Admissions Office will result in the participant being sent home.

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

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

### **INTEGRATED EMERGENCY MANAGEMENT COURSE (IEMC) PARTICIPANT SELECTION CRITERIA**

Participants for open enrollment IEMCs are recruited for the following positions. For additional information on who should attend, visit our web site at: <http://training.fema.gov/EMIWeb/IEMC> and click on the link “who should attend” in the left margin.

#### **WHO SHOULD ATTEND AN IEMC**

1. Mayor/County Executive
2. City/County Manager
3. City/County Attorney
4. City/County Council Member
5. Public Information Officer
6. School Superintendent
7. Jurisdiction Elected/Appointed Official
8. Jurisdiction Department Head
9. Police Chief/Sheriff
10. Asst. Chief/Deputy Sheriff
11. Police/Sheriff Operations Officer
12. State Police EOC Representative
13. State Police Operations
14. Corrections Officer
15. Police/Sheriff Dispatcher
16. Fire Chief
17. Assistant Fire Chief
18. Battalion Chief
19. Fire Operations Officer
20. HazMat Specialist
21. Fire Marshal
22. Fire Dispatcher
23. Public Health Director/Officer

24. Environmental Health Officer
25. Assistant Public Health Officer
26. Hospital Administrator
27. Epidemiologist
28. Infection Control
29. Public Health Laboratory
30. Medical Examiner/Coroner
31. EMS/Medical Services Chief
32. EMS Operations
33. EMS Dispatcher
34. Mental Health Services Specialist
35. Public Works Director
36. Assistant Public Works Director
37. Water Superintendent
38. Street Superintendent
39. Sewer Superintendent
40. Building and Safety Official
41. Electric Company Representative
42. Gas Company Representative
43. Water Dept. Representative
44. Telephone Company Representative
45. Public Works Dispatcher
46. Dept. of Transportation/Highways
47. Public/Mass Transportation
48. Airport Manager
49. City/County Planning Official
50. Finance Department
51. Parks and Recreation
52. Social Service Agency Case Officer
53. School Safety Officer
54. School Resource Officer
55. Housing Department Official
56. Private Industry
57. Local Emergency Planning Committee (LEPC) Member
58. National Guard Member
59. Citizen Corps Member/Community Emergency Response Team (CERT)
60. Volunteer Organization Active in Disaster (VOAD) personnel (e.g., Red Cross, Salvation Army, faith-based orgs.)
61. State/City/County Emergency Manager
62. Assistant Emergency Manager
63. State Emergency Management
64. Other Key EOC Staff
65. GIS Technical Specialist

## **IEMC: All Hazards Preparedness and Response (E900)**

This IEMC addresses preparedness and response in emergency situations resulting from severe weather-related hazards. This exercise-based course is conducted for participants from communities throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decision making in a learning environment that is nonetheless realistic. 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: Recommended**—IS-100.a, *Introduction to the Incident Command System*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents*, and IS-700.a, *National Incident Management System (NIMS), An Introduction*. 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 of the IEMC courses: E900, IEMC: All Hazards Preparedness and Response, E905, IEMC: Hurricane Preparedness and Response, or E910, IEMC: Earthquake Preparedness and Response.*

**Course Length:** 4 days  
**CEUs:** 2.8

## **IEMC: All Hazards Recovery and Mitigation (E901)**

This exercise-based course emphasizes recovery and mitigation activities and planning. It places public officials and other key community leaders in a simulation that begins after a disaster has affected a community. The course methodologies of classroom instruction, planning sessions, and exercises allow for

structured decision making in a learning environment that is nonetheless realistic. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster recovery, in both the short-term and the long-term. The exercise scenario focuses on recovery from severe weather and related flooding. Mitigation activities to prevent or reduce the future impact of a similar disaster also are identified during the mitigation exercise.

**Prerequisites: Recommended**—E900, *IEMC: All Hazards Preparedness and Response*, IS-100.a, *Introduction to the Incident Command System*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents*, and IS-700.a, *National Incident Management System (NIMS), An Introduction*. 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

**Course Length:** 4 days  
**CEUs:** 2.8

## **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 participants from communities throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decision making in an educational, yet realistic, environment. A key outcome of this IEMC is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise scenario for *IEMC: Hurricane Preparedness and Response* focuses on evacuation issues prior to the simulated hurricane making landfall and response activities after landfall.

**Prerequisites: Recommended**—IS-100.a, *Introduction to the Incident Command System*, IS-200.a, *Incident Command System for Single*

*Resources and Initial Action Incidents*, and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

**ACE Recommendation:**

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

**NOTE:** *Credit can be awarded for only one course of the IEMC courses: E900, IEMC: All Hazards Preparedness and Response, E905, IEMC: Hurricane Preparedness and Response, or E910, IEMC: Earthquake Preparedness and Response.*

**Course Length:** 4 days  
**CEUs:** 2.8

## **IEMC: Earthquake Preparedness and Response (E910)**

This IEMC addresses preparedness and response in emergency situations resulting from an earthquake. This exercise-based course is conducted for participants from communities throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises, allow for structured decision making in a learning environment that is realistic. A key outcome of this IEMC is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise scenario 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: Recommended**—IS-100.a, *Introduction to the Incident Command System*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents*, and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

**ACE Recommendation:**

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

**NOTE:** *Credit can be awarded for only one course of the IEMC courses: E900, IEMC: All*

*Hazards Preparedness and Response, E905, IEMC: Hurricane Preparedness and Response, or E910, IEMC: Earthquake Preparedness and Response.*

**Course Length:** 4 days  
**CEUs:** 2.8

## **IEMC: Homeland Security (E915)**

This IEMC focuses on preparing for and responding to the consequences of a terrorist act. Three scenarios are used for the functional exercises: chemical, biological, and explosive. This exercise-based course is conducted for participants from communities throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decision making in a realistic learning environment. In the *IEMC: Homeland Security*, special attention is placed on the response among agencies when the disaster area also is a crime scene.

**Prerequisite: Recommended**—G408, *Homeland Security Planning for Local Governments*, IS-100.a, *Introduction to the Incident Command System*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents*, and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

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

**Course Length:** 4 days  
**CEUs:** 2.8

## **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 participants from communities throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decision

making in a learning environment that is nonetheless realistic.

**Prerequisites: Recommended**—IS-100.a, *Introduction to the Incident Command System*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents*, and IS-700.a, *National Incident Management System (NIMS), An Introduction*.

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

**Course Length:** 4 days  
**CEUs:** 2.8

## **COMMUNITY-SPECIFIC INTEGRATED EMERGENCY MANAGEMENT COURSES (E930)**

Community-specific IEMCs place emphasis on a specific jurisdiction's risks, response capability, target capabilities, and short-term recovery issues. They are tailored to fit the jurisdictions and are based on a selected hazard scenario. Course methodologies include classroom instruction, group planning sessions, and exercises that allow for structured decision making in a learning environment. A key outcome of this IEMC is to provide participants with the ability to carry out their respective EOC functions related to disaster response and assist with making the transition from response activities to short-term recovery.

### **Steps in the Community-specific IEMC Application Process**

- The chief elected official of the jurisdiction submits a letter of request, addressing the below specified information, to his/her respective State office of emergency management.
- If the State office of emergency management supports the request, it will attach its letter of endorsement outlining how acceptance of this request will meet State emergency management objectives. Note: At this stage in the request, the State 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.*

- If endorsed by the State Emergency Management office, the application is forwarded to the appropriate FEMA Regional Office for review. The FEMA Regional Office includes its endorsement for each jurisdiction's application. If more than one jurisdiction is submitted, the Region will prioritize its recommendations.
- Applications must be received at EMI from the FEMA Regional Office no later than January 15 each year. Between January 15 and February 15, EMI staff reviews the applications and ranks them based on Regional priority and information provided in the requests. Final selection is made by March 1.
- By March 31, communities that have been accepted will be notified, as well as communities that are not accepted. Appropriate FEMA Regional Offices and State emergency management offices are also notified.
- Communities that are not selected and that want to be reconsidered for the following year must re-apply.

**Communities must include the following information in their application:**

- Population of jurisdiction.
- A brief description of the government structure (include organizational chart); clarify if the request is for a single jurisdiction (e.g., one city) or a combination of jurisdictions (e.g., a city and county).
- A narrative that includes the status of emergency management in the community, including past disaster history.
- Emergency management training and exercise history.
- Specific hazards facing the jurisdiction and/or specific hazards requested to be addressed in the IEMC.
- Any major national events or special events planned for the jurisdiction, such as sporting events, conventions, etc.
- The community emergency management objective(s) that will be accomplished through participation in an IEMC program.

For additional information, please visit our web site at: [training.fema.gov/EMIWeb/IEMC\\_15.asp](http://training.fema.gov/EMIWeb/IEMC_15.asp)

**Prerequisites: Recommended**—IS-100.a, *Introduction to the Incident Command System*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents*, IS-700.a, *National Incident Management System (NIMS), An Introduction*, and IS-775, *EOC Management and Operations*.

**Course Length:** 4 days  
**CEUs:** 2.8

**IEMC: Emergency Operations Center–Incident Management Team Interface (E947)**

This course is a new resident course released in FY 2009 to provide an exercise environment for EOC members and IMT responders to practice communications and coordination between the EOC and field operations command during simulated incidents, both planned and unplanned. This course describes the roles, responsibilities, and relationships of local emergency operations centers (EOCs) and Incident Management Teams (IMTs). It trains participants on effective management of domestic incidents and exercises the interfaces between EOC personnel and All Hazards IMTs (Types 3, 4, and 5). This IEMC clarifies the difference between resource management at the EOC and on-scene command. It presents four ways an EOC can be organized and explains the difference between the IMT's on-scene command responsibilities and an EOC's coordination responsibilities. This course is delivered via classroom lectures, discussions, and functional exercises.

**Selection Criteria:** The target audience for this course includes EOC personnel and IMT members. EOC personnel include, but are not limited to, elected and appointed officials (e.g., mayors; city and county managers) jurisdictional attorneys; emergency managers; fire, police, emergency medical services, and public safety managers; public works and public health managers; EMS managers; community services and volunteer agency managers; and key EOC support staff. For a more detailed list, please see the IEMC web site at: <http://training.fema.gov/EMIWeb/IEMC/iemcpos.asp>.

**Prerequisites: Required**—EOC Personnel: IS-100.a, *Introduction to the Incident Command System*,

IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents*, and IS-700.a, *National Incident Management System (NIMS), An Introduction*. IMT Personnel: G300, *Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300*, and G400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents, ICS-400*. **Recommended—**G775, *Emergency Operations Center (EOC) Management and Operations*, and IS-701, *Multi-Agency Coordination System (MACS) Course*.

**Course Length:** 4 days

**CEUs:** 2.8

## **Advanced Public Information Officers (E388)**

This advanced course builds on the foundations established in *Basic Public Information Officers (PIO)* (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, and effective communication in emergencies, media relations, and use of the Joint Information System (JIS).

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

**Prerequisites:** **Recommended—***Basic Public Information Officers (PIO)* (G290) (or pre-approved EMI waiver).

**Course Length:** 4 days

**CEUs:** 2.7

# **The National Standard Exercise Curriculum (NSEC) and the Master Exercise Practitioner Program (MEPP)**

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities-based exercise program that includes a cycle, mix, and range of exercise activities of varying degrees of complexity and interaction. The purpose of HSEEP is to build self-sustaining exercise programs and provide a standardized methodology for designing, developing, conducting, and evaluating all exercises.

The National Standard Exercise Curriculum (NSEC) is a current effort to unify curricula in exercise program management, design, development, conduct, evaluation, and improvement planning across the country in support of the HSEEP. In Fiscal Year 2009, the NSEC replaced FEMA's older Comprehensive Exercise Curriculum (CEC) to reinforce the national strategy to emphasize the principles, concepts, practices, terminology, and tools in HSEEP. For FY 2010, the NSEC will continue to develop and deploy updated training opportunities to the exercise community.

The NSEC strategy involves providing guidance to State and local jurisdictions concerning the exercise and training curricula, workshops, and briefings.

The goals of NSEC are to:

- 1) ensure consistency across all exercise training curricula in accordance with the National Incident Management System and the National Preparedness Goal,
- 2) shape future efforts in exercise training and course development, and
- 3) provide a clear path for participants to become a beginner, intermediate, and ultimately a master exercise practitioner.

The NSEC Working Group has identified four levels of training as guidance to help organizations determine appropriate courses for selected target audiences. This recognizes that not all individuals have the need, necessity, or the resources to become expert in every facet of exercise program management or the exercise process. It also acknowledges that participation in many exercise

training programs derives from the need to be able to perform specific tasks, i.e., function as an exercise evaluator or serve as a member of an exercise planning team, etc.

These levels include the following:

## **Level I: Awareness/Beginner**

Independent Study courses currently available through EMI's Independent Study Program on the web at <http://training.fema.gov/IS/>

## **Level II: Intermediate**

Homeland Security Exercise and Evaluation Program (HSEEP) training course consisting of 7 modules (For information on the HSEEP mobile course, please visit the web site at <http://hseeptraining.com/info.aspx>).

## **Level III: Advanced**

Classroom-based courses currently administered by State Emergency Management Agencies (SEMAs) (For more information on State training opportunities, please visit the web site at <http://www.fema.gov/about/contact/statedr.shtm>)

## **Level IV: Professional**

Master Exercise Practitioner Program (MEPP) administered by the Emergency Management Institute for MEPP Candidates Only (For more information on EMI's MEPP, please visit the web site at <http://training.fema.gov/>)

The specific target audiences based on exercise roles and responsibilities are identified as the following:

- Exercise Planning Team Leader
- Exercise Program Manager
- Exercise Planning Team Member
- Controller/Facilitator
- Evaluator
- Senior Official

For more detailed information on the National Standard Exercise Curriculum (NSEC) initiative, detailed explanations of the current and proposed courses, and specific functional target audiences,

please visit the web site at [https://hseep.dhs.gov/pages/1001\\_Home10.aspx](https://hseep.dhs.gov/pages/1001_Home10.aspx).

## MASTER EXERCISE PRACTITIONER PROGRAM (MEPP)

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

As of November 30, 2008, more than 1,100 individuals have completed EMI's Master Exercise Practitioner Program and are empowered to place MEP after their names in recognition of this accomplishment.

The MEPP mission is to improve the capabilities of emergency management exercise personnel in exercise program management and in every phase of the overall exercise process. Through the improvement of the knowledge, skills, and abilities, both the quantity and quality of exercises conducted at the local, Tribal, State, and Federal levels of government can be improved. The National Standard Exercise Curriculum (NSEC) includes the Master Exercise Practitioner Program (MEPP) as the Level IV: Professional level of training and includes both the **Resident** and **Non-Resident** MEPP options for completion. Non-Resident MEPP information can be found on page 92.

### TARGET AUDIENCE FOR THE MASTER EXERCISE PRACTITIONER PROGRAM (MEPP)

EMI's Resident and Non-Resident Master Exercise Practitioner Program (MEPP) eligibility includes local, Tribal, State, Territorial, Department of Homeland Security (DHS), and other Federal agency emergency management/emergency services personnel with responsibilities involving emergency management exercises. This includes exercise training officers, emergency managers, emergency services personnel from fire, emergency medical, hospitals, public/environmental health, coroners, law

enforcement, corrections officials, public works/utilities, community service/volunteer agencies, non-profits, and private entities who participate in emergency services/emergency management exercise design/development, conduct, evaluation, and improvement planning activities, members of exercise planning teams, evaluation teams, and/or who manage exercise programs.

### MEPP APPLICANT CATEGORIES FOR THE RESIDENT OPTION (Courses taught in Residence at the National Emergency Training Center by the Emergency Management Institute)

*Category 1:* Local, State, Tribal Nation, and Trust Territories

*Category 2:* Department of Homeland Security organizations and agencies (FEMA, TSA, USCG, etc.)

*Category 3:* Other Federal Agencies (DOD, DOE, DOT, DOL, etc.)

*Category 4:* Private Industry

**Prerequisites: Required**—For FY 2010, EMI Resident MEPP Applicants must complete the following EMI Independent Study courses and include copies of certificates of completion as part of their MEPP Applicant package:

- IS-100.a, *Introduction to the Incident Command System, ICS-100*  
<http://training.fema.gov/EMIWeb/IS/is100.asp>
- IS-120.a, *An Introduction to Exercises*  
<http://training.fema.gov/EMIWeb/IS/IS120A.asp>
- IS-130, *Exercise Evaluation and Improvement Planning*  
<http://training.fema.gov/EMIWeb/IS/IS130.asp>
- IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents, ICS-200*  
<http://training.fema.gov/EMIWeb/IS/is200.asp>
- IS-230, *Principles of Emergency Management*  
<http://training.fema.gov/EMIWeb/IS/is230.asp>

EMI requires that all MEPP Applicants complete the Homeland Security Exercise and Evaluation Program (HSEEP) training course. For more information on the HSEEP training course, please visit <http://hseeptraining.com/>. Inquiries regarding this training opportunity may be directed via e-mail to [hseep@dhs.gov](mailto:hseep@dhs.gov).

These EMI Independent Study (IS) courses are available on the web at <http://training.fema.gov/IS/>. A complete listing of all of the EMI Independent Study courses can be found at <http://training.fema.gov/IS/crslst.asp>.

Please note that EMI reserves the right to modify the prerequisites for the MEPP on an MEPP Series basis. This means that no new prerequisites will be required of an MEPP Applicant who has submitted an MEPP package within an Open Enrollment Period.

### To Apply for the Resident EMI MEPP

Applicants must complete and submit an application package that contains the following:

1. A General Admission Application Form (FEMA Form 75-5). Item #9a should list the MEPP Series in which the applicant wishes to enroll. NOTE: Item #10 must list the IS courses cited above in the Prerequisites.
2. A letter from the applicant requesting admission to the program. The letter should address applicant's qualifications, expectations, and commitment to complete the entire program and note involvement and responsibilities related to Department of Homeland Security (DHS) and/or other federally funded grant programs with exercise requirements.
3. A letter of recommendation from the applicant's immediate supervisor indicating the organization's commitment to allow the applicant to complete the entire program which includes the time necessary to complete Proficiency Demonstration requirements (take home assignments) between the E132, *Discussion-Based Exercise Design and Evaluation*, course, E133, *Operations-Based Exercise Design and Evaluation Course*, E133, *Operations-Based Exercise Design and Evaluation Course*, and E136, *Operations-Based Exercise Development Course*, approximately 60 hours for completion.

If you are eligible for reimbursement for your transportation expenses as shown above (to learn more about these requirements, visit the [Participant Information web site](#)), you must submit your MEPP package to your respective State Emergency Management Agency (SEMA) <http://www.fema.gov/about/contact/statedr.shtm>. This Point of Contact (POC) will submit your MEPP application package to the:

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

**NOTE:** *If you are a Category 1 MEPP Applicant and send your MEPP package directly to Admissions or to EMI, this may result in a delay or a determination of ineligibility as an MEPP Candidate.*

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

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

EMI Resident MEPP Application packages remain active for one (1) year from the date of receipt at the NETC Admissions Office. This means your MEPP Application package will be considered for the next two (2) MEPP Series. After that time, your package will be invalid and a new package will have to be completed and submitted.

If you are accepted as an MEPP candidate, you will be enrolled in a specific MEPP series. You are not permitted to enroll in other MEPP series. Each MEPP series consists of three (3) resident courses at EMI on the campus of the National Emergency Training Center (NETC) in Emmitsburg, Maryland. **You must complete the training requirements in this order:**

1. E132, *Discussion-Based Exercise Design and Evaluation* (replaces *Exercise Design and Evaluation* as of September 30, 2008)
2. E133, *Operations-Based Exercise Design and Evaluation Course* (replaces *Exercise Control/Simulation and Program Management* as of September 30, 2008)
3. E136, *Operations-Based Exercise Development Course* (replaces *Exercise Development Course* as of September 30, 2008)

**CEUs:** 2.5 CEUs for each course, total 7.5 CEUs.

If you need more information on the MEPP, please contact Lowell Ezersky, MEPP Manager, e-mail [lowell.ezersky@dhs.gov](mailto:lowell.ezersky@dhs.gov), toll free 1-800-238-3358, extension 1355 or direct phone (301) 447-1355, or Paul Ganem, Training Specialist, e-mail [paul.ganem@dhs.gov](mailto:paul.ganem@dhs.gov), toll free 1-800-238-3358, extension 1172, direct phone (301) 447-1172.

### **Discussion-Based Exercise Design and Evaluation (replaces Exercise Design and Evaluation as of September 30, 2008) (E132)**

This course is designed for Master Exercise Practitioner Program (MEPP) Candidates exercise staff to acquire knowledge and skills and to demonstrate proficiencies necessary to successfully complete the five phases of the exercise process for discussion-based exercises. Participants are introduced to the Homeland Security Exercise and Evaluation Program (HSEEP) doctrine, terminology, and practices. A wide variety of instructional strategies—including classroom lectures, exercise case studies, exercise workshops, and performance-based proficiency demonstrations—are used to challenge the participants to function effectively in exercise planning teams using HSEEP tools and templates. Team members must then conduct these exercises in simulated exercise environments, and complete the exercise evaluation and improvement planning phases of the exercise process. Exercise activities include the conduct of exercise seminars, workshops, and tabletop exercises. At the conclusion of the course, participants are given instructions and guidance to complete a take-home Proficiency Demonstration (PRODEM), which must be completed and submitted at the beginning of the second MEPP course.

**Selection Criteria:** Participation in this course is limited to EMI Resident MEPP Candidates. EMI Resident MEPP Candidates are selected from all levels of government (local, State, Trust Territories, Tribal Nations, the Department of Homeland Security [DHS], and other Federal agencies) and are representative of emergency management/emergency services personnel whose responsibilities include emergency management exercises. This includes exercise training officers; emergency managers; emergency services personnel from fire, emergency medical, hospitals, public/environmental health, law enforcement, public works/utilities, community service/volunteer agencies; and private entities who participate in emergency services/emergency

management exercise planning teams, design and development, control/simulation, and evaluation teams or manage exercise programs.

**Course Length:** 4 days  
**CEUs:** 2.5

### **Operations-Based Exercise Design and Evaluation Course (replaces Exercise Control/Simulation and Program Management as of September 30, 2008) (E133)**

This second required course for Master Exercise Practitioner Program (MEPP) Candidates focused on the knowledge, skills, and proficiency demonstrations necessary to successfully complete the five phases of the exercise process for an operations-based exercise. A wide variety of instructional strategies—including classroom lectures, exercise workshops, and performance-based proficiency demonstrations—are used to challenge the participants to function effectively in exercise planning teams using HSEEP tools and templates. Participants must master basic control/simulation concepts and principles to structure a simulation cell (SIMCELL), design and develop a simple functional exercise, and then successfully conduct the exercise in a simulated exercise environment. Team members are also challenged to complete exercise evaluation and improvement planning phases of the exercise process. At the conclusion of this course, participants are given instructions and guidance to complete the second take-home Proficiency Demonstration (PRODEM), which must be completed and submitted at the beginning of the final course in the MEPP Series.

**Selection Criteria:** Participation in this course is limited to EMI Resident MEPP Candidates who have successfully completed the E132, *Discussion-Based Exercise Design and Evaluation*, course. EMI Resident MEPP Candidates are selected from all levels of government (local, State, Trust Territories, Tribal Nations, the Department of Homeland Security [DHS], and other Federal agencies) and are representative of emergency management/emergency services personnel whose responsibilities include emergency management exercises. This includes exercise training officers; emergency managers; emergency services personnel from fire, emergency medical, hospitals, public/environmental health, law enforcement, public works/utilities, community service/volunteer agencies; and private entities who

participate in emergency services/emergency management exercise planning teams, design and development, control/simulation, and evaluation teams or manage exercise programs.

**Prerequisites: Required**—E132, *Discussion-Based Exercise Design and Evaluation* (replaces *Exercise Design and Evaluation* as of September 30, 2008).

**Course Length:** 4 days  
**CEUs:** 2.5

development, control/simulation, and evaluation teams or manage exercise programs.

**Prerequisites: Required**—E133, *Operations-Based Exercise Design and Evaluation Course* (replaces *Exercise Control/Simulation and Program Management Course* as of September 30, 2008).

**Course Length:** 4 days  
**CEUs:** 2.5

### **Operations-Based Exercise Development Course (replaces Exercise Development Course as of September 30, 2008) (E136)**

This third and final course in EMI's Resident Master Exercise Practitioner Program (MEPP) focuses on complex functional exercises (FX) and full-scale exercises (FSE). Participants must develop a complex functional exercise and successfully conduct the exercise in a simulated emergency operations center environment. This course primarily consists of performance-based workshops and proficiency demonstration activities. HSEEP tools and templates must be used to complete the five phases of the exercise process for a major complex functional exercise. After the completion of the FX activities, participants must establish the foundation for and complete exercise plans for a full-scale exercise. At the end of the course, individuals who have met all the requirements are awarded the MEPP title and certificate of completion.

**Selection Criteria:** Participation in this course is limited to EMI Resident MEPP Candidates and to Non-Resident MEPP Candidates who have successfully completed the G138, *Exercise Practicum for the Master Exercise Practitioner*. EMI Resident MEPP Candidates are selected from all levels of government (local, State, Trust Territories, Tribal Nations, the Department of Homeland Security [DHS], and other Federal agencies) and are representative of emergency management/emergency services personnel whose responsibilities include emergency management exercises. This includes exercise training officers; emergency managers; emergency services personnel from fire, emergency medical, hospitals, public/environmental health, law enforcement, public works/utilities, community service/volunteer agencies; and private entities who participate in emergency services/emergency management exercise planning teams, design and

## **State/Local/Tribal Field Courses**

State/Local/Tribal Field courses are offered by the State/Local/Tribal training offices. To find out more information about these courses, please contact your State Training office (phone numbers and addresses are listed in this catalog starting on page 153).

### **Mitigation Curriculum**

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 State/Local/Tribal Field 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 125.

### **Local Floodplain Manager Roles and Responsibilities (G194.1)**

This course is designed to familiarize participants with various aspects of the Floodplain Manager's job. Four key roles will be examined and discussed: Regulator, Coordinator, Educator, and Planner. These roles impact the Floodplain Manager's job and have broad-reaching impacts in the community.

**Selection Criteria:** This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

### **NFIP Rules and Regulations in Depth (G194.2)**

This course is designed to review 60.3 Code of Federal Regulations (CFR) and other rules and regulations that impact floodplain management. Participants will be led through discussions and interactive exercises that explore the details of the interpretations of the various regulations. Topics covered include: floodway and encroachment requirements, new residential building requirements, development in Approximate A zones, accessory and agricultural buildings, anchoring fuel storage tanks, regulating recreational vehicles, environmental and historical regulations, and typical compliance problems.

**Selection Criteria:** This course is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

### **Letters of Map Change (LOMC) (G194.3)**

This course is designed to familiarize participants with the Letter of Map Change (LOMC) process and forms and actions necessary to get Letters of Map Change reviewed and approved or denied. Letters of Map Amendment, Letters of Map Amendment based on Fill, Letters of Map Revision, Conditional Letters of Map Revision, and other topics will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

**Selection Criteria:** This course is designed for Floodplain Managers with at least 2 years of



floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

### **Preparing for Post-Disaster Responsibilities (G194.4)**

This course is designed to familiarize participants with the issues surrounding getting teams started for work in the post-disaster environment. Topics include: Identifying Partners and Resources, Creating Post-Disaster SOPs, Introduction to Post-Disaster SOPs, Introduction to Post-Disaster Operations, initial sweeps and public information, detailed substantial damage inspections, substantial damage declarations and posting, permitting documentation, and compliance and funding sources.

**Selection Criteria:** This course has in-depth discussion of the topics and exercises to help Floodplain Managers prepare for post-disaster activities and is designed for Floodplain Managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager (CFM) credential.

### **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* course 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.

### **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*.

## Mitigation for Emergency Managers (G393)

This course is designed to train emergency managers and other interested individuals who have no specialized technical background, but who 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; and 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*.

## 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.

## 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 78)
- G276** *Resource Management* (description on page 78)
- G278** *Benefit-Cost Analysis: Entry-Level Training* (description on page 73)
- G279** *Retrofitting Flood-Prone Residential Buildings* (description on page 73)
- G285** *Benefit-Cost Analysis Using the Limited-Data Module: Intermediate Training* (description on page 74)
- G365.3** *Workshop: Partnerships for Creating and Maintaining Spotter Groups* (description on page 82)
- G393** *Mitigation for Emergency Managers* (description on page 75)
- G436** *Earthquakes: A Teacher's Package for K–6* (description on page 75)
- G439** *Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7–12* (description on page 75)

## Independent Study Courses

- IS-8.a** *Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699* (description on page 127)
- IS-100.HE** *Introduction to the Incident Command System, ICS-100, for Higher Education* (description on page 131)
- IS-100.SCa** *Introduction to the Incident Command System, ICS-100, for Schools* (description on page 132)
- IS-279** *Retrofitting Flood-Prone Residential Buildings* (description on page 137)
- IS-362** *Multi-Hazard Emergency Planning for Schools* (description on page 139)
- IS-393.a** *Introduction to Hazard Mitigation* (description on page 139)
- IS-394.a** *Protecting Your Home or Small Business from Disaster* (description on page 139)

## **Preparedness and Technology Curriculum**

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 decision making 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 decision making. The many resident and non-resident 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 Independent Study web site at:  
[www.training.fema.gov](http://www.training.fema.gov).

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

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

This 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:** *Recommended*—IS-100.a, *Introduction to the Incident Command System*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents*, ICS-200, and/or EOC Management courses.

**Course Length:** 8 hours

### **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 two 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.

## **Resource Management (G276)**

This course has been superseded by IS-703, *National Incident Management System (NIMS) Resource Management*, which is described on page 142 of the Independent Study section. There is a classroom delivery option for IS-703.

## **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, *Introduction to the Incident Command System*, and ICS-200, *Incident Command System for Single Resources and Initial Action Incidents*. **Recommended**—Command or General Staff experience.

### Course Objectives

- 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:** 16–18 hours not including breaks

*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*.

### 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 Participant 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 and Prevention (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.

## 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.

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



## 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 accidents 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*.

## 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**—IS-100.a, *Introduction to the Incident Command System, ICS-100*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents, ICS-200*, G300, *Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300*, IS-700.a, *National Incident Management System (NIMS), An Introduction*, and IS-800.b, *National Response Framework, An Introduction*. **Recommended**—Command or General Staff experience.

#### **Course Objectives**

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

### 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. Contact information for State emergency management offices can be found starting on page 153, or on the web at <https://www.fema.gov/about/contact/statedr.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.

**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; and 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: Recommended**—IS-547.a, *Introduction to Continuity of Operations (COOP)*.

**Course Length:** 2 days  
**CEUs:** 1.2

## Communications Interoperability Course (G575)

The purpose of this course is to provide a process and tools for jurisdictions to use in working together to achieve communications interoperability. Based on the SAFECOM model developed by the Department of Homeland Security's Office for Interoperability and Compatibility, and the National Incident Management System (NIMS), this course focuses on cooperative planning in five main areas—governance, technology, plans and procedures, training and exercises, and usage—and on funding improvements in those areas.

**Selection Criteria:** State and local emergency managers and personnel involved in operating and maintaining communications equipment and capabilities.

**Course Length:** 2 days  
**CEUs:** 1.4

## Emergency Operations Center (EOC) Management and Operations (G775)

This course explores the role, design, and functions of Emergency Operations Centers (EOCs) and their relationships as components of a multiagency coordination system. The course contains disaster-related examples, activities, and case studies that relate to EOCs and multiagency coordination systems at the local, State, and Federal levels of government.

At the end of the course, participants should be able to:

- Relate EOC operations to National Incident Management System (NIMS) requirements.
- Describe the role that EOCs play in overall multiagency coordination.
- Describe the relationship between the EOC and the on-scene Incident Command System (ICS) structure.
- Identify staffing, information, systems, and equipment needs at the EOC.
- Determine whether participants' EOC organizations are conducive to effective coordination.

- Identify potential alternate locations suitable for EOC operations should the primary EOC facility become damaged or inoperable.
- Create a test, training, and exercise plan for critical EOC operations.
- Develop a strategy and schedule for reviewing EOC resource requirements and technology needs.

**Selection Criteria:** This course is open to all Federal, State, local, and Tribal emergency managers; first responders to include incident commanders from all emergency management disciplines; private industry personnel responsible for coordination activities during a disaster; and Voluntary Organizations Active in Disaster (VOAD) personnel.

**Prerequisites:** *Recommended*—IS-701, *Multi-Agency Coordination System (MACS) Course*.

**Course Length:** 2 days  
**CEUs:** 1.4

## **Professional Development**

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 comes 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: Recommended**—IS-240, *Leadership and Influence*, IS-241, *Decision Making and Problem Solving*, and IS-242, *Effective Communication*.

### **Instructional Delivery Skills (G265)**

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, the audience 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.

## **ADVANCED PROFESSIONAL SERIES (APS)**

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

### **Required Courses**

- G191** *Incident Command System/Emergency Operations Center (ICS/EOC) Interface* (description on page 77)
- G250.7** *Workshop: Local Rapid Needs Assessment* (description on page 88)
- G270.4** *Recovery from Disaster: The Local Government Role* (description on page 88)
- G775** *Emergency Operations Center (EOC) Management and Operations* (description on page 84)
- G318** *Mitigation Planning Workshop for Local Governments* (description on page 74)

## Elective Courses

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

- G108**      *Community Mass Care Management*  
(description on page 87)
- G110**      *Emergency Management Operations Course (EMOC) for Local Governments*  
(description on page 90)
- G137**      *Exercise Program Manager/Management* (description on page 93)
- G197**      *Emergency Planning and Special Needs Populations* (description on page 87)
- G202**      *Debris Management Planning for State, Tribal, and Local Officials* (description on page 87)
- G271**      *Hazardous Weather and Flood Preparedness* (description on page 78)
- G272**      *Warning Coordination* (description on page 78)
- IS-703**     *National Incident Management System (NIMS) Resource Management*  
(description on page 142)
- G288**      *Local Volunteer and Donations Management* (description on page 88)
- G290**      *Basic Public Information Officers (PIO)*  
(description on page 90)
- G358**      *Evacuation and Re-entry Planning Course* (description on page 81)
- G361**      *Flood Fight Operations* (description on page 89)
- G386**      *Mass Fatalities Incident Response*  
(description on page 82)
- G400**      *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents, ICS-400* (description on page 82)
- G408**      *Homeland Security Planning for Local Governments* (description on page 83)

## **Disaster Operations and Recovery**

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.

### **Community Mass Care Management (G108)**

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 Planning for State, Tribal, and Local Officials (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. Latest revision is dated December 2007.

**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 Rapid Needs Assessment (G250.7)**

Communities can use the Resource Guide for developing a 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 ½–2-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 FEMA web 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 8–12-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.a, *Introduction to the*



*Incident Command System, ICS-100, and IS-700.a, 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 (USACE) 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**

Two integrated emergency management field courses are available that can be used as stand-alone training or in preparation to attend the advanced resident courses.

### **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.

### **Public Information Officer Awareness Training (G289)**

This awareness-level training is suitable for new PIOs. It can be taken alone or before *Basic Public Information Officers (PIO)* (G290) or for elected or other officials who want an overview of emergency public information. The content will be delivered in two formats: a 1-day classroom course or a 1- to 2-hour online course.

**Selection Criteria:** The primary audience for this training is individuals who have public information

responsibilities as their main job or as an auxiliary function at State, local, or Tribal levels of government.

A secondary audience for the awareness component of this training (Component 1: Introduction to Emergency Public Information) includes individuals who would benefit from a general understanding of the emergency public information function. This audience would include elected and other officials with responsibilities that would necessitate their working with PIOs or the news media during an emergency incident.

### **Basic Public Information Officers (PIO) (G290)**

This 2-day classroom course is an updated, shortened, and revised version of the previous G290 course. The revised course emphasizes skills development, addresses the impact of technology on emergency public information, and offers options that allow the States to tailor the instructional methodology to suit their needs while consistently meeting the course learning objectives.

**Selection Criteria:** The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function at the State, local, or Tribal level of government.

A secondary audience for the awareness component of this training (Component 1: Introduction to Emergency Public Information) includes individuals who would benefit from a general understanding of the emergency public information function. This audience would include elected and other officials with responsibilities that would necessitate their working with PIOs or the news media during an emergency incident.

**Prerequisites: Required**—Successful completion of the *Public Information Officer Awareness Training* (G289) is required before taking G290, *Basic Public Information Officers (PIO)*.

## **Joint Information System/Center Planning for Tribal, State, and Local Public Information Officers (PIOs) (G291)**

The purpose of this course is to build on the solo PIO competencies gained in the *Basic Public Information Officers (PIO)* (G290) course to applying those skills in an expanding incident where coordination is enhanced through the establishment of a Joint Information System (JIS)/Joint Information Center (JIC).

This training will equip PIOs with the skills needed to establish and operate in a JIS/JIC. Participants will also gain a working knowledge of operational practices for performing PIO duties within the NIMS multiagency coordination system.

The course will demonstrate how JIC concepts are applied in a flexible and scalable manner at the local levels.

**Selection Criteria:** The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function primarily at State, local, or Tribal levels of government.

A secondary audience for the awareness component of this training includes individuals who would benefit from a general understanding of the emergency public information function. This audience would include elected and other officials with responsibilities that would necessitate their working with PIOs or the news media during an emergency incident.

**Prerequisites: Required**—This training is designed on the assumption that participants will have completed the following courses: *Public Information Officer Awareness Training* (G289). This is awareness-level training suitable for new PIOs taken alone or before G290, *Basic Public Information Officers (PIO)*, or for elected or other officials who want an overview of emergency public information. The content will be delivered in two formats: a 1-day classroom course or a 1- to 2-hour online course. *Basic PIO*—This 2-day classroom course places an emphasis on skills development and the impact of technology on emergency public information.

## **Non-Resident Master Exercise Practitioner Program**

For FY 2010, State Emergency Management Agencies (SEMAs) and FEMA Regions may, at their option, choose to administer EMI's Non-Resident Master Exercise Practitioner Program (MEPP).

Individuals who wish to participate in the Non-Resident MEPP Option must first enroll in the G138, *Exercise Practicum for the Master Exercise Practitioner*, as administered by State Emergency Management Agencies and/or FEMA Regions in order to complete eleven non-resident exercise proficiency demonstration requirements. The G138, *Exercise Practicum for the Master Exercise Practitioner*, is an individually administered supervised series of negotiated exercise proficiency demonstrations which will require a substantial investment of time to complete. Non-resident MEPP graduates have completed the G138, *Exercise Practicum for the Master Exercise Practitioner*, training requirements, and the capstone E136, *Operations-Based Exercise Development Course*, in as few as 24 months to as many as 48 months.

After a Non-Resident MEPP Candidate has completed the G138, *Exercise Practicum for the Master Exercise Practitioner*, and the specified training courses which follow, the State and/or the FEMA Region can request the Non-Resident MEPP Candidate complete the MEPP through participation in the E136, *Operations-Based Exercise Development Course* taught in residence by the Emergency Management Institute at the National Emergency Training Center. After the completion of this course, the MEPP Candidate will be awarded the title certificate Master Exercise Practitioner (MEP) by the Emergency Management Institute (EMI).

### **To Apply for the Non-Resident EMI MEPP**

Individuals who are members of the target audiences for the Master Exercise Practitioner Program (MEPP) should direct their inquiries to their respective State Emergency Management Agencies on the web at <http://www.fema.gov/about/contact/statedr.shtml> (a complete list of this contact information is found starting on page 153) to request enrollment in the G138, *Exercise Practicum for the Master Exercise Practitioner*. MEPP applicants should be prepared to provide their qualifications, expectations, and commitment to complete the entire program and note

involvement and responsibilities related to Department of Homeland Security (DHS) and/or other federally funded grant programs with exercise requirements.

**Prerequisites: Required**—For FY 2010, all Non-Resident MEPP applicants must complete the following six EMI Independent Study courses and include copies of certificates of completion to enroll in G138, *Exercise Practicum for the Master Exercise Practitioner*:

- IS-100.a, *Introduction to the Incident Command System, ICS-100*  
<http://training.fema.gov/EMIWeb/IS/is100.asp>
- IS-120.a, *An Introduction to Exercises*  
<http://training.fema.gov/EMIWeb/IS/IS120A.asp>
- IS-130, *Exercise Evaluation and Improvement Planning*  
<http://training.fema.gov/EMIWeb/IS/IS130.asp>
- IS-139, *Exercise Design*  
<http://training.fema.gov/EMIWeb/IS/is139.asp>
- IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents, ICS-200*  
<http://training.fema.gov/EMIWeb/IS/is200.asp>
- IS-230, *Principles of Emergency Management*  
<http://training.fema.gov/EMIWeb/IS/is230.asp>

These EMI Independent Study (IS) courses are available on the web at <http://training.fema.gov/IS/>. A complete listing of all of the EMI Independent Study courses can be found at <http://training.fema.gov/IS/crslist.asp>.

The classroom-based courses that can be completed after enrollment in the G138, *Exercise Practicum for the Master Exercise Practitioner*, as administered by State Emergency Management Agencies that are required of Non-Resident MEPP Candidates are as follows:

1. G130, *Exercise Evaluation*
2. G135, *Exercise Control/Simulation*
3. G137, *Exercise Program Manager/Management*
4. *Homeland Security Exercise and Evaluation Program (HSEEP) training course*

For more information on the HSEEP mobile training course, please visit <http://hseeptraining.com/>.

Inquiries regarding this training opportunity may be directed via e-mail to [hseep@dhs.gov](mailto:hseep@dhs.gov).

Additional Training Requirements: State Emergency Management Agencies may choose to, and are authorized to, require additional coursework as part of the Non-Resident MEPP. In addition, EMI reserves the right to modify the prerequisites, training, and proficiency demonstration requirements for the Non-Resident MEPP on a Fiscal Year Basis.

*If you need more information on the Non-Resident MEPP, please contact your respective State Emergency Management Agency <http://www.fema.gov/about/contact/statedr.shtm> (a complete list of this contact information is found starting on page 153) and the State Training Managers.*

Inquiries may also be directed to Lowell Ezersky, MEPP Manager, e-mail [lowell.ezersky@dhs.gov](mailto:lowell.ezersky@dhs.gov); toll free 1-800-238-3358, extension 1355; or direct phone (301) 447-1355; or Paul Ganem, Training Specialist, e-mail [paul.ganem@dhs.gov](mailto:paul.ganem@dhs.gov); toll free 1-800-238-3358, extension 1172; or direct phone (301) 447-1172.

### 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: 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: 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.

## **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.

# FEMA/Federal Partners Courses

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

To carry out the provisions of the Stafford Act and Post-Katrina Emergency Management Reform Act (PKEMRA) of 2006 requires FEMA to maintain a well-trained disaster workforce. The workforce must be capable of performing their jobs in a unified effort to accomplish a shared mission that involves other Federal agencies; local, State, and Tribal governments; voluntary agencies; and the private sector. The FEMA Disaster Workforce is comprised of Permanent Full-Time (PFT) employees with collateral disaster duties, Cadre of On-call Response Employees (COREs), and intermittent Disaster Reservists. The work is performed at FEMA's Joint Field Offices (JFOs), Regional Response and Coordination Centers (RRCCs), National Response and Coordination Center (NRCC), and other sites that support disaster response and recovery operations.

To build the capabilities of FEMA's Disaster Workforce, EMI offers a robust curriculum of disaster operations and recovery training. This training is aligned to the various positions within FEMA's 23 disaster cadres. The courses focus on tactics, techniques, and procedures that are required to carry out programmatic and functional responsibilities. They also provide participants the opportunity to hone the skills required for interagency and intergovernmental planning and operations. Included in the curriculum are courses on the Public Assistance Program, Individual Assistance Program, Operations including Mission Assignments, Logistics, Planning, Safety, Security, External Affairs, and Finance Administration. The courses are offered in residence, at the FEMA Regional Offices, and at various locations set up in support of disaster operations. **Only those who meet the required prerequisites and selection criteria are eligible to attend the training.**

## **Disaster Operations and Recovery**

### **Joint Field Office (JFO) Finance and Administration Section Chief Training (E106)**

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

After completing this course, the participants will be able to:

- Demonstrate the skills and abilities essential for a successful F&A Section Chief, including leadership, management, problem-solving, communication, planning, and time management.
- Accommodate an expanding organization by identifying management priorities, describing management strategies for addressing challenges, projecting staffing levels, and developing an organizational structure.
- Apply authorities important to the duties of an F&A Section Chief.
- Identify internal control systems needed to address fraud, waste, and abuse situations.

**Selection Criteria:** This course is for any FEMA Comptroller Disaster Workforce Cadre Member who has experience serving multiple disasters as Finance & Administration Section Chief in FEMA JFO disaster operations or any FEMA National personnel who experience serving multiple disasters as Finance and Administration Section Chief in FEMA JFO disaster operations. The individual should have completed all or substantially all of the qualifying criteria to be certified as fully qualified prior to attending this course. Approval to attend this course is made by the FEMA National Comptroller Cadre Manager, or a member of the Office of Chief Financial Officer/FEMA Headquarters who can sign on behalf of the FEMA National Comptroller Cadre Manager. The signature of the aforementioned is required. If the person is also a FEMA Regional employee, the signature of the FEMA Regional Training Manager is also required.

**Prerequisites:** E/L778, *JFO Middle Managers Training*, E/L292, *Disaster Field Operations Management (DFOM)*, E/L269, *Managing FEMA Staff on Disaster Operations*. **Recommended—** IS-100.a, *Introduction to the Incident Command System, ICS-100*, IS-200, *Incident Command System for Single Resources and Initial Action Incidents, ICS-200*, IS-700.a, *National Incident Management System (NIMS), An Introduction*, and IS-800.b, *National Response Framework (NRF)*, *An Introduction*, and IS-101, *Deployment Basics: Federal Disaster Workforce Readiness*.

**Course Length:** 5 days

**CEUs:** 3.0

### **Joint Field Office (JFO) Procurement Clerk Training (E113)**

This course is intended to teach the FEMA JFO Procurement Clerk position his/her responsibilities of files management, correct procedure when filing and working with JFO Contracting Folders, JFO Purchase Card Folders, and how to maintain spreadsheets that track costs in the FEMA JFO Procurement Unit. This course also teaches the FEMA JFO Procurement Clerk how to work in the online environment, and in general support of the FEMA JFO Contracting Specialist.

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

**Prerequisites:** **Recommended—** IS-100.a, *Introduction to the Incident Command System, ICS-100*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents, ICS-200*, IS-700.a, *National Incident Management System (NIMS), An Introduction*, and IS-800.b, *National Response Framework (NRF)*, *An*



*Introduction, and IS-101, Deployment Basics: Federal Disaster Workforce Readiness.*

**Course Length:** 4 days  
**CEUs:** 2.4

## **Operations Section Chief (OSC) (E/L196)**

This course is designed for FEMA staff who have the title of Operations Section Chief (trainee or above) or Branch Director in ADD. The course is intended to be a component of the OSC credentialing process and provide the classroom training portion to prepare and enhance the participant's knowledge and skills as a Type II OSC in a Level II disaster.

Course objectives:

1. Define the responsibilities and tasks as outlined in the OSC Position Task Book (PTB).
2. Demonstrate knowledge of the legal framework/policies relevant to the OSC.
3. Demonstrate the role of the OSC in the Incident Action Planning Process.
4. Identify the OSC decisionmaking steps in responding to request for Federal assistance.
5. Provide solutions to operations issues regarding FEMA disaster programs and dealing with the other JFO sections.
6. Apply knowledge and skills obtained in the course to a simulated Type II disaster scenario.

**Prerequisites:** Participants should have completed: IS-292, *Disaster Basics*, IS-293, *Mission Assignment (MA) Overview*, E/L779, *Orientation to Disaster Response Operations*, E/L423, *Response Operations III—ICS-320*, E347, *Introduction to Mission Assignment (MA) Processing*, or E/L348, *Orientation to Mission Assignments*, E/L269, *Managing FEMA Staff on Disaster Operations*.

**Selection Criteria:** Participants should have served as: a deputy OSC (or OSC) on a Type III Disaster (two deployments); branch director (Emergency Services/Individual Assistance or Public Assistance) on a Level II or I disaster (two deployments); and have a written recommendation/endorsement by the DOD Division Director or FEMA Headquarters.

## **Debris Task Force Leader (E200)**

This course is designed for FEMA disaster recovery staff, PA technical assistance contractors (TAC), and other Federal agency staff selected by FEMA to manage FEMA PA debris operations. The course is designed to enable participants to develop and implement an effective FEMA debris operations strategy by using the tools and information provided during the course.

**Prerequisites: Required**—E/L201, *Debris Operations*.

**Course Length:** 2 days  
**CEUs:** 1.2

## **Debris Operations (E201)**

This course addresses duties and responsibilities for managing, overseeing, or monitoring debris removal during disaster response and recovery. It prepares FEMA field staff for the resolution of debris removal issues after a disaster declaration.

**Selection Criteria:** FEMA Public Assistance (PA) Group Supervisors, PA Task Force Leader, Public Assistance Coordinator (PAC) Crew Leader, PA Project Specialist, and PA Technical Specialist.

**Prerequisites: Required**—E/L381, *Project Specialist*.

**Course Length:** 4 days  
**CEUs:** 2.4

## **Equal Rights Officer Basic (E216)**

This course instructs new Equal Rights Officers (EROs) on the procedures and policies that EROs must understand and execute. Subject matter includes Equal Employment Opportunity Commission policy and procedures, civil rights issues as they pertain to disaster assistance, disability rights, and counseling techniques. The course includes hands-on exercises and role-playing scenarios.

**Selection Criteria:** New FEMA Equal Rights Officers.

**Course Length:** 4 days

## Equal Rights Officer Update Course (E217)

This course explains changes in Equal Employment Opportunity and Civil Rights laws and policies through a series of presentations and exercises.

**Selection Criteria:** Current Equal Rights Officers.

**Course Length:** 4 days  
**CEUs:** 3.2

## Situation Unit (E224)

This course is designed to provide FEMA Planning Section personnel with additional knowledge and abilities to operate in the Situation Unit during a disaster operation. It is an intermediate-level course, with a high intensity of exercises and work projects to be completed in order to pass. Upon completion of this course, participants will be able to collect and analyze information; develop and maintain the Information Collection Plan; produce statistical and situational displays; demonstrate basic analytical skills; produce various intelligence reports and summaries; and establish and maintain the Situation Room.

**Selection Criteria:** Planning personnel who have an assignment and responsibility in the Situation Unit. Participants who sign up for this course should have been deployed for at least 45 days within this area. All nominations will be submitted through the FEMA Regional Training Managers.

**Prerequisites: Required**—IS-22, *Are You Ready? An In-Depth Guide to Citizen Preparedness*, IS-100.a, *Introduction to the Incident Command System*, ICS-100, IS-102, *Deployment Basics of FEMA Response Partners*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents*, ICS-200, IS-242, *Effective Communication*, IS-292, *Disaster Basics*, IS-546, *COOP Awareness*, IS-700.a, *National Incident Management System (NIMS), An Introduction*, or IS-800.b, *National Response Framework (NRF), An Introduction*.

**Course Length:** 5 days  
**CEUs:** 3.0

## Documentation Unit (E229)

This course is designed to provide FEMA Planning Section personnel with additional knowledge and abilities to operate in the Documentation Unit during a disaster operation. It is an intermediate-level course, with a high intensity of exercises and work projects to be completed in order to pass. Upon completion of this course, participants will be able to describe the roles and responsibilities within the Documentation Unit; produce the major products that this section is responsible for during a disaster operation; and describe the inter-relationship of the Documentation Unit to other Planning, JFO, and higher echelon elements.

**Selection Criteria:** Planning personnel who have an assignment and responsibility in the Documentation Unit. Participants who sign up for this course should have been deployed for at least 45 days within this area. All nominations will be submitted through the FEMA Regional Training Managers.

**Prerequisites: Required**—IS-22, *Are You Ready? An In-Depth Guide to Citizen Preparedness*, IS-100.a, *Introduction to the Incident Command System*, ICS-100, IS-102, *Deployment Basics of FEMA Response Partners*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents*, ICS-200, IS-242, *Effective Communication*, IS-292, *Disaster Basics*, IS-546, *COOP Awareness*, IS-700.a, *National Incident Management System (NIMS), An Introduction*, or IS-800.b, *National Response Framework (NRF), An Introduction*.

**Course Length:** 5 days  
**CEUs:** 3.0

## Plans Support Unit (E233)

This course is designed to provide FEMA Planning Section personnel with the knowledge and abilities to operate in the Plans Support Unit during a disaster operation. It is an intermediate-level course, with a high intensity of exercises and work projects to be completed in order to pass. Topics covered include incident action planning, strategic planning, contingency planning, and demobilization planning.

**Selection Criteria:** Planning personnel who have an assignment and responsibility in the Plans Support Unit. Participants who sign up for this course should have been deployed for at least 45 days within this

area. All nominations will be submitted through the FEMA Regional Training Managers.

**Prerequisites: Required**—IS-22, *Are You Ready? An In-Depth Guide to Citizen Preparedness*, IS-100.a, *Introduction to the Incident Command System, ICS-100*, IS-102, *Deployment Basics of FEMA Response Partners*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents, ICS-200*, IS-242, *Effective Communication*, IS-292, *Disaster Basics*, IS-546, *COOP Awareness*, IS-700.a, *National Incident Management System (NIMS), An Introduction*, or IS-800.b, *National Response Framework (NRF), An Introduction*.

**Course Length:** 4 days  
**CEUs:** 3.0

## 406 Hazard Mitigation (E239)

This course is designed to educate Public Assistance staff about the use of mitigation assistance provided under Section 406 of the Robert T. Stafford Act. Course topics include coordination with other Federal programs, hazard mitigation methods and practices, mitigation measures by disaster type, benefit-cost analysis, and document preparation.

**Selection Criteria:** FEMA Public Assistance (PA) Group Supervisors, PA Task Force Leader, PAC Crew Leader, PA Project Specialist, PA Technical Specialist, and State/Tribal staff responsible for administering the PA program.

**Prerequisites: Recommended**—IS-631, *Public Assistance Operations I*, or E/L381, *Project Specialist*, or E/L376, *State Public Assistance Operations for State/Tribal Staff*.

**Course Length:** 4 days  
**CEUs:** 2.4

## Public Affairs Policy and Procedures (E249)

This is a Basic Public Affairs course for all new FEMA Disaster Reservists entering the cadre, as well as Disaster Reservists assigned to other External Affairs cadres who need cross-training. At the conclusion of the course, participants will have a basic understanding of the ESF #15/External Affairs structure, process, and procedures; and how to

communicate clear and accurate information; manage expectations of disaster victims and the media; handle potential public affairs problems rapidly and strategically; and build partnerships.

**Selection Criteria:** New Disaster Reservists entering the Public Affairs cadre, as well as Disaster Reservists assigned to other External Affairs cadres who need cross-training.

**Course Length:** 4 days

## Human Resources (HR) Operations (E259)

The purpose of this course is to provide Human Resources Unit leaders, managers, and supervisors on a Disaster Operation with the knowledge and skills required to perform management and leadership responsibilities more effectively and with greater confidence.

After completing this course, participants will be able to:

- Explain how the relationship theory can contribute to a greater understanding of self and others within the context of the disaster operations environment.
- Apply appropriate leadership styles to specific disaster situations.
- Apply strategies for effective communication in disaster operations.
- Apply strategies for managing the performance and conduct of disaster staff.
- Practice useful techniques for building and maintaining cohesive teams in disaster operations.
- Describe the disaster manager's role in managing stress in disaster operations.

**Selection Criteria:** The target audience for this course includes managers and supervisors of FEMA's Human Resources Cadre (from both Headquarters and the Regions). The course will be offered to Permanent Full-Time (PFT) employees, COREs, and Disaster Reservists. All must have had at least one disaster assignment as an HR Unit Leader or HR Unit Manager before attending the course.

**Prerequisites: Required**—E325, *Human Resources (HR) Specialist Training*, and IS-292, *Disaster Basics*.

**Course Length:** 4 days  
**CEUs:** 2.4

## Community Relations Reporting Techniques and Analysis (E267)

This course prepares CR staff that will be responsible for compiling individual daily CR field reports sent to the Joint Field Office (JFO) and supplying this up-to-date information to other Emergency Response Team (ERT) elements.

**Selection Criteria:** The primary audience is those CR specialists and other members of External Affairs who will be responsible for compiling, tracking, and generating daily field reports at the JFO.

**Prerequisites: Required**—Successful completion of E/L277, *Basic Training for Community Relations (CR) Specialists*, must be a member of FEMA CR Cadre, 3 years' experience as a CR Specialist, minimum of three field deployments as a CR specialist. Candidate will be required to indicate the most recent three disaster numbers where he/she was deployed or disasters that required some complexity of tasks. **Recommended**—Must be computer literate (databases and word processing), have good writing and editing skills, and be knowledgeable of CR and other disaster programs.

**Course Length:** 4 days  
**CEUs:** 2.4

## Managing FEMA Staff on Disaster Operations (E/L269)

This course provides FEMA managers and supervisors, including PFTs and Disaster Reservists who work in the Joint Field Office (JFO) and other disaster operation facilities, with the knowledge and skills to perform their staff management responsibilities more effectively and with greater confidence. Individuals must complete the Myers-Briggs Type Indicator (MBTI) Instrument and should have JFO experience.

**Selection Criteria:** FEMA managers and supervisors including PFTs and Disaster Reservists.

**Prerequisites: Required**—Must have disaster field experience in the JFO or other FEMA disaster support facility and have a supervisory role as a disaster manager/supervisor. Completion of the MBTI and submission to EMI at least 2 weeks prior to the course.

**Course Length:** 4½ days  
**CEUs:** 2.9

## Basic Training for Community Relations (CR) for Field Specialists (E277)

This course prepares FEMA Community Relations (CR) and External Affairs staff with the skills and abilities to perform effectively as CR Specialists. Participants will be given the opportunity to apply the CR philosophy and standard operating procedures in activities such as the community assessment process and identifying the CR Specialist's role in developing and fostering Federal, State, and local partnerships. This course is required for credentialing as a CR Specialist.

**Selection Criteria:** The primary audience is potential and current CR Specialists or members of External Affairs who may take CR responsibilities.

**Prerequisites: Required**—Must be a member of FEMA's CR Cadre or External Affairs.

**Length of Course:** 4 days  
**CEUs:** 2.4

## Community Relations (CR) for Managers (E281)

This course prepares FEMA Community Relations (CR) staff to serve as CR Managers to lead and direct CR staff in the field. Individuals are provided with the skills needed to effectively manage sectors and areas of CR in a disaster. The course provides opportunities for individuals to practice skills in management and leadership, conflict management, coaching as a function of management, building partnerships, and decision making.

**Selection Criteria:** The primary audience is current CR managers, and CR Specialists and other members of External Affairs who have been nominated by their Manager to serve in various CR management positions.

**Prerequisites: Required**—Successful completion of E/L277, *Basic Training for Community Relations (CR) Specialists*, must be a member of FEMA CR Cadre, 3 years' experience as a CR Specialist, minimum of three field deployments as a CR specialist. Candidate will be required to indicate the most recent three disaster numbers where he/she was deployed or disasters that required some complexity of tasks. **Recommended**—It is desirable that participants have some field experience as a CR Manager.

**Course Length:** 5 days  
**CEUs:** 3.0

### **Disaster Field Training Operations (DFTO) Orientation (E283)**

This course offers individuals the knowledge and skills needed to serve as a DFTO training specialist. The course is performance based and requires individuals to meet specific criteria in a simulated DFTO environment. The course addresses disaster assistance programs and other FEMA programs to enable the individual to serve as an instructor in those areas if necessary.

**Selection Criteria:** DFTO Cadre members who are training specialists. Individuals who may become team unit leaders must also attend this course. The audience comes from the Regions or Headquarters. Cadres usually consisting of Federal Disaster Reservists, COREs, or PFTs.

**Prerequisites: Required**—IS-292, *Disaster Basics*.

**Course Length:** 4 days  
**CEUs:** 2.9

### **Disaster Field Operations Management (DFOM) (E292)**

This course provides FEMA disaster managers with the knowledge, skills, and abilities needed to establish and maintain effective coordination among all elements in a Joint Field Office (JFO) or disaster operations support facility. All participants must have a strong working knowledge of FEMA programs and be capable of making a significant contribution to their organization's disaster response, recovery, and mitigation capabilities.

**Selection Criteria:** FEMA Headquarters, Regional, or NSPC staff, GS-12 or higher, who will function as managers in a Joint Field Office or disaster operations support facility.

**Prerequisites: Recommended**—IS-292, *Disaster Basics*, and E/L269, *Managing FEMA Staff on Disaster Operations*.

**Course Length:** 4 days  
**CEUs:** 2.9

### **Disaster Field Training Operations (DFTO) Training Unit Leader (E294)**

This course provides individuals with the ability to serve as supervisors, managers, and leaders of a DFTO in a disaster field setting. The course provides an introduction to the purpose and use of training evaluations and the validation of the evaluation instruments.

**Selection Criteria:** Experienced DFTO Cadre members designated to potentially become training unit leaders; Federal employees from FEMA Regions and Headquarters.

**Prerequisites: Recommended**—E283, *Disaster Field Training Operations (DFTO) Orientation*.

**Course Length:** 4 days  
**CEUs:** 2.9

### **Individual Assistance (IA) Basic Management (E/B/L321)**

This course gives participants the tools needed to provide the best service to disaster victims based on the New FEMA vision of being the Nation's pre-eminent emergency management agency.

The primary audience for this course is FEMA, nationwide Individual Assistance (IA) staff including IA Branch Directors, IA Group Supervisors, as well as Operations Section Chiefs and Federal Coordinating Officers.

**Selection Criteria:** Participants should have served in one disaster operations field position as Group Supervisor or Team Leader.

## Human Resources (HR) Specialist Training (E325)

The purpose of this course is to enable participants to function successfully as Human Resource (HR) Specialists. Because all HR positions are closely related in responsibilities in carrying out the HR function within the Joint Field Office (JFO), this course is also designed to bring all HR personnel with a disaster role up to speed.

**Selection Criteria:** Members of the FEMA Human Resources (HR) cadre who have been assigned as a human resources specialist in a JFO. They will have the following Position Task Book titles: HR Specialist, HR Unit Leader, or HR Unit Manager. The course will be offered to Permanent Full-Time (PFT) employees, COREs, and Disaster Assistance Employees (DAE).

**Prerequisites:** IS-292, *Disaster Basics*.

**Course Length:** 4 days  
**CEUs:** 2.4

## Introduction to Mission Assignment (MA) Processing (E347)

This course is intended to provide FEMA personnel with an in-depth introduction to the mission assignment (MA) process including MA Issuance, Execution, Billing, and Closeout. The participants receive computer training on the eCAPs software program used for processing of Action Request Forms (ARFs) for mission assignments.

**Selection Criteria:** MA Managers, MA Specialists, Action Trackers, Operations Section Chiefs, Branch Directors (Operations), and Finance and Logistics staff as appropriate.

**Prerequisites:** *Required*—Completion of IS-293, *Mission Assignment (MA) Overview* course.

## Orientation to Mission Assignments (E/L348)

This course is intended to provide FEMA and other Federal program and finance staff and State emergency managers with key Mission Assignments (MA) concepts and the knowledge to carry out their assigned responsibilities as they relate to the program and financial management components of the MA

Process. The target audience is members of the Regional Interagency Steering Committee (RISC) or FEMA Headquarters ESF Leader's Group (ESFLG).

**Selection Criteria:** FEMA, other Federal agency staff and State emergency managers.

**Prerequisites:** *Required*—Completion of IS-293, *Mission Assignment (MA) Overview*, or at the approval of the FEMA Region or EMI Course Manager.

**Course Length:** 2 days  
**CEUs:** 1.4

## Individual Assistance (IA) Program Management CCP/DUA/DLS Specialist (E356)

The purpose of this course is to provide in-depth knowledge to CCP/DUA/DLS Specialists to provide oversight, manage, evaluate, and coordinate all phases of the Crisis Counseling Assistance and Training Program (CCP), Disaster Unemployment Assistance (DUA), and Disaster Legal Services (DLS) Programs (CCP/DUA/DLS). The course will discuss effective management in order that these programs are fully implemented for FEMA and its partners and are ultimately beneficial for the disaster-affected individual.

**Selection Criteria:** FEMA staff who are members of the Individual Assistance cadre with the Position Task Book Title of CCP/DUA/DLS Specialists or have been assigned to provide oversight, management, evaluation, and coordination of all phases of the Crisis Counseling Assistance and Training Program (CCP), Disaster Unemployment Assistance (DUA), and Disaster Legal Services (DLS) Programs (CCP/DUA/DLS). The course will be offered to Permanent Full-time (PFT) employees, COREs, and Disaster Assistance Employees (DAE).

**Prerequisites:** Participants must be a member of the FEMA Individual Assistance Cadre and must have experience implementing, managing, and monitoring the CCP, DUA, or DLS programs within the last 2 years.

**Course Length:** 4 days  
**CEUs:** 2.4

## Individual Assistance (IA) Branch Director (E/L358)

This course is specifically designed for FEMA employees who have held the position of Individual Assistance Branch Director. This exercise-based course will provide real-world issues, challenges, requirements, and solutions to build on the participant's past experiences in the field. The goal of this course is to ensure that Individual Assistance Branch Directors are fully capable to successfully perform in a high profile or catastrophic event.

**Selection Criteria:** FEMA employees who have served as the Individual Assistance Branch Director.

**Prerequisites: Required**—E/B/L321, *Individual Assistance (IA) Basic Management*. **Recommended**—E778, *Joint Field Office (JFO) Middle Managers Training*, and E758, *DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout*.

**Course Length:** 4 days  
**CEUs:** 2.8

## Individual Assistance (IA) Other Needs Assistance (ONA) Specialist (E/L359)

This course provides training to FEMA Individual Assistance personnel to enable them to initiate, operate, and transition Other Needs Assistance (ONA) during a Presidentially declared event.

**Selection Criteria:** FEMA IA staff including FEMA ONA Specialist, ONA Manager, and ONA Team Leader.

**Course Length:** 4 days  
**CEUs:** 2.9

## Congressional Affairs Specialist (E368)

This course provides FEMA employees assigned to work as Congressional Affairs Specialists at a Joint Field Office (JFO) with the knowledge, skills, and sensitivities necessary to effectively perform their duties. This includes applying the congressional liaison philosophy and procedures externally, to foster a partnership between Congress and FEMA,

and internally, to advise the Federal Coordinating Officer (FCO) and JFO staff. This also includes supporting the Regions and Headquarters in their ongoing communications with Congress and to facilitate information flow between Congress and the JFO.

**Selection Criteria:** Participants authorized to attend this course will belong to the FEMA Congressional Cadre. All nominations will be submitted through the National Cadre Manager.

**Course Length:** 4½ days  
**CEUs:** 2.9

## Congressional Affairs Advanced (E370)

This course provides FEMA employees assigned to work as the Congressional Affairs Lead at a Joint Field Office (JFO) with the knowledge, skills, and sensitivities necessary to effectively perform their duties. This includes analyzing trends and developing strategic plans; managing relationships effectively with partners in the disaster operation; including Members of Congress and their Staff, managing the work of the Congressional Affairs function; and managing staff by providing opportunities for growth and success.

**Selection Criteria:** Participants authorized to attend this course will belong to the FEMA Congressional Cadre. All nominations will be submitted through the National Cadre Manager.

**Course Length:** 4½ days  
**CEUs:** 2.9

## FEMA State Public Assistance (PA) Workshop (E372)

Designed for FEMA Public Assistance (PA) staff and State and Tribal PA officers responsible for implementing the PA program at the Federal or State level. Includes a forum for identifying, discussing, and/or resolving PA Program issues.

**Course Length:** 3 days

## **Public Assistance Officer (PAO) Course (E374)**

This resident course focuses on the duties and responsibilities of a Public Assistance (PA) Group Supervisor and PA Task Force Leader by providing a review of legislation, regulations, policies, and guidance governing the Public Assistance Program.

**Selection Criteria:** FEMA Public Assistance Staff who have performed or may be expected to perform the duties of a PA Group Supervisor or PA Task Force Leader during a disaster event.

**Prerequisites: Required**—E/L381, *Project Specialist*, and E/L382, *PAC Crew Leader*.

**Course Length:** 4 days  
**CEUs:** 2.4

## **Grant Administration: A Public Assistance Perspective (E377)**

This course is designed for FEMA regional staff responsible for processing PA grants. The course covers the pre-award, application/award, post-award and closeout/audit phases of the PA grant life cycle.

**Course Length:** 4 days  
**CEUs:** 2.4

## **Project Specialist (E/L381)**

This course focuses on the duties and responsibilities of a Public Assistance (PA) Project Specialist. Topics include initial operations, program eligibility, project formulation, and special considerations.

**Selection Criteria:** FEMA Public Assistance (PA) Group Supervisors, PA Task Force Leader, PAC Crew Leader, PA Project Specialist, and PA Technical Specialist.

**Course Length:** 3 days  
**CEUs:** 2.4

## **PAC Crew Leader (E/L382)**

This course focuses on the duties and responsibilities of a PAC Crew Leader. Topics include Public Assistance eligibility, special considerations, and process management tools.

**Selection Criteria:** FEMA public assistance staff who will perform the duties of a PAC Crew Leader only.

**Prerequisites: Required**—E/L381, *Project Specialist*.

**Course Length:** 4 days  
**CEUs:** 2.4

## **Defense Support of Civil Authorities (DSCA) Phase II (E/L384)**

This course is intended to provide the participants with an introduction to the National framework within which Department of Defense (DOD) supports local, State, Federal, and Tribal authorities in overwhelming natural and/or manmade disasters. Participants are provided the opportunity to act as staff planners in three exercise scenarios, utilizing current policy guidance and DOD procedures. It is jointly sponsored by EMI and DOD.

**Selection Criteria:** FCO Cadre, FEMA Operations and Logistics Section Chiefs, and Mission Assignment Staff with disaster response experience involved in response activities. Selection is on a space-available basis. Contact the EMI Course Manager, and the DOD Course Manager at ARNORTH.ORG. DOD personnel need to enroll through ARNORTH.ORG.

**Prerequisites: Required**—Completion of *DSCA Phase I*, an 8-hour Independent Study course at ARNORTH.ORG; IS-700.a, *National Incident Management System (NIMS), An Introduction*, IS-800.b, *National Response Framework (NRF), An Introduction*, IS-292, *Disaster Basics*, and IS-293, *Mission Assignment (MA) Overview*.

**Course Length:** 4½ days  
**CEUs:** 4.0

## **Basic Public Affairs Field Course (L385)**

This Public Affairs basic course provides new DAEs and COREs with an overview of the “New FEMA,” the fundamentals of ESF #15 and the External Affairs concept for communications, general program overviews, an overview on working with State partners, writing and presentation workshops, and an introduction to specific job function they will assume



and tools they will use in the field. A variety of exercises, based on actual situations and incidents, are also included to help prepare participants for work in the field.

**Selection Criteria:** This course is open to those working in the Joint Field Office who may interface with Public Affairs (External Affairs) or serve in a Public Affairs function.

**Prerequisites: Recommended**—Completion of IS-250, *Emergency Support Function #15 (ESF #15) External Affairs: A New Approach to Emergency Communication and Information Distribution*.

**Course Length:** 2 hours

## **Response Operations II—ICS-420 (E/L422)**

This course is intended to train and exercise Command and General staff in leadership and management skills and to effectively perform their roles and responsibilities as members of a Type II Team.

**Selection Criteria:** IMAT (Incident Management Assistance Team) Command and General Staff who have completed E/L423, *Response Operations III—ICS-320*.

**Prerequisites: Required**—Completion of E/L423, *Response Operations III—ICS-320*.

**Course Length:** 4 days  
**CEUs:** 3.6

## **Response Operations III—ICS-320 (E/L423)**

This course is intended to provide FEMA personnel with the foundation of the Federal government's role in operational response concepts utilizing the Incident Action Planning Process, the National Incident Management System (NIMS), and ICS concepts. Participants learn to develop incident objectives, how to conduct a strategy meeting, and outline a response organization based on various scenarios.

**Selection Criteria:** Joint Field Office (JFO) FEMA personnel at the Branch Director/Unit Leader and above and other Federal agency personnel. A secondary audience would include staff assigned to

the National Response Coordination Center (NRCC) and Regional Response Coordination Center (RRCC).

**Prerequisites: Required**—Must have supervisory approval.

**Course Length:** 3 days  
**CEUs:** 2.1

## **Public Assistance (PA) Cost Estimating Format (E480)**

This course focuses on the understanding and use of the Public Assistance (PA) Cost Estimating Format (CEF) spreadsheet and is specifically designed for participants with a background and experience in engineering and construction estimating who will be called upon to apply CEF (for estimating and/or reviewing large PA projects) in the field.

**Selection Criteria:** FEMA PA Staff with experience in engineering and construction estimating who are responsible for estimating and/or reviewing large PA projects.

**Prerequisites: Required**—E/L381, *Project Specialist*.

**Course Length:** 4 days  
**CEUs:** 2.4

## **Cost Estimating Format Train-the-Trainer (TTT) (E482)**

This course is for FEMA and technical assistance contractor (TAC) staff who will be expected to instruct the E480 PA CEF course.

**Prerequisites: Required**—Participants must have completed the E/L480, *Public Assistance (PA) Cost Estimating Format* course.

**Course Length:** 4 days

## **Individuals and Households Program (IHP) Direct Housing Operations Management (E485)**

This course is designed to provide the Individuals and Households Program (IHP)/Direct Housing

Assistance and other essential FEMA staff with the knowledge and skills necessary to manage a Direct Housing Assistance mission.

**Selection Criteria:** The course is designed for FEMA Individual Assistance (IA) personnel who may manage the IHP Direct Assistance mission. These staffs may include the following: IA Branch Director, IA Housing Group Supervisor, IA Housing Team Leader, Direct Housing Team Leader/Manager, and IA Technical Assistance Contractor (TAC) Group Supervisor.

**Prerequisites: Recommended**—It is recommended that participants have basic knowledge of Individual Assistance programs, 44 CFR 206, Subpart D, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended. It is also recommended that participants have field experience in a Direct Housing Operation.

**Course Length:** 4 days  
**CEUs:** 2.4

### **Basic Human Resources for Disaster Supervisors (E/L545)**

This course is designed to assist disaster supervisors in understanding the basics of human resources in FEMA. Topics covered include hiring of local hires; deployment of Disaster Reservists; Orientation of New Employees; Use of Task Books; Credentialing; Payroll Issues; Signature Authority; Travel Responsibilities; Appraisals; Attendance; Safety/Wellness; Rotation/Retention; Reward/Recognition; Performance Issues; Conduct Issues; and ADR.

**Selection Criteria:** JFO supervisors who supervise and manage employees who respond to a federally declared disaster—usually PFTs and Disaster Reservists.

**Prerequisites: Required**—IS-292, *Disaster Basics* and IS-101, *Deployment Basics*. **Recommended**—E/L269, *Managing FEMA Staff on Disaster Operations*.

**Course Length:** 2 days  
**CEUs:** 1.4

### **FEMA National Logistics Staging Area (E660)**

This course trains FEMA, OFA, and other key personnel in the management and operation of a National Logistics Staging Area (NLSA). Participants will receive instruction and practice in the following essential areas:

- Selecting and confirming the site location for a NLSA
- Assembling the official NLSA team at predetermined locations
- Establishing internal and external communications plans
- Laying out a site by commodity and traffic flow
- Establishing essential services for team and driver support
- Receiving and issuing commodities using a first in/first out (FIFO) system
- Initiating inventory management and resource tracking systems
- Developing and executing a Demobilization Plan.

**Selection Criteria:** The class is open to Logistics cadre who have or who will operate in a FEMA Mob Center or Operations Staging Area. Participants will be accepted on a first-come, first-served basis.

**Course Length:** 3 days

### **Cadre Manager Workshop (E/L661)**

The participants will be provided with the foundations of Cadre Management and the specific roles and responsibilities of a cadre manager. Specific pre-disaster operational tasks that will be discussed: Staffing, Recruiting, Selection Process, Hiring and Firing, Credentialing, and Training (getting the workforce ready to respond and perform their duties). Also discussed will be how to maintain a fully capable workforce through various communication methods, how to monitor and maintain cadre readiness, and how to work with the cadre when they are deployed and when they return.

**Selection Criteria:** FEMA Headquarters (National) and FEMA Region Cadre Managers. Support staff is eligible on a space-available basis.

**Workshop Length:** 2½ days  
**CEUs:** 1.9

## Disaster Contracting (E706)

This course is designed as basic training for any FEMA Joint Field Office (JFO) Contract Specialist, most specifically for members of the FEMA Acquisition/Procurement Disaster Workforce Cadre or any personnel with FEMA Automated Deployment Database (ADD) deployment title of Procurement Unit Leader, Contract Specialist, or Procurement Clerk.

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

**Prerequisites: Recommended**—IS-100.a, *Introduction to the Incident Command System, ICS-100*, IS-101, *Deployment Basics: Federal Disaster Workforce Readiness*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents*, ICS-200, IS-700.a, *National Incident Management System (NIMS), An Introduction*, and IS-800.b, *National Response Framework (NRF), An Introduction*.

**Course Length:** 4 days  
**CEUs:** 2.4

## Introductory Field Attorney Training (E/L713)

The purpose of this course is to prepare new Field Attorneys to perform their responsibilities of ensuring that field operations are consistent with the Stafford Act, other laws, regulations, and agency policy and standards. The Field Attorneys provide timely onsite legal advice to ensure that Federal

Coordinating Officer and program staff decisions are legally sound and fiscally responsible.

**Selection Criteria:** The target audience will include employees that are new to the FEMA Field Attorney Cadre and the Office of Chief Counsel (OCC). Enrollment is reserved for FEMA Field Attorney Cadre members.

**Prerequisites: Required**—Must have completed and submitted the test for IS-292, *Disaster Basics*, course. Must have read *Your Guide to FEMA Booklet* (disaster related).

**Course Length:** 4 days

## Advanced Field Attorney Training (E714)

The purpose of this course is to update the Field Attorneys based on the last year's lessons learned which will allow them to be better able to perform their responsibilities of ensuring that field operations are consistent with the Stafford Act, other laws, regulations, and Agency policy and standards. The Field Attorneys provide timely onsite legal advice to ensure that Federal Coordinating Officer and program staff decisions are legally sound and fiscally responsible.

**Selection Criteria:** The target audience will include employees of the FEMA Field Attorney Cadre and the Office of Chief Counsel (OCC).

**Course Length:** 4 days

## Comptroller Basic (E716)

This course is required for any person serving as a FEMA Comptroller in FEMA Joint Field Office (JFO) operations prior to their deployment in this position. The course is a specific overview of FEMA systems, grants programs, National Response Framework (NRF), National Incident Management System (NIMS) structure, and Units that report to the Finance and Administration Section (Human Resources [HR], Procurement, Training, Financial Management).

**Selection Criteria:** This course is for any FEMA Comptroller Disaster Workforce Cadre Member who will serve as Finance and Administration Section Chief in FEMA JFO disaster operations or any

FEMA National personnel who will serve as a Finance and Administration Section Chief in FEMA JFO disaster operations. Approval to attend this course is made by the FEMA National Comptroller Cadre Manager, or a member of the Office of Chief Financial Officer/FEMA Headquarters who can sign on behalf of the FEMA National Comptroller Cadre Manager. The signature of the aforementioned is required. If the participant is also a FEMA Regional employee, the signature of the FEMA Regional Training Manager is also required.

**Prerequisites: Recommended**—IS-100.a, *Introduction to the Incident Command System, ICS-100*, IS-101, *Deployment Basics: Federal Disaster Workforce Readiness*, IS-200.a, *Incident Command System for Single Resources and Initial Action Incidents*, ICS-200, IS-700.a, *National Incident Management System (NIMS), An Introduction*, IS-800.b, *National Response Framework (NRF), An Introduction*.

**Course Length:** 4 days  
**CEUs:** 2.4

## **Disaster Alternative Dispute Resolution Basic Training (E/B717)**

This course provides new FEMA Alternative Dispute Resolution (ADR) Specialists with the skills required to implement effective mediation and conflict resolution guidance during disaster operations. The course provides a basic understanding of FEMA's culture, Joint Field Office (JFO) dynamics, deployment issues, Disaster Field Training Office (DFTO) agenda, and a general awareness of the role ADR plays in FEMA.

## **Basic Property Management (E720)**

This course is designed to provide participants with basic knowledge of the elements of property management. This course is mandatory for the accountable property officer credentialing process.

**Selection Criteria:** All Accountable Property Officers, Custodial Officers, and any personnel who handle and/or manage Agency property who have not attended an approved *Basic Property Management* course within the last 2 years.

**Prerequisites: Required**—IS-23, *Custodial Officer Training*.

**Course Length:** 3 days  
**CEUs:** 1.8

## **Advanced Property Management (E721)**

The purpose of the *Advanced Property Management* course is to provide FEMA with Accountable Property Officers (APOs) who have the knowledge and skills to provide cost effective and efficient management of Agency assets. The foundation for the curriculum will be the Personal Property Management—Manual 6150.1. To that will be added best practices suggestions and documented updates to the guidance provided in the manual.

**Selection Criteria:** The primary target audience consists of FEMA Agency APOs, Property Management Officers (PMOs), Logistics Chiefs, Operations Chiefs, Comptrollers, Acquisition staff, and other FEMA staff with property management responsibilities.

**Prerequisites: Required**—E720, *Basic Property Management*.

**Course Length:** 4 days  
**CEUs:** 2.4

## **Logistics Information Management System (LIMS) (E722)**

This course provides participants with the necessary database skills to effectively complete required property accountability transactions. It is mandatory that the LIMS automated system be used to maintain accountable property and records.

**Selection Criteria:** All Accountable Property Officers, Custodial Officers, and personnel who handle and/or manage Agency property who have not previously attended the *LIMS III* course. Attendance selections will be based on meeting the Agency's accountable property mission.

**Prerequisites: Required**—E720, *Basic Property Management*.

**Course Length:** 4 days  
**CEUs:** 2.4

## External Affairs Leadership (E729)

The objective of the course is to prepare FEMA reservists, COREs, and PFTs who already have significant field/functional experience to assume the role and responsibilities of an External Affairs lead—be that the Assistant External Affairs Officer for a specific component on a large-scale disaster, or the External Affairs Officer/Deputy on a smaller-scale disaster.

The course is designed to enhance participants' knowledge and appreciation of the critical function each External Affairs component plays in delivering information and messages to its core audience. Upon completion of this course, the participants will be able to apply the ESF #15/External Affairs concept, principle, policy, and procedures to:

- Set-up, manage, and effectively lead a unified External Affairs operation on a disaster of any scale.
- Understand and implement the External Affairs concept of operations in the field for both a notice and no-notice event.
- Work effectively with other FEMA operational units, as well as Federal, State, local, Tribal, and voluntary agency communications partners in not only delivering messages, but gathering and sharing information, providing analysis, and contributing to both the tactical and strategic plans.
- Effectively work with a PFO/FCO to develop strategy/messaging and implement the Incident Action Plan.
- Coordinate with Headquarters and Regional offices to ensure an integrated and comprehensive External Affairs effort in support of disaster operations.

**Selection Criteria:** A mix of FEMA Disaster Reservists, COREs, and/or PFTs from all ten Regions, as well as other Federal agencies required to assume a leadership role in ESF #15.

**Prerequisites: Recommended**—E731, *External Affairs Overview Field Course*.

**Course Length:** 4 days

## External Affairs Overview Field Course (E731)

This course is designed to be offered in the field and provide an overview of the new External Affairs concept, enhancing participants' knowledge and appreciation of the critical function each External Affairs component plays in delivering information and messages to FEMA's core audiences. Through informational units on organizational structure, workshops on specific job functions, and exercises and case studies based on actual disaster scenarios, participants will gain a practical understanding of FEMA's new approach to public disaster communications—identified as one of the Agency's core competencies.

**Course Length:** 2 days

## Logistics Information Management System (LIMS) Mobile (E732)

This course provides participants with the necessary database skills to effectively complete required property accountability transactions using the LIMS Mobile system.

**Selection Criteria:** All Accountable Property Officers, Custodial Officers, and personnel who handle and/or manage Agency property who have not previously attended the *LIMS III* course. Attendance selections will be based on meeting the Agency's accountable property mission.

**Prerequisites: Required**—E722, *Logistics Information Management System (LIMS)*.

**Course Length:** 1 day

## Planning Section Chief (E734)

The overall purpose of this course is to prepare participants to serve as a Planning Section Chief in a Type 2 disaster.

The course consists of 6 days of scenario-based discussions, activities, and assignments following brief overview presentations of the concepts, principles, and practices of the various topics. The course will include a pre-test, post-test, and capstone exercise to assist in evaluating the effectiveness of the course and prerequisite materials. All participants will receive course credit for attending, but there are

pass and fail measures which may require the participant to attend the course a second time to receive credentialing credit.

**Selection Criteria:** This course is designed for JFO Planning Section Chiefs; however, the course will be open for Federal Coordinating Officers and RRCC/ NRCC Planning Section Chiefs. Course participants must have the ADD Title of Planning Section Chief Trainee, Deputy, or Section Chief.

**Prerequisites: Required**—To attend this course, participants must: (1) have served as a FEMA Planning Section Chief or a Deputy Planning Section Chief during a disaster response for a minimum of 45 days; (2) must have completed two of the three main management courses: E/L778, *Middle Managers*; E/L292, *DFOM*; E/L269, *Managing FEMA Staff on Disaster Operations*; (3) must have completed IS-292, *Disaster Basics*; and (4) must have completed two of the five Plans Section courses: E/L229, *Documentation Unit*; E/L224, *Situation Unit*, E/L760, *Resources Unit*, E/L233, *Plans Support Unit*, E/L298, *Technical Services*.

**Course Length:** 6 days

## DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout (E758)

This training course is primarily for FEMA Regional office employees, and Joint Field Office (JFO) personnel, Disaster Finance Center (DFC), and the National Processing Service Centers (NPSCs) who have the responsibility of managing, monitoring, and/or closing out IHP Housing and Other Needs Assistance (ONA) Provisions.

The goal of this course is to introduce participants to the newly developed policies and procedures for managing, monitoring, and closing out IHP Housing and ONA Provisions, and to assist participants in developing strategies that will assist them in carrying out these responsibilities.

**Selection Criteria:** The participants will be primarily FEMA personnel, including:

- Individual Assistance (IA) Group Supervisors
- Disaster Recovery and Operations Specialists
- Emergency Management Program Specialists

- IA Branch Directors

## DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout Train-the-Trainer (TTT) (E/L759)

The goal of this course is to train future instructors to deliver the E758 course. The E758 course introduces participants to the newly developed policies and procedures for managing, monitoring, and closing out Individual Housing Program Housing and Other Needs Assistance (ONA) Provisions; and to help participants develop strategies that will facilitate carrying out these responsibilities. Personnel attending this course understand they may be deployed to serve as instructors for the E758 course in the future.

**Selection Criteria:** Participant must have experience working in the areas of Individual Assistance Financial Management or Grants Management.  
**Prerequisites: Required**—E758, *DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout*.

**Course Length:** 4 days  
**CEUs:** 2.4

## Joint Field Office (JFO) Middle Managers Training (E778)

### Course Purpose

This course enhances the readiness of FEMA middle managers and their organizations with emphasis on management and leadership, and accessing resources. This **course does not focus** on how to be, for example, an Individual Assistance (IA) Branch Director or a Resource Unit Leader.

### Course Objectives

At the end of this course, participants will be able to:

- Describe the basic tenets of National Incident Management System (NIMS), Incident Command System (ICS), and disaster response and recovery.
- Explain the FEMA response lifecycle and the organizational structure.

- Determine the roles and responsibilities of middle managers in disaster response and recovery.
- Recognize the importance of middle management participation in planning.
- Demonstrate an ability to handle administrative requirements of managers.
- Identify elements of resource and personnel management unique to disasters.
- Exhibit effective management skills and leadership abilities at the level expected of a middle manager.

**Selection Criteria:** FEMA staff assigned the following disaster/JFO Task Book job titles: Section Chiefs, Branch Director, Unit Leader, Division/Group Supervisors, Crew Leaders, and Strike Team Leaders and Task Force Leaders. The course is not specific to any function or cadre.

**Prerequisites: Required**—IS-292, *Disaster Basics*. **Recommended**—E292, *Disaster Field Operations Management (DFOM)*, and/or E/L269, *Managing FEMA Staff on Disaster Operations*.

**CEUs:** 2.9

## Orientation to Disaster Response Operations (E/L779)

The 4-day (resident) and 3-day (field) course is intended to provide participants with an orientation to disaster response and recovery operations as addressed in the current National Response Framework (NRF) with a focus on the inter-relationships among FEMA, other Federal agencies, and the State/local and Tribal governments. It is usually held at the FEMA Regions for their Regional Interagency Steering Committee participants.

**Selection Criteria:** FEMA, other Federal agency personnel who are assigned to the Joint Field Office (JFO), Regional Response Coordination Center (RRCC), National Response Coordination Center (NRCC), and other disaster facilities as well as State agency management staff.

**Prerequisites: Required**—IS-292, *Disaster Basics*. **CEUs:** 2.1

## FEMA Safety Officers Course (E780)

This course is mandatory for all new safety professionals within the FEMA Safety Cadre. It meets the Occupational Safety and Health Administration (OSHA) requirements for what a Safety Officer must know, what to look for, and how to look for it. Completion of this course is required for credentialing in accordance with the National Safety Cadre.

**Selection Criteria:** Offered to FEMA Disaster Safety Officers by the Occupational Safety and Health Office.

**Prerequisites: Required**—Member of the Safety Cadre.

**Course Length:** 4 days  
**CEUs:** 2.8

## Intergovernmental Affairs Leadership (E789)

The role of the Assistant External Affairs Officer-Intergovernmental Affairs (AEAO-IGA) is to set up and manage an operation addressing the needs of its constituents and support Emergency Support Function (ESF) #15 by providing timely and accurate information. This course will prepare the participants to serve as AEAO-IGA at the Joint Field Office (JFO).

**Selection Criteria:** The target training population consists of FEMA representatives who have been selected to serve, or have the potential to serve in the capacity of AEAO-IGA, Federal Coordinating Officers, Regional External Affairs Officers. This course is built on the assumption participants will arrive with considerable basic knowledge of FEMA programs and operations as well as combined management knowledge, experience, and ability to prepare them to lead the IGA function successfully.

**Prerequisites: Required**—To attend this course, participants must have successfully completed: IS-650, *Building Partnerships with Tribal Governments*, and IS-250, *ESF #15, External Affairs*. The following courses designed to provide program knowledge\*: IS-292, *Disaster Basics*, or Independent Study courses on FEMA programs. One of the following will substitute: *Basic Congressional* (Resident or field version), *Basic Community*

*Relations* (Resident or field version), or *Basic Public Affairs* (Resident or field version).

**Course Length:** 4 days

### **National Response Coordination Center (NRCC) Training Lecture (L934)**

This course is held in Washington, DC, at least once per year for the members of the Emergency Support Teams who work in the National Response Coordination Center (NRCC) during an activation. By the completion of this course, participants will have a broad understanding of the elements that make up the NRCC, and how each position fits together to accomplish the centralized goal of effective response to a disaster incident.

**Selection Criteria:** FEMA and Emergency Support Function personnel assigned to the NRCC for activations.

**Course Length:** 2 days

### **National Response Coordination Center (NRCC) Training Exercise (L935)**

This course is designed as a tabletop exercise and is held in Washington, DC, at least once per year for the members of the Emergency Support Teams who work in the National Response Coordination Center (NRCC) during an activation. By the completion of this exercise, participants will be able to demonstrate the ability to work in an interactive manner within the NRCC to develop situational awareness of an incident.

**Selection Criteria:** FEMA and Emergency Support Function personnel assigned to the NRCC for activations.

**Prerequisites:** *Required*—L934, *National Response Coordination Center (NRCC) Training Lecture*.

**Course Length:** 1 day

### **Security Orientation (E979)**

This is an introductory course designed to acclimate newly hired FEMA Security Specialists to the responsibilities of their position within a Joint Field Office. Topics include workplace violence, identity theft, video surveillance systems, security operations, security assessments, reports and plans, physical and personnel security, and an overview on the Security identification badging and electronic fingerprinting systems.

**Selection Criteria:** Newly hired FEMA Security Specialists. All nominations will be submitted through the National Security Cadre Manager.

**Course Length:** 4 days  
**CEUs:** 3.0

### **Security Recertification (E980)**

This is a high-level course designed specifically for FEMA Security Managers who will be trained on a yearly basis on updated policies and procedures regarding Badging, Fingerprinting, Credentialing, AED/CPR/First Aid/BBP, Agency Technical Representation, and any other certifications that they are currently responsible for.

**Selection Criteria:** Security Managers who belong to the FEMA Security Cadre. All nominations will be submitted through the National Security Cadre Manager.

**Prerequisites:** *Recommended*—E979, *Security Orientation*.

**Course Length:** 4 days  
**CEUs:** 3.0

### **FEMA Safety Refresher Course (E981)**

This course is mandatory for all safety professionals within the FEMA Safety Cadre. This course meets the Occupational Safety and Health Administration (OSHA) requirements for what a Safety Officer must know, what to look for, and how to look for it. Completion of this course is required for credentialing in accordance with the National Safety Cadre.



**Selection Criteria:** Offered to FEMA Disaster Safety Officers by the Occupational Safety and Health Office.

**Prerequisites: *Required***—Member of the Safety Cadre.

**Course Length:** 4 days  
**CEUs:** 2.8

## **Hurricane Liaison Team (HLT) (L990)**

This training is for individuals assigned to the Hurricane Liaison Team (HLT) that works at the National Hurricane Center (NHC) to support pre- and post-hurricane events.

**Selection Criteria:** FEMA personnel from Regions (Permanent Full-Time, CORE, and Disaster Reservists) who are training in specific knowledge and skills required to get the HLT operational within the NHC structure.

**Prerequisites: *Recommended***—IS-292, *Disaster Basics*.

**Course Length:** 3 days  
**CEUs:** 2.0

## **Mitigation**

### **Leadership and Management of Hazard Mitigation Field Operations (E203)**

Leadership and Management of Hazard Mitigation Field Operations provides a healthy learning environment in which participants acquire management skills and adopt leadership principles to create and accomplish the Hazard Mitigation Strategy in a disaster. Experienced hazard mitigation supervisors for this course must be nominated by the Regional Cadre Coordinator and/or Regional Mitigation Division Director for this training. The course is highly interactive, encouraging peer discussion across the Regions.

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

**Prerequisites: Required**—Successful completion of E778, *Joint Field Office (JFO) Middle Managers Training*, course exam and/or DF-128, *Introduction to Hazard Mitigation Field Operations*.

**Course Length:** 5 days

### **Conducting Hazard Mitigation Disaster Operations Training (E206)**

*Conducting Hazard Mitigation Disaster Operations Training* provides a practical, application-based learning experience that enables participants to effectively deliver Hazard Mitigation courses and workshops to the Hazard Mitigation disaster workforce. This course is intended only for FEMA Hazard Mitigation Branch staff identified by their Region to serve as lead or support instructors for Hazard Mitigation Branch courses and workshops at disasters. Hazard Mitigation Branch training coordinators also are included in the training audience. Ideally, participants should have completed *Introduction to Hazard Mitigation Field Operations* and any other courses or workshops they expect to conduct or coordinate at a disaster. This 4-day course is conducted at the Emergency Management Institute (EMI).

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

**Prerequisites: Required**—Successful completion of DF-128, *Introduction to Hazard Mitigation Field Operations*.

**Course Length:** 4 days

### **Fundamentals of Building Science (E312)**

The purpose of this course is to provide current information on state-of-the-art disaster resistant building science practices. In addition, this offering has a secondary purpose of providing updated information based on participant requests from previous offerings.

**Selection Criteria:** The audience for this course is on-call FEMA disaster response staff, known as Disaster Assistance Employee (Disaster Reservists), and FEMA Permanent Full-Time Employees (PFTs) whose work assignments require disaster-resistant building science knowledge. Only those participants nominated by their Regions will be enrolled.

**Course Length:** 2½ days  
**CEUs:** 1.5

## **Environmental and Historic Preservation**

### **Environmental and Historic Preservation Management Information System (EMIS) Training (E/L248)**

FEMA is standardizing the electronic data collection and storage of all Environmental and Historic Preservation (EHP) reviews. The EMIS is an Internet-based system that facilitates the process of evaluating FEMA-funded projects for potential impacts to natural and cultural resources and for documenting project compliance with EHP laws, Executive Orders, and other requirements. This course prepares the EHP staff to complete the project reviews within EMIS.

**Selection Criteria:** This course is only open to EHP cadre members who have approval from Headquarters and/or FEMA Regional Environmental Officers.

**Prerequisites: Required**—IS-253, *Coordinating Environmental and Historic Preservation Compliance*. **Recommended**—E/L253, *Coordinating Environmental and Historic Preservation Compliance*; working knowledge of FEMA's programs; working knowledge of environmental and historic preservation laws, regulations, and executive orders.

**Course Length:** 2 days  
**CEUs:** 1.3

### **Environmental and Historic Preservation (EHP) Cadre Training (E252)**

The National Environmental Policy Act (NEPA) requires all Federal agencies to consider the effects of their actions on the environment and to comply with all applicable Federal Environmental and Historic Preservation (EHP) laws, regulations, and Executive Orders. This course provides the EHP Cadre with training on specialized issues related to the implementation of environmental and historic preservation laws and management of cadre staff that cannot be addressed in detail in other EHP courses. Topics include: Coordination with Public Assistance and Individual Assistance, GIS Training for EHP

Specialists, Tribal Consultations, and Cadre Management Tools (SOP, Task Books, etc.). The course stresses consistency and best practice approaches to EHP incident operations and management.

**Selection Criteria:** This course is open to all Environmental and Historic Preservation (EHP) cadre members including EHP Advisors, Team Leads, and EHP Specialists.

**Prerequisites: Required**—E/L/IS-253, *Coordinating Environmental and Historic Preservation Compliance*; knowledge and experience with FEMA's programs; working knowledge of environmental and historic preservation laws, regulations, and executive orders that dictate environmental compliance.

**Course Length:** 4½ days  
**CEUs:** 2.8

### **Coordinating Environmental and Historic Preservation Compliance (E/L253)**

This course is usually delivered in the field and provides an introduction to FEMA's Environmental and Historic Preservation (EHP) compliance responsibilities. Upon completion of this course, participants should have a basic knowledge of Federal EHP laws; be able to outline FEMA's responsibilities under these laws; know how to access EHP resources and staff; and be able to identify and address EHP issues where they arise in FEMA projects. The goal is not necessarily to provide participants with all the skills and knowledge needed to successfully assume the duties and responsibilities of an Environmental, Historic Preservation, or Floodplain Management Specialist. This course is also available online as an Independent Study (IS) course through the Emergency Management Institute's (EMI) virtual campus. IS-253 can be accessed at the following address:  
[http://training.fema.gov/EMIWeb/IS/is\\_253.asp](http://training.fema.gov/EMIWeb/IS/is_253.asp)

**Selection Criteria:** This course is open to all Environmental and Historic Preservation (EHP) cadre members and specifically targets new EHP Specialists. FEMA program staff, FEMA Technical Assistance Contractors, and State/Tribal and community representatives who require a basic knowledge of the EHP compliance process may also attend.

**Prerequisites: Recommended**—This course is designed for a wide audience, including FEMA Program managers and staff, Environmental and Historic Preservation specialists, State Emergency Management Program staff, FEMA’s Technical Assistance Contractors, and any others who require a basic knowledge of FEMA’s environmental and historic preservation compliance process. Participants are expected to possess a basic knowledge of FEMA’s Public Assistance and Mitigation programs prior to taking this course.

**Course Length:** 3 days  
**CEUs:** 1.8

### **Environmental and Historic Preservation Management Information System (EMIS) Train-the-Trainer (TTT) (E255)**

FEMA’s Environmental and Historic Preservation (EHP) Section uses an independent web-based system to review and document environmental and historic preservation compliance for FEMA disaster and non-disaster programs that are submitted to eGrants or Emergency Management Mission Integrated Environment (EMMIE). This course is designed to prepare EHP staff for the field delivery of EMIS Training to the EHP cadre, and focuses on EMIS functionality and effective training strategies.

**Selection Criteria:** This course is only open to Environmental and Historic Preservation (EHP) cadre members who have approval from Headquarters and/or FEMA Regional Environmental Officers.

**Prerequisites: Required**—IS-253, *Coordinating Environmental and Historic Preservation Compliance*. **Recommended**—E/L253, *Coordinating Environmental and Historic Preservation Compliance*; working knowledge of FEMA’s programs; working knowledge of environmental and historic preservation laws, regulations, and Executive Orders.

**Course Length:** 3 days  
**CEUs:** 1.8

### **Advanced Methods of FEMA’S Historic Preservation Program (E265)**

This course provides in-depth training needed to implement the regulations of the National Historic Preservation Act (NHPA) and other related HP laws required for FEMA’s programs/activities. Upon completion of this course, participants should be able to describe, interpret, and apply all HP laws that apply to FEMA’s programs/activities; explain/implement their roles/responsibilities in the HP process; coordinate all affected parties in the HP compliance process; and describe how the compliance process fits into the broader FEMA mission.

**Selection Criteria:** This course is open to all Environmental and Historic Preservation (EHP) cadre members and specifically targets Historic Preservation Specialists. FEMA Technical Assistance Contractors who support the EHP cadre and State/Tribal representatives may attend with a recommendation from their FEMA Regional Environmental Officer.

**Prerequisites: Required**—E/L/IS-253, *Coordinating Environmental and Historic Preservation Compliance*; knowledge and experience with FEMA’s programs; working knowledge of historic preservation laws and regulations.

**Course Length:** 4½ days  
**CEUs:** 2.8

### **Advanced Environmental Operations (E266)**

This course provides an in-depth training on the role and importance of the implementing regulation of the National Environmental Policy Act (NEPA) and other related environmental protection laws within the context of FEMA’s programs and activities. Upon completion of this course, participants should be able to interpret and apply environmental and historic preservation laws, regulations, and Executive Orders; explain and implement their roles/responsibilities in the compliance process; communicate with all affected parties in the environmental compliance process; and describe how the compliance process fits into the broader FEMA mission.

**Selection Criteria:** This course is open to all Environmental and Historic Preservation (EHP) cadre members and specifically targets Environmental

Specialists, Environmental/Historic Preservation Advisors, and Team Leads. FEMA Technical Assistance Contractors who support the EHP cadre, and State/Tribal and community representatives may also attend with a recommendation from their FEMA Regional Environmental Officer.

**Prerequisites: Required**—E/L/IS-253, *Coordinating Environmental and Historic Preservation Compliance*; knowledge and experience with FEMA's programs; working knowledge of environmental laws, regulations, and Executive Orders that dictate environmental compliance.

**Course Length:** 4 days  
**CEUs:** 2.4

### **Executive Order 11988—Floodplain Management Training (E727)**

Executive Order (EO) 11988 on Floodplain Management requires Federal agencies to avoid actions in or adversely affecting floodplains and wetlands unless there is no practicable alternative. EO 11988 establishes an eight-step process that agencies should carry out as part of their decision-making on projects that have the potential to impact floodplains. This course is designed to provide participants with the training needed to understand the principles of EO 11988 and to apply the requirements of 44 CFR Part 9 to FEMA programs and activities. Compliance with EO 11988 is a requirement for all FEMA-funded programs and activities.

**Selection Criteria:** This course is open to all Environmental and Historic Preservation (EHP) cadre members and specifically targets Environmental Floodplain Management Specialists. The course also targets FEMA Public Assistance Officers, coordinators and project officers, Mitigation project officers, managers and floodplain management specialists, and Individual Assistance (IA) Temporary Housing officers and managers. State/Tribal and local representatives may also attend with a recommendation from their FEMA Regional Environmental Officer.

**Prerequisites: Required**—E/L/IS-253, *Coordinating Environmental and Historic Preservation Compliance*; working knowledge of FEMA's programs.

**Course Length:** 3 days  
**CEUs:** 1.8

### **Interagency Consultation for Endangered Species (E791)**

Section 7 of the Endangered Species Act (ESA) requires all Federal agencies to prevent or modify any project authorized, funded, or carried out by the Agency that is likely to jeopardize the continued existence of any endangered species or threatened species or their habitats. In order to determine if a proposed activity will jeopardize endangered or threatened species, FEMA must consult with either the U.S. Fish and Wildlife Service (FWS) or the National Marine Fisheries Service (NMFS). Compliance with ESA is a requirement for all FEMA-funded programs and activities. This course provides training on the implementation of ESA Section 7 within the context of FEMA's programs and trains EHP staff on proper consultation procedures and strategies for streamlining compliance with ESA.

**Selection Criteria:** This course is open to all Environmental and Historic Preservation (EHP) cadre members and specifically targets Environmental Specialists. Others may attend with a recommendation from their FEMA Regional Environmental Officer.

**Prerequisites: Required**—E/L/IS-253, *Coordinating Environmental and Historic Preservation Compliance*; working knowledge of FEMA's programs.

**Course Length:** 3 days  
**CEUs:** 1.8

## **NEMIS**

### **National Emergency Management Information System—Emergency Support (NEMIS-ES)—Finance (E830)**

This course provides hands-on National Emergency Management Information System (NEMIS) financial software training for FEMA disaster staff that uses the financial management functions of Initial Allocations, Amended Allocations, Obligations, Status, Query, and Emergency Support Maintenance.

**Selection Criteria:** FEMA financial staff such as Comptrollers, Financial Specialists/Technicians, Funds Control Leaders, and Regional staff that support the disaster financial function.

**Course Length:** 4½ days

### **National Emergency Management Information System—Emergency Support (NEMIS-ES)—Finance Train-the-Trainer (TTT) (E831)**

This course provides information on how to effectively teach National Emergency Management Information System Emergency Support (NEMIS-ES) at the Regional and field levels. The course addresses the most current development, releases, and issues pertaining to NEMIS-ES—Finance module and training. These initiatives must be taught and supported by the NEMIS-ES Trainers, and this course is offered once a year.

**Selection Criteria:** NEMIS-ES—Finance Trainer.

**Course Length:** 4 days (may vary in length depending on material at the time of the offering).

### **National Emergency Management Information System—Mitigation (NEMIS-MT) (E841)**

The *National Emergency Management Information System—Mitigation* (NEMIS-MT) course provides participants with an overview of NEMIS and how to utilize and manage the Mitigation module, how to enter and process HMGP project applications at the State and FEMA levels, and how to manage and closeout projects and the HMGP program. (This

course assists participants in ensuring their capability to successfully conduct the NEMIS-MT course through lecture, small-group exercise, evaluation, and individual exercise.)

**Selection Criteria:** This course is open to Mitigation cadre members and State/Tribal personnel who are involved with the development and/or management of the HMGP program.

**Prerequisites: Recommended—**E212, *Unified Hazard Mitigation Assistance*, working knowledge of UHMA Guidance, Mitigation Program Regulations, Laws, etc., and Grants Management concepts and principles.

**Course Length:** 5 days (optional five additional lab practicum days)

**CEUs:** 3.2

### **National Emergency Management Information System—Mitigation (NEMIS-MT) Train-the-Trainer (TTT) (E842)**

This course is designed to train trainers for the Mitigation module of the NEMIS-MT to prepare them to conduct NEMIS-MT training at Regional and field sites. The course focuses on NEMIS functionality and effective training strategies.

**Selection Criteria:** Mitigation cadre members responsible for working HMGP Grant applications who have approval from Headquarters.

**Prerequisites: Required—**E/L841, *National Emergency Management Information System—Mitigation*, or the comparable DFTO courses (N130, N131, N132, N133, N134). **Recommended—**E212, *Unified Hazard Mitigation Assistance*, thorough working knowledge of UHMA Guidance, Mitigation Program Regulations, Laws, etc., and Grants Management concepts and principles.

**Course Length:** 4 days

**CEUs:** 2.6

## **Emergency Management Mission Integrated Environment (EMMIE) Public Assistance Train-the-Trainer (TTT) (E861)**

This course is designed to teach trainers for the Public Assistance module of the Emergency Management Mission Integrated Environment (EMMIE) all system functions of both the internal (FEMA) and external (Grantee) applications. Participants perform paper-based exercises and also learn techniques for conducting EMMIE training.

**Selection Criteria:** Participants must be designated EMMIE Public Assistance Trainers.

**Prerequisites:** *Required*—Experienced EMMIE user. *Recommended*—Stand up instructional skills.

**Course Length:** 4 days

## **Information Technology (IT) Training**

### **Joint Field Office (JFO) Communications (E815)**

This course is designed to teach the JFO communications standard operating procedures, the Incident Communications Annexes, and Incident Communications Plans. This instruction will assist in assuring consistency in communications planning and execution during an incident.

**Selection Criteria:** FEMA Communications/IT and Operations disaster planners and responders.

### **Phone Book Exchange (PBX) Maintenance (E816)**

*PBX Maintenance* is a 2-day class that teaches the hands-on skills needed to maintain Phone Book Exchange (PBX) systems that are installed in FEMA permanent and temporary facilities. PBX equipment will be available for the hands-on training of each participant.

**Selection Criteria:** FEMA Communications/IT and Operations disaster planners and responders.

### **Disaster Training for IT Managers (E817)**

This is an exercise-based course for FEMA IT Managers designed to test the efficacy of JFO policies and procedures in the areas of information technology and communications. Participants are taught the current operational standards and participate in tabletop exercises designed to simulate JFO conditions.

**Selection Criteria:** Participants must be FEMA Information Technology Managers.

**Course Length:** 2½ days

### **Advanced Phone Book Exchange (PBX) Operations (E819)**

This course provides advanced installation, operations, and maintenance training as well as in-

depth administrative training for systems operators to manage a G3 Phone Book Exchange (PBX) system.

**Selection Criteria:** FEMA Communications/IT and Operations disaster planners and responders.

### **Information Technology Enterprise System (E835)**

This course trains Information Technology System (ITS) staff in Enterprise Systems Administration.

**Selection Criteria:** FEMA ITS staff with Enterprise Systems Administration responsibilities.

**Course Length:** 4½ days



## **Employee Development**

### **Travel Manager 8.2 (E254)**

*Travel Manager 8.2* is the agency's Automated Travel Authorization and Travel Voucher Preparation Software Package. This course is designed to provide participants detailed instructions on using the Travel Software Package for preparing travel authorizations, vouchers, and claim for reimbursements. Participants will also be briefed on the Federal Travel Regulations.

**Selection Criteria:** Employees responsible for preparing travel documents who have never received any Travel Manager training.

**Enrollment:** Submit a FEMA Form 75-5 (General Admissions Application) to the National Emergency Training Center (NETC) Admissions Office. Applications are reviewed and approved by the NETC Admissions Office.

**Course Length:** 3 days

### **Posting Integrated Financial Management Information System (IFMIS) Transactions (E337)**

This course trains participants in posting financial transactions to the Integrated Financial Management Information System (IFMIS). Classes are conducted using the computer laboratory at the Emergency Management Institute, National Emergency Training Center, in Emmitsburg, Maryland. Participants will be instructed by an expert system user about transactions for the following: disaster assistance, travel advances, receiving reports, invoices, expenditures, approvals, reports, and more. For each type of transaction, participants will be guided through an exercise, and then given a similar exercise to perform on their own. Successful completion of the course is required before access to the system will be granted.

**Selection Criteria:** Required for any FEMA financial staff member who needs to record transactions to the accounting system as part of his or her duties.

**Course Length:** 4 days  
**CEUs:** 2.6

### **Performance Excellence Series II— Communication and Customer Service (E526)**

*Communication and Customer Service* is a 4-day resident course. It teaches the FEMA professional employees in grades GS 11/12/13 in the course elements of oral and written communications to meet and exceed the performance expectations in those areas. This course will instruct participants in appropriately, accurately, and succinctly relaying information. Participants will learn to independently and effectively communicate messages, even when their viewpoints are counter to the audience's ideas or beliefs, in a respectful manner tailored to the audience. This course is a highly interactive course.

**Selection Criteria:** FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis.

**Course Length:** 4 days

### **Performance Excellence Series II— Representing the Agency (E527)**

*Representing the Agency* teaches the FEMA professional employees in grades GS 11/12/13 to be positive representatives of the organization to meet and exceed the performance expectations in this area. This course will instruct participants in appropriately, accurately, and succinctly relaying information to both internal and external customers. Participants will identify their personal strengths when relating to others through the use of an individual assessment tool. They will learn to craft an effective External Affairs message delivering concise, focused, and key-message points. Participants will be videotaped to see their personal delivery technique. They will learn to analyze and practice conflict and stressful situation resolution skills, gaining the ability to explain/defend viewpoints tailored to specific audiences, speaking in a confident and compelling manner. This is a highly interactive course.

**Selection Criteria:** FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis.

**Course Length:** 4 days

## Performance Excellence Series II— Achieving Results and Teamwork (E528)

*Achieving Results and Teamwork* teaches the FEMA professional employees in grades GS 11/12/13 development of a practical approach to goal-setting and prioritization. Participants will be able to identify and use proactive variations to situations enabling more effective outcomes to goals. Participants will bring projects/plans for projects on which to work or start in this segment, thus offering an opportunity to practically use lessons learned in the classroom. The participants will increase skills in collaborative team building through recognition of contributions from a variety of groups emphasizing cultural and generational issues. The course lists ways to deal with everyone fairly, equitably, and professionally. Participants will gain a better understanding of ways to anticipate potential detriments to effective teams and provide constructive conflict resolution and common goal identification. This course is a highly interactive course.

**Selection Criteria:** FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis.

**Prerequisites:** *Required*—A project participants wish to work on.

**Course Length:** 4 days

## Performance Excellence Series II— Leadership for Managerial Success (E529)

*Leadership for Managerial Success* teaches the FEMA professional employees in grades GS 11/12/13 to prepare or increase their ability to lead and supervise. Participants learn to benchmark from best practices. Participants will identify their personal strengths and weaknesses as they use a tool to evaluate their leadership skills and learn how to improve the positive skills to build a stronger performing unit. They will learn how to apply communication and conflict management styles to build and sustain high performing teams. Participants will learn to adapt coaching styles to meet the needs of their team members. They will also work on an individualized career development plan. This course is a highly interactive course.

**Selection Criteria:** FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis.

**Course Length:** 4 days

## Support Advisory Group for Empowerment (SAGE) Conference (E530)

The Support Advisory Group for Empowerment (SAGE) Conference has evolved from the Director's office as the Secretarial Advisory Committee in 1994 to the Secretarial Advisory Group for Empowerment in 1996 under the direction of the Learning and Development Branch. Membership continued to expand since then and the name changed once more to its current, "**Support Advisory Group for Empowerment.**" Current membership consists of a cross-section of administrative and professional personnel at various grade levels throughout the Agency. The group meets on a monthly basis to discuss and plan upcoming events and activities. This time is also used to share future individual or group endeavors.

SAGE membership is a 2-year term. New membership was announced in August 2007 for the 2008–2010 term.

**Mission:** To serve as a liaison to FEMA's administrative support personnel in the development of methods for improving the overall Agency administrative support. In order to accomplish its mission, SAGE recommends and/or provides training opportunities and activities that enhance job knowledge, skills, and abilities.

### Goals

- Foster an environment that supports continuing education through quality programs designed to meet the needs of FEMA's administrative support and professional personnel.
- Seek ideas and input from all FEMA staff that aids in enhancing the administrative services throughout the Agency.
- Encourage and support networking among Agency administrative support personnel.
- Promote activities that recognize and support the growth of Agency administrative and professional personnel.

## Ongoing Events

- SAGE Conferences are conducted yearly to assist DHS/FEMA employees with the development or enhancement of soft skills and knowledge that could increase career opportunities, improve job performance, encourage creative thinking, and promote self-management.
- SAGE Brown Bags offer various topics to help employees enhance skills and become more marketable in today's constantly changing work environment.

## Performance Excellence Series Level I (E534/E535/E536)

The Performance Excellence Series Level 1 has been designed to help strengthen and reinforce the core competencies of **DHS/FEMA personnel through the GS-9 levels**. Participants will learn new strategies in *Communication and Customer Service*; *Achieving Effective Results/Teamwork*; and *Representing the Agency*. The Series consists of three in-depth, unique, 1-week segments and one repeated segment. Each segment will explore and uncover new methodologies for excellence in the work place.

**Learning Methods:** Self-assessments; individual, small, and large group practical exercises; in-class writing; discussions; facilitator presentations; feedback from the facilitator; demonstrations and application planning.

- **Week I:** *Communication and Customer Service* (E534)
- **Week II:** *Achieving Effective Results/Teamwork* (E535)
- **Week III:** *Representing the Agency* (E536)
- **Week IV:** *Communication and Customer Service* (E534)

**Selection Criteria:** DHS/FEMA personnel through the GS-9 levels. Stafford Act employees and temporary full-time employees are welcome on a space-available basis.

**Course Length:** 4 days

## Basic Mediation (E542)

This 34-hour *Basic Mediation* skills training course explores all aspects of the mediation process through interactive exercises, demonstrations, lectures, supervised role-plays, and group debriefing. Participants will develop essential communication skills and successful dispute resolution techniques. Participants will learn effective tools to deal with issues of denial, anger, power, and impasse. Conflict resolution strategies, principles, and theories will be presented. Participants will identify the five different conflict styles, including their own. All participants will understand how to reduce and transform conflict in their workplace.

**Selection Criteria:** FEMA Employees working in situations/environments where conflict-resolution skills will enhance the performance of the agency and strengthen its mission. For individuals who encounter miscommunications and misunderstandings which must be resolved quickly and meaningfully for successful operations.

**Enrollment:** Submit a FEMA Form 75-5 (General Admissions Application) to the NETC Admissions Office. Applications are reviewed and approved by the NETC Admissions Office.

**Course Length:** 4½ days

**Program Costs:** No cost for training. All travel costs are the responsibility of the sending organization.

## Human Resources (HR) for Supervisors and Managers (E543)

This course is designed to provide FEMA supervisors and managers with an overview and understanding of their personnel management responsibilities, as well as to provide the tools needed to accomplish organizational objectives and abide by human resources laws and regulations. Some course topics are: Merit System Principles, Prohibited Personnel Practices, Position Classification, Recruitment and Placement, Labor Management Relations, and Performance Management.

### Course Objectives

- Describe the nine merit systems principles
- Identify the fourteen principles of ethical conduct expected of all Federal employees

- Discuss some ways the Agency fosters an environment that values and respects differences
- Recognize the three statutory pay systems
- Explain the goals of position management and classification process
- Identify strategically linked performance elements and how to write measurable standards for each
- Distinguish between performance and conduct problems
- Describe the various types of leave and accrual rates
- Understand the collective bargaining process and recognize the rights of employees, unions, and management
- Describe the benefits and application of alternative dispute resolution procedures
- Describe the benefits of alternative work schedules

**Selection Criteria:** Permanent full-time (PFT) Supervisors and Managers have first priority.

**Course Length:** 4 days

## **Supervisory Leadership Training (E736)**

This course is designed to provide newly appointed first-line supervisors with the communication and soft skills necessary for effective leadership. FEMA supervisors come together to study shared leadership traits and practices.

Areas of study include:

- Making the Transition to Supervisor
- Managing in a Crisis
- Self-Management and Stress
- Ethical Leadership
- Communicating for Results
- Motivating Employees
- Developing Your Leadership Potential
- Managing Performance
- Managing Performance Problems

- Managing the Work
- Leading Employees through Change
- Working through Conflict

**Selection Criteria:** Newly appointed FEMA permanent full-time (PFT) first-line supervisors and experienced PFT supervisors who have not attended a supervisory leadership course.

**Enrollment:** Submit a FEMA Form 75-5 (General Admissions Application) to the NETC Admissions Office. Applications are reviewed and approved by the NETC Admissions Office.

**Course Length:** 4½ days

**Program Costs:** No cost for training. All travel costs are the responsibility of the sending organization.

# **Independent Study**

The Emergency Management Institute's (EMI) Distance Learning Section offers the Independent Study Program. This is a distance learning program which offers training, free of charge, to the Nation's emergency management network and the general public. It serves as both an alternative means to deliver valuable training to the professional and volunteer emergency management community, and an opportunity to improve public awareness and promote disaster preparedness nationally. The ISP offers more than 75 training courses via the training site: <http://training.fema.gov/>.

## **Program Eligibility**

The program is open to all U.S. citizens with a valid U.S. deliverable postal address including Army Post Office (APO) and Fleet Post Office (FPO) addresses. At the present time, 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 take courses interactively. Just follow these easy steps:

1. Go to our web site at <http://training.fema.gov/>
2. Click on FEMA Independent Study.
3. Click on ISP Course List.
4. Select your course of interest.

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

## **Submitting Your Test**

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

1. Go to our web site at <http://training.fema.gov/>
2. Click on FEMA Independent Study.
3. Click on ISP Course List.
4. Select your course of interest.
5. Click "Take Final Exam".

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

## **Group Training**

The EMI Independent Study program offers group training for some but not all of the Independent Study courses.

1. Go to our web site at <http://training.fema.gov/>
2. Click on FEMA Independent Study.
3. Click on ISP Course List.
4. Select a course of interest. If there is an option available for group training, there will be a "Downloads for Classroom" option.
5. Click on Downloads for Classroom for details.

## **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 that is eligible for college credit. You can then submit an application with a fee to receive a personal copy of your college transcript. Two official copies may be directed to other institutions free of charge. A printable application can be downloaded from our web site under the "College Credit" section or by visiting [www.emergencymanagementstudy.com](http://www.emergencymanagementstudy.com). You also may request a copy of the application via e-mail at [Independent.Study@dhs.gov](mailto: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.

## 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, *Principles of Emergency Management*, IS-235, *Emergency Planning*, IS-242, *Effective Communication*, IS-241, *Decision Making and Problem Solving*, IS-240, *Leadership and Influence*, IS-244, *Developing and Managing Volunteers*, and IS-139, *Exercise Design*.

## 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.

CEUs: 1.0  
Study Hours: 10

## 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 Independent Study web site.

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. The course has five units which are outlined below. 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 terrorist's 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.

The five Units are:

- **Unit 1: Health and Environmental Regulations.** This Unit explains the roles of Federal, State, Tribal and local governments in reducing hazardous materials risks, and reviews the key provisions of critical Federal legislation.
- **Unit 2: Hazardous Materials Identification Systems.** This Unit discusses the two major hazardous materials identification systems currently being used in the United States. It also outlines how communities should be able to recognize a terrorist use of toxic industrial chemicals as Weapons of Mass Destruction (WMD).
- **Unit 3: Identifying Hazardous Materials.** This Unit provides an overview of locations in which these materials are commonly found and discusses ways of determining what particular chemicals, with what health effects, exist in these locations.
- **Unit 4: Hazardous Materials and Human Health.** This Unit introduces many of the basic terms used to discuss hazardous materials problems, and explain how hazardous materials enter and move through the body and the environment.
- **Unit 5: Preparing for Hazardous Materials Incidents.** This Unit explains what local communities can do to increase their emergency preparedness to respond to hazardous materials incidents of any size. It also identifies steps individuals can take to protect themselves during a hazardous materials release.

**CEUs: 1.0**  
**Study Hours: 10**

### **A Citizen’s Guide to Disaster Assistance (IS-7.a)**

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 and the test can be completed and submitted online.

**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.

**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 and the test can be completed and submitted online.

**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 provide 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 and the test can be completed and submitted online.

**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 in and manage the program. The course is for State and local officials who will manage or administer property acquisition programs in their own jurisdictions.

**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. A classroom version is available. This course may also be delivered in the classroom using the Instructor Guide and PowerPoint presentation developed for that purpose.

**CEUs:** .4  
**Study Hours:** 4

### **Supervisors Guide to Equal Employment Opportunity (IS-16)**

The *FEMA Supervisors Guide to Equal Employment Opportunity* has been developed to help FEMA managers and supervisors understand their responsibilities in EEO and to help them confidently handle equal rights issues and potential issues as they arise. This self-paced course will enable you to describe the EEO laws that protect Federal employees from discrimination, identify manager’s and supervisors’ responsibilities in preventing and dealing with discrimination, and describe the appropriate action managers and supervisors should take to handle the EEO situation presented given a series of field-specific case studies.

**CEUs:** .2  
**Study Hours:** 2

### **FEMA EEO Employee Course (IS-18)**

This course introduces participants to FEMA’s commitment to equal employment opportunity. By the end of this course, participants should be able to describe how diversity benefits FEMA, explain



FEMA's commitment to equal rights, recognize actions that constitute discrimination, identify laws that protect Federal employees, and describe the EEO complaint process.

**CEUs:** .1

**Study Hours:** 1.5

## **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 Study web site and the end-of-course test can be completed and submitted online.

**CEUs:** 1.0

**Study Hours:** 10

## **Custodial Officer Training (IS-23)**

This course is designed to provide participants with basic knowledge of the elements of custodial officer responsibilities. This course is mandatory for the Accountable Property Officer credentialing process.

**CEUs:** .2

**Study Hours:** 2

## **Guide to Points of Distribution (IS-26)**

This guide was developed to support the Points of Distribution (POD) overview video and provide an in-depth look into the planning, operations, and demobilization stages of a POD mission. The lessons detail the staffing and procedures any State will need to plan for, execute, and shut down POD operations. The guide also includes key lessons such as safety, equipment, and resources accountability and informs the reader about the "Adopt a POD" program being used by the State of Washington.

**CEUs:** .4

**Study Hours:** 4

## **Introduction to Emergency Public Information (IS-29)**

This is awareness-level training suitable for new Public Information Officers (PIO) taken alone or before G290, *Basic Public Information Officers (PIO)*, or for elected or other officials who want an overview of emergency public information. The content will be delivered in two formats: a 1-day classroom course or a 1- to 2-hour online course.

**CEUs:**

**Study Hours:** 2

## **Mitigation eGrants for the Subgrant Applicant (IS-30)**

This interactive computer-based course is designed to provide subgrant applicants with basic knowledge about using the web-based Mitigation Electronic Grants (eGrants) Management System. A part of the eGovernment initiative, eGrants streamlines the application process by providing local governments the ability to apply for and manage their subgrant applications over the Internet. This course is designed to allow the individual to take it in its entirety or to

focus on specific aspects of the Mitigation eGrants System. The course examines registering for access to the eGrants System; creating and completing and submitting subgrant applications to the Grant Applicants; and managing submitted applications. Participants will also learn how to describe the eGrants system function, users, and subgrant application process; log in and out of eGrants; navigate and access Help within the eGrants system; create a subgrant application; describe each subgrant application section; provide, update, and revoke access to a subgrant application; complete and submit a subgrant application; and manage previously submitted subgrant applications.

**CEUs:** .5

**Study Hours:** 5

### **Mitigation eGrants for the Grant Applicant (IS-31)**

This interactive computer-based course is designed to provide grant applicants with basic knowledge about using the web-based Mitigation Electronic Grants (eGrants) Management System. A part of the eGovernment initiative, eGrants streamlines the application process by providing grant applicants the ability to apply for and manage their grant applications over the Internet. This course is designed to allow the individual to take it in its entirety or to focus on specific aspects of the Mitigation eGrants System. The course examines registering for access to the eGrants System; managing subapplicant user registrations; completing and submitting grant application; and managing submitted grant applications. Participants will also learn how to describe the eGrants system functions, users, and the grant application process; log in and out of eGrants; navigate and access Help within the eGrants system; review subgrant applications submitted by sub-applicants; create, submit, and revoke access to a subgrant application; complete and submit a grant application; accept award packages; and prepare and submit quarterly reports.

**CEUs:** .8

**Study Hours:** 8

### **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 second and third units, you will learn about cleaning products, lead, mercury, gasoline, compressed gases, carbon monoxide, medical supplies, chlorine, pesticides, and much more.

In the last two units, you will cover labels, personal protective equipment, proper disposal methods, preventive measures to take before natural disasters, and less toxic alternatives.

Dangers from chemical products depend greatly on the individuals using them. Chemicals are safe to use when people read the directions and use them correctly. This course is available both online and by requesting a CD-ROM from the Independent Study web site. It will take 1 to 3 hours to complete all the units and take the final exam.

**CEUs:** .3

**Study Hours:** 3

### **Introduction to the Incident Command System (ICS), ICS-100 (IS-100.a)**

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

IS-100.a, *Introduction to the Incident Command System, ICS-100*, 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.

## Course Topics

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

**Course Length:** Approximately 8 hours for the classroom version.

**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).

**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 who would have a direct role in emergency preparedness, incident management, and/or emergency response during an incident (e.g., hospital emergency manager, hospital administrator, department head).

**CEUs:** .3

**Study Hours:** 3

## Introduction to the Incident Command System, ICS-100, for Higher Education (IS-100.HE)

This course introduces the ICS and provides the foundation for higher-level ICS training. This course is a comprehensive introduction to ICS tailored for higher education situations. Case studies, scenarios, and video clips of people and places that have been involved in campus emergency planning are integrated into the course.

**CEUs:** .3

**Study Hours:** 3

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

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.

**CEUs:** .3

**Study Hours:** 3

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

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 public works examples.

**CEUs:** .3

**Study Hours:** 3

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

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.

**CEUs:** .3  
**Study Hours:** 3

## **Deployment Basics: Federal Disaster Workforce Readiness (IS-101)**

This course is designed to help prepare FEMA personnel for deployment to a domestic incident. Responding to incidents requires that we must be ready, willing, and able to deploy at a moment's notice. This course provides personnel with practical tips and advice for incident deployment as well as a summary background of the NRF, NIMS, and the Stafford Act. Note: This course is only accessible through the FEMA Employee Knowledge Center or the Disaster Reserve Workforce Division (DRWD) portal. It is not available on the Independent Study web site.

**CEUs:** .2  
**Study Hours:** 1½ –2 hours

## **Deployment Basics for FEMA Response Partners (IS-102)**

This course is designed to help prepare personnel for deployment to a domestic incident. Responding to incidents requires that we must be ready, willing, and able to deploy at a moment's notice. This course provides personnel with practical tips and advice for incident deployment as well as a summary background of the NRF, NIMS, and the Stafford Act.

**Target Audience:** FEMA response partners including personnel from other Federal agencies, nongovernmental organizations, and private-sector companies. Note: FEMA personnel should take the IS-101 course, not the IS-102 course.

**CEUs:** .2  
**Study Hours:** 1½ –2 hours

## **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 and the test can be completed and submitted online.

**CEUs:** 1.0  
**Study Hours:** 10

## **An Introduction to Exercises (IS-120.a)**

This Independent Study course introduces the basics of emergency management exercises. It also builds a foundation for subsequent exercise courses which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEPP) and the National Standard Exercise Curriculum (NSEC). The IS-120.a replaces the IS-120, *An Orientation to Community Disaster Exercises*. At the end of this course, participants will be able to:

- Identify the five phases of the exercise process.
- Distinguish the tasks necessary to complete each phase of the exercise process.
- Understand how exercises complete the emergency preparedness cycle.
- Comprehend the role of exercises in the testing of facilities, equipment, and personnel in a performance-based environment.
- Recognize how exercises prepare communities to respond to and recover from major emergencies.

**CEUs:** .5  
**Study Hours:** 5

## Exercise Evaluation and Improvement Planning (IS-130)

This Independent Study course is a new offering that introduces the basics of emergency management exercise evaluation and improvement planning. It also provides the foundation for exercise evaluation concepts and practices as identified in the Homeland Security Exercise and Evaluation Program (HSEEP). At the end of this course, participants will be able to:

- Understand the exercise, evaluation, and improvement planning steps;
- Comprehend the process of designing and developing exercise evaluation criteria;
- Identify the necessary tasks in conducting an exercise evaluation;
- Understand methods of analyzing exercise data;
- Identify the steps necessary to prepare an After-Action Report (AAR) and conduct an After-Action Conference (AAC).

**Prerequisites: Required**—Individuals who wish to enroll in the IS-130, *Exercise Evaluation and Improvement Planning*, must complete the IS-120.a, *An Introduction to Exercises*.

**CEUs:** .5

**Study Hours:** 5

## 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 Independent Study web site.

**CEUs:** 1.5

**Study Hours:** 15

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

This course is designed for emergency management and first responder personnel to enable them to better understand the special needs population and teach how to partner with persons with special needs as well as their support providers and organizations.

### Course Goals

- Describe the impact of different types of hazards on the special needs population.
- Describe challenges faced by the emergency manager during the different phases of the disaster.
- Explain how to develop emergency plans for special needs populations and plan with special needs persons and their organizations during the planning process for your local community.

**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

- Describe the impact of different types of hazards on special needs populations.
- Describe challenges during the different phases of an emergency.

- Explain how to develop emergency plans and work with emergency management and other local officials during the planning process for your local community.

**CEUs:** .4

**Study Hours:** 4½

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

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

**Prerequisites: Required**—IS-100.a, *Introduction to the Incident Command System, ICS-100*.

**Recommended**—Response and/or recovery experience.

**Course Length:** Approximately 13 hours for classroom delivery.

**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. IS-200.HC provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. IS-100.HC is a prerequisite to the IS-200.HC 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 (e.g., hospital administration) who would have a role in an emergency operations center (hospital, local, or State).

**Prerequisites:** IS-100.HC, *Introduction to the Incident Command System, ICS-100, for Healthcare/Hospitals*.

**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 include Operations Officers, Individual Assistance (IA) Officers, Public Assistance (PA) Officers, Hazard Mitigation Officers (HMOs), Community Relations Managers, and Public Information Officers (PIOs).

**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.

**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

**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

**CEUs:** .9  
**Study Hours:** 9

## **Decision Making 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 decision making process
- Decision making styles
- Attributes of an effective decision maker
- Ethical decision making and problem solving

**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.

**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.

**CEUs:** 1.0

**Study Hours:** 10

### **Emergency Support Function #15 (ESF #15) External Affairs: A New Approach to Emergency Communication and Information Distribution (IS-250)**

The goal of this course is to provide basic training on the concept and practical application of the Emergency Support Function #15 (ESF #15) Standard Operating Procedures to all FEMA External Affairs staff, regardless of duty station, as well as to staff in all other agency divisions and Federal, Tribal, State, local, and Voluntary Organizations Active in Disaster (VOAD) partners.

This course is offered as an Independent Study course, with an optional conference call session

available to participants who have additional questions. Participants view videos online in conjunction with using the L250 Participant Manual and web-based resources to complete the final exam online. Upon completion of this course, the participant will have a better understanding of how ESF #15 is activated and how the External Affairs concept helps make incident communication more integrated, comprehensive, and empowered. The course is intended for use by FEMA External Affairs staff and all Federal agencies that are signatories of the National Framework Plan (NFP). Additionally, State and local partners that may adopt the External Affairs/ESF #15 concept may find this course helpful in its implementation.

**CEUs:** .1

**Study Hours:** 1

### **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.

**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.

**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 and the test can be completed and submitted online.

**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 and the test can be completed and submitted online.

**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 FEMA personnel for response to recovery operations whether assigned to a Regional Response Coordination Center (RRCC), National Response Coordination Center (NRCC), an Emergency Operations Center (EOC), Joint Field Office (JFO), or other FEMA facility. FEMA employees may complete the course as a prerequisite for other training.

**CEUs:** 1.0

**Study Hours:** 10

### **Mission Assignment (MA) Overview (IS-293)**

This course is intended to provide basic training on the concept of the mission assignment (MA) process beginning with the request for Federal assistance to MA issuance, execution, billing, and closeout.

Course objectives include:

1. Define Mission Assignments, the three types and relationship to disaster operations.
2. Describe the request for Federal assistance and the Action Request Form (ARF).
3. Describe the roles and responsibilities of the key staff involved in the MA Process including the State, Tribal, FEMA, and other Federal agencies.
4. Describe the various elements of the MA Phases from MA issuance, MA Execution to MA Billing, Reimbursement and Closeout.

**Selection Criteria:** The course is open to all local, State, Tribal, other Federal agency, and FEMA/DHS program and financial staff who have a role or interest in the mission assignment process.

**CEUs:** .3

**Study Hours:** 3

### **Radiological Emergency Response (IS-301)**

The goal of this 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 B301, *Radiological Emergency Response Operations (RERO)*.

**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 from radiation fundamentals to public information and ICS relationships.

**CEUs:** 1.0  
**Study Hours:** 10

### **Community Hurricane Preparedness (IS-324)**

This course provides those involved in the decision making process for hurricanes with basic information about:

- How hurricanes form.
- The hazards they pose.
- How the National Weather Service (NWS) forecasts future hurricane behavior.
- What tools and guiding principles can help emergency managers prepare their communities.

**CEUs:** 1.0  
**Study Hours:** 10

### **Refresher Course for Radiological Response (IS-330)**

This instruction reviews monitoring techniques, protective actions, and radiation information for all types of radiation emergencies.

**Prerequisites:** Successful completion of G320, *Fundamentals Course for Radiological Response*, and/or B301, *Radiological Emergency Response Operations (RERO)*. 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.

**CEUs:** 1.0  
**Study Hours:** 10

### **Hazardous Materials Prevention and Planning (IS-340)**

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 hazardous materials incidents (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.

**CEUs:** 1.0  
**Study Hours:** 10

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

This course is designed to prepare medical and hospital personnel to analyze hazardous materials situations, take the necessary steps to assure medical provider safety, and identify appropriate resources for decontamination and medical care. This course serves as the prerequisite for the State/Local/Tribal field course G346, *Hospital Emergency Department Management of Hazardous Materials Accidents (HMA)*.

**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.

**CEUs:** .8  
**Study Hours:** 8

### **Introduction to Residential Coastal Construction (IS-386)**

This is a very comprehensive, advanced level course. It 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 and the test can be completed and submitted online.

**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.

**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.

**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.

**CEUs:** .1  
**Study Hours:** 1

## **Introduction to Continuity of Operations (COOP) (IS-547.a)**

This 2-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. The course also provides activities to enhance your COOP program.

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

**CEUs:** .2  
**Study Hours:** 2

## **Continuity of Operations (COOP) Program Manager (IS-548)**

This 4-hour course describes the requirements for developing a continuity program as prescribed in Federal Continuity Directive (FCD) 1, Federal Executive Branch National Continuity Program and Requirements. The course covers program requirements and elements and support requirements and describes the roles and responsibilities of the Continuity Program Manager and other key players in developing a viable continuity program.

Although this course directly addresses continuity requirements for Federal Executive branch organizations, the course is also useful to State, local, territorial, and Tribal governments.

**Prerequisites:** IS-546, *Continuity of Operations (COOP) Awareness* and IS-547.a, *Introduction to Continuity of Operations (COOP)*.

**CEUs:** .4  
**Study Hours:** 4

## **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.

**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 Independent Study web site.

**CEUs:** .7  
**Study Hours:** 7

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

This course is divided 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.

This 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 Independent Study web site.

**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 monetary and technical assistance through the Individual Assistance, Public Assistance, and Hazard Mitigation Programs. For example, getting the word 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.

**CEUs:** 1.0

**Study Hours:** 10

### **National Incident Management System (NIMS), An Introduction (IS-700.a)**

This course provides an introduction to the National Incident Management System (NIMS). At the end of this course, participants will be able to describe the intent of NIMS; describe the key concepts and principles underlying NIMS; describe the purpose of the NIMS Components, including Preparedness, Communications and Information Management, Resource Management, and Command and Management; and describe the purpose of the National Integration Center. This course provides a basic introduction to NIMS; it is not designed to replace Incident Command System and position-specific training.

**CEUs:** .3

**Study Hours:** 3

### **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 the classroom.

**CEUs:** .5

**Study Hours:** 5

### **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.

**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 APS, 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.

**CEUs:** .3

**Study Hours:** 3

### **NIMS Intrastate Mutual Aid—An Introduction (IS-706)**

This online course provides an introduction to NIMS intrastate mutual aid and assistance. Participants will learn about the purpose and benefits of mutual aid and assistance, and the emphasis that NIMS places on mutual aid and assistance. The course explains how to develop mutual aid and assistance agreements and mutual aid operational plans. Course objectives include:

- Describe the purpose, benefits, and uses of mutual aid and assistance.

- Explain how mutual aid and assistance agreements relate to NIMS.
- Identify what information should be included in a mutual aid and assistance agreement.
- Explain the process for developing mutual aid and assistance agreements.
- Identify the elements of a mutual aid and assistance operational plan.

This course is designed for State, local, and Tribal emergency response and coordination personnel and takes approximately 2½ hours to complete.

**CEUs:** .2

**Study Hours:** 2½

### **Rapid Damage Assessment (IS-708)**

This course is a web-based course intended for emergency management and community planners, senior-level personnel from response agencies (i.e., law enforcement, fire, emergency medical, and public works), and personnel from other local government agencies that may participate in rapid damage assessment activities.

The course objective is to enable participants to understand the importance of planning for and conducting rapid damage assessment following any large-scale emergency or disaster.

This course addresses developing a damage assessment plan, determining the composition of a rapid damage assessment team, collecting and communicating damage information, and the importance of having predetermined sectors for the purpose of collecting damage information.

This course is available on the Independent Study web site.

**CEUs:** .2

**Study Hours:** 2

### **Emergency Operations Center (EOC) Management and Operations (IS-775)**

This course describes the role, design, and functions of EOCs and their relationships as components of a multi-agency coordination system. The course contains disaster-related examples, activities, and case studies that relate to EOCs and multi-agency

coordination systems at the local, State, and Federal levels of government.

**CEUs:** .4

**Study Hours:** 4

### **National Response Framework (NRF), An Introduction (IS-800.b)**

This course is intended for government executives, private-sector and non-governmental organizations (NGO) leaders, and emergency management practitioners. This includes senior elected and appointed leaders, such as Federal department or agency heads, State governors, mayors, Tribal leaders, and city or county officials—those who have a responsibility to provide for effective response. This course introduces participants to the concepts and principles for the National Response Framework. At the end of this course, participants will be able to describe:

- The purpose of the National Response Framework.
- The response doctrine established by the National Response Framework.
- The roles and responsibilities of entities as specified in the National Response Framework.
- The actions that support national response.
- The response organizations used for multi-agency coordination.
- How planning relates to national preparedness.

The course is available on the Independent Study web site.

**CEUs:** .5

**Study Hours:** 5

### **Emergency Support Function (ESF) #1—Transportation (IS-801)**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide

assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #1—Transportation.

- Describe the overall purpose and scope of ESF #1.
- Identify the supplemental assistance ESF #1 provides to the State, local, and Tribal governments.
- Identify typical actions accomplished by ESF #1 resources and teams.
- Describe the types of partnerships formed between ESF #1 and other response agencies and organizations.

### **Emergency Support Function (ESF) #2—Communications (IS-802)**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #2—Communications.

- Describe the overall purpose and scope of ESF #2.
- Identify the supplemental assistance ESF #2 provides to the State, local, and Tribal governments.
- Identify typical actions accomplished by ESF #2 resources and teams.
- Describe the types of partnerships formed between ESF #2 and other response agencies and organizations.

### **Emergency Support Function (ESF) #3—Public Works and Engineering (IS-803)**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #3—Public Works and Engineering.

- Describe the overall purpose and scope of ESF #3.
- Identify the supplemental assistance ESF #3 provides to the State, local, and Tribal governments.
- Identify typical actions accomplished by ESF #3 resources and teams.
- Describe the types of partnerships formed between ESF #3 and other response agencies and organizations.

### **Emergency Support Function (ESF) #4—Firefighting (IS-804)**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #4—Firefighting.

- Describe the overall purpose and scope of ESF #4.
- Identify the supplemental assistance ESF #4 provides to the State, local, and Tribal governments.
- Identify typical actions accomplished by ESF #4 resources and teams.



- Describe the types of partnerships formed between ESF #4 and other response agencies and organizations.

### **Emergency Support Function (ESF) #5—Emergency Management (IS-805)**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 55 ESFs. This course provides an introduction to ESF #5—Emergency Management.

- Describe the overall purpose and scope of ESF #5.
- Identify the supplemental assistance ESF #5 provides to the State, local, and Tribal governments.
- Identify typical actions accomplished by ESF #5 resources and teams.
- Describe the types of partnerships formed between ESF #5 and other response agencies and organizations.

### **Emergency Support Function (ESF) #6—Mass Care, Emergency Assistance, Housing, and Human Services (IS-806)**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses provides an overview of each of the 15 ESFs. This course introduces Emergency Support Function (ESF) #6 – Mass Care, Emergency Assistance, Housing, and Human Services.

- Describe the overall purpose and scope of ESF #6.

- Identify the types of supplemental assistance ESF #6 provides to individuals and State, Tribal, and local governments.
- Identify typical activities accomplished by ESF #6 resources and teams.
- Describe the types of partnerships formed between ESF #6 and other response agencies and organizations.

### **Emergency Support Function (ESF) #7—Logistics Management and Resource Support Annex (IS-807)**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 75 ESFs. This course provides an introduction to ESF #7—Logistics Management and Resource Support Annex.

- Describe the overall purpose and scope of ESF #7.
- Identify the supplemental assistance ESF #7 provides to the State, local, and Tribal governments.
- Identify typical actions accomplished by ESF #7 resources and teams.
- Describe the types of partnerships formed between ESF #7 and other response agencies and organizations.

### **Emergency Support Function (ESF) #8—Public Health and Medical Services (IS-808)**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 85 ESFs. This course provides

an introduction to ESF #8—Public Health and Medical Service Support.

- Describe the overall purpose and scope of ESF #8.
- Identify the supplemental assistance ESF #8 provides to the State, local, and Tribal governments.
- Identify typical actions accomplished by ESF #8 resources and teams.
- Describe the types of partnerships formed between ESF #8 and other response agencies and organizations.

### **Emergency Support Function (ESF) #9—Search and Rescue (IS-809)**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 95 ESFs. This course provides an introduction to ESF #9—Search and Rescue.

- Describe the overall purpose and scope of ESF #9.
- Identify the supplemental assistance ESF #9 provides to the State, local, and Tribal governments.
- Identify typical actions accomplished by ESF #9 resources and teams.
- Describe the types of partnerships formed between ESF #9 and other response agencies and organizations.

### **Emergency Support Function (ESF) #10—Oil and Hazardous Response Annex (IS-810)**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of

the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #10—Oil and Hazardous Response Annex.

- Describe the overall purpose and scope of ESF #10.
- Identify the supplemental assistance ESF #10 provides to the State, local, and Tribal governments.
- Identify typical actions accomplished by ESF #10 resources and teams.
- Describe the types of partnerships formed between ESF #10 and other response agencies and organizations.

### **Emergency Support Function (ESF) #11—Agriculture and National Resources (IS-811)**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #11—Agriculture and National Resources.

- Describe the overall purpose and scope of ESF #11.
- Identify the supplemental assistance ESF #11 provides to the State, local, and Tribal governments.
- Identify typical actions accomplished by ESF #11 resources and teams.
- Describe the types of partnerships formed between ESF #11 and other response agencies and organizations.

## **Emergency Support Function (ESF) #12—Energy (IS-812)**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #12—Energy.

- Describe the overall purpose and scope of ESF #12.
- Identify the supplemental assistance ESF #12 provides to the State, local, and Tribal governments.
- Identify typical actions accomplished by ESF #12 resources and teams.
- Describe the types of partnerships formed between ESF #12 and other response agencies and organizations.

## **Emergency Support Function (ESF) #13—Public Safety and Security Annex (IS-813)**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, ESFs are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to ESF #13—Public Safety and Security Annex.

- Describe the overall purpose and scope of ESF #13.
- Identify the supplemental assistance ESF #13 provides to the State, local, and Tribal governments.
- Identify typical actions accomplished by ESF #13 resources and teams.

- Describe the types of partnerships formed between ESF #13 and other response agencies and organizations.

## **Emergency Support Function (ESF) #14—Long-Term Community Recovery (IS-814)**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to Emergency Support Function (ESF) #14 –Long-Term Community Recovery.

- Describe the overall purpose and scope of ESF #14.
- Identify the supplemental assistance ESF #14 provides to State, Tribal, and local governments.
- Identify typical actions accomplished by ESF #14 resources and teams.
- Describe the types of partnerships formed between ESF #14 and other response agencies and organizations.

## **Critical Infrastructure and Key Resources Support Annex (IS-821)**

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, Support Annexes describe how Federal departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations (NGOs) coordinate and execute the common support processes and administrative tasks required during an incident. The actions described in the Support Annexes are not limited to particular types of events, but are overreaching in nature and applicable to nearly every type of incident. This course provides an introduction to the Critical

## Infrastructure and Key Resources (CIKR) Support Annex to the NRF.

- Describe the relationship between the NRF and CIKR prevention, protection, and response and recovery.
- Define the role of the Infrastructure Liaison in supporting coordination with the CIKR sectors and all levels of partners.
- Identify the processes defined in the NRF for ensuring the CIKR considerations are integrated into incident response efforts.

**CEUs:** .1

## Nuclear/Radiological Incident Annex (IS-836)

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, the Incident Annexes describe the concept of operations to address specific contingency or hazard situations or an element of an incident requiring specialized application of the NRF. This course provides an introduction to the Nuclear/Radiological Incident Annex (NRIA) to the NRF.

- Describe the overall purpose of the NRIA and the policies that govern its use.
- Describe the roles and responsibilities of agencies involved in the management of nuclear/radiological incidents.
- Describe the types of incidents for which it would be activated and the concept of operations for a response.

## 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 (CIKR) 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.

**CEUs:** .2

**Study Hours:** 2

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

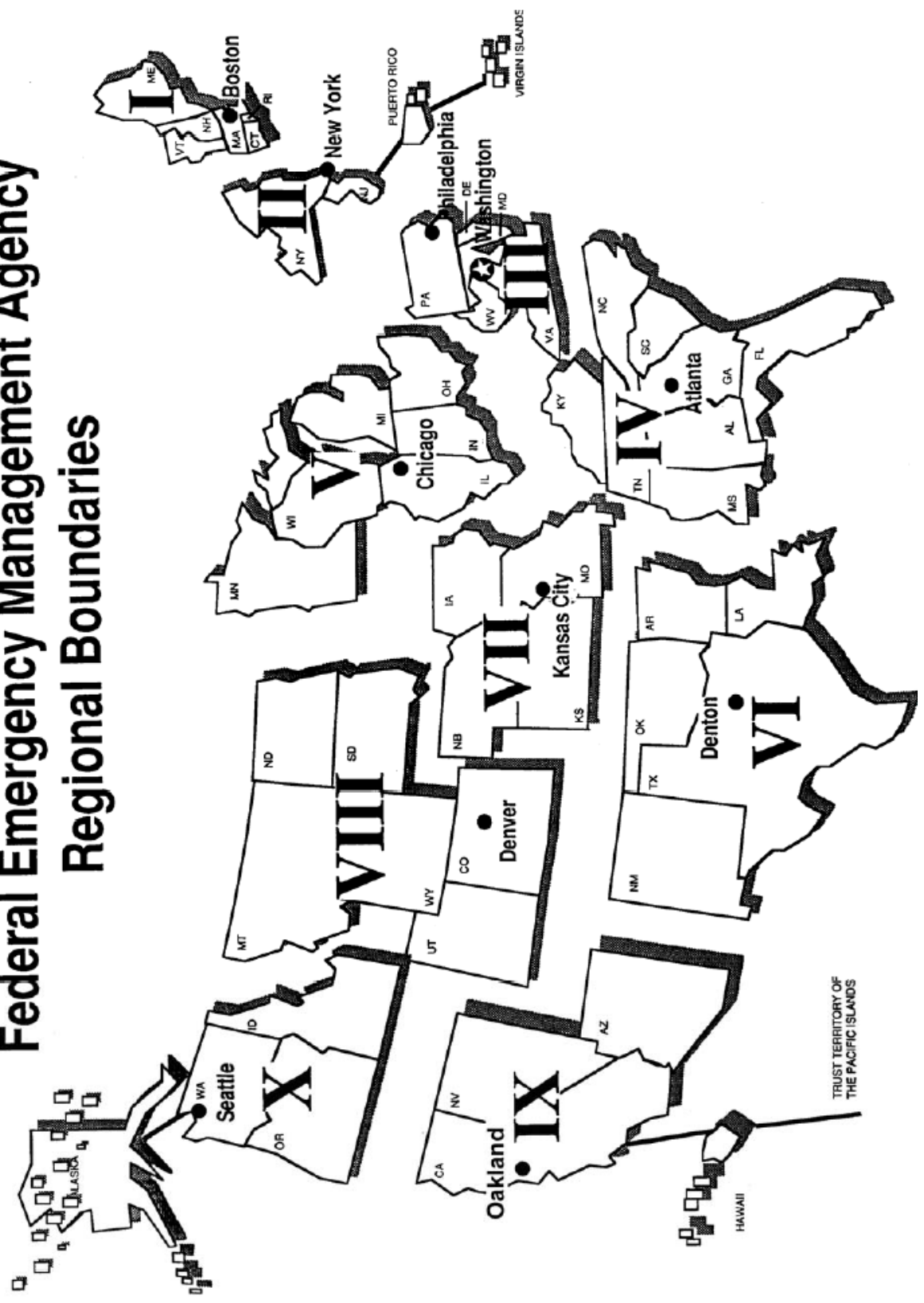
This course provides training to address the needs of Federal Coordinating Centers (FCCs). The purpose of this course is to:

- 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.

**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.

<b>Address</b>	<b>States Served</b>
<b>Region I</b> Lauren DeMarco, Regional Training Manager 99 High Street, 5th Floor Boston, Massachusetts 02110-2320 (617) 956-7550 (Training Office) FSN: 551-9550 Fax: (617) 956-7519 or 956-7538 E-mail: lauren.demarco@dhs.gov	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
<b>Region II</b> David Fenton, Acting Regional Training Manager 26 Federal Plaza, Room 1307 New York, New York 10278-0002 (212) 680-8504 (212) 225-7018 (Training Office) Fax: (212) 680-3608 E-mail: david.j.fenton@dhs.gov	New Jersey, New York, Puerto Rico, Virgin Islands
<b>Region III</b> James Kunec, Regional Training Manager One Independence Mall Building 615 Chestnut Street, 6 <sup>th</sup> Floor Philadelphia, Pennsylvania 19106-4404 (215) 931-5500 (215) 931-5569 (Training Office) FSN: 553-5569 Fax: (215) 931-5714 E-mail: james.kunec@dhs.gov	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia
<b>Region IV</b> Gayle Alston, Regional Training Manager 3003 Chamblee Tucker Road Atlanta, Georgia 30341 (770) 220-5200 (770) 220-5218 (Training Office) FSN: 554-5218 Fax: (770) 220-5275 E-mail: gayle.alston@dhs.gov	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

**Address****Region V**

Nancy Olson, Regional Training Manager  
536 South Clark Street, 6<sup>th</sup> Floor  
Chicago, Illinois 60605  
(312) 408-5500  
(312) 408-5376 (Training Office)  
FSN: 555-5377  
Fax: (312) 408-5222  
E-mail: nancy.olson@dhs.gov

**Region VI**

Angela Stapleton, Regional Training Manager  
Federal Regional Center  
800 North Loop 288  
Denton, Texas 76201-3698  
(940) 898-5458  
(940) 898-5457 (Training Office)  
FSN: 536-5399  
Fax: (940) 898-5263  
E-mail: angela.stapleton@dhs.gov

**Region VII**

Thomas Akins, Regional Training Manager  
9221 Ward Parkway Building, Suite 300  
Kansas City, Missouri 64114-3372  
(816) 283-7061  
(816) 283-7093 (Training Office)  
FSN: 537-7093  
Fax: (816) 283-7093  
E-mail: thomas.akins@dhs.gov

**Region VIII**

Anne Griffin, Regional Training Manager  
Denver Federal Center  
Building 710, Box 25267  
Denver, Colorado 80225-0267  
(303) 235-4800  
(303) 235-4929 (Training Office)  
FSN: 538-4929  
Fax: (303) 235-4857  
E-mail: anne.griffin@dhs.gov

**Region IX**

Wayne E. Schmaling, Regional Training Manager  
1111 Broadway, Suite 1200  
Oakland, California 94607-4052  
(510) 627-7100  
(510) 627-7106 (Training Office)  
FSN: 539-7106  
Fax: (510) 627-7112 or 627-7117  
E-mail: wayne.schmaling@dhs.gov

**States Served**

Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

Arkansas, Louisiana, New Mexico, Oklahoma, Texas

Iowa, Kansas, Missouri, Nebraska

Colorado, Montana, North Dakota, South Dakota, Utah,  
Wyoming

Arizona, California, Hawaii, Nevada, Guam, American  
Samoa, Commonwealth of the Northern Mariana Islands

**Address****Region X**

Scott Zaffram, Acting Regional Training Manager  
Federal Regional Center  
130 228<sup>th</sup> Street SW  
Bothell, Washington 98021-9796  
(425) 487-4600  
(425) 487-4662 (Training Office) or  
(425) 487-4684  
FSN: 530-4603  
Fax: (425) 487-4777  
E-mail: scott.zaffram@dhs.gov

**FEMA Caribbean**

P.O. Box 70105  
San Juan, Puerto Rico 00936-8105  
(787) 296-3500  
Fax: (787) 296-3642  
E-mail: orlando.olivera@fema.gov

**States Served**

Alaska, Idaho, Oregon, Washington



## State Training Offices

### REGION I

#### *Connecticut*

State Training Officer  
Connecticut Department of Emergency  
Management and Homeland Security  
25 Sigourney Street, 6<sup>th</sup> Floor  
Hartford, Connecticut 06106  
(860) 706-5519  
Fax: (860) 706-5539  
[www.ct.gov/demhs/site/default.asp](http://www.ct.gov/demhs/site/default.asp)

#### *Maine*

State Training Officer  
Maine Emergency Management Agency  
State House, Station 72  
Augusta, Maine 04333-0072  
(207) 624-4460  
Fax: (207) 287-3189  
[www.maine.gov/mema/](http://www.maine.gov/mema/)

#### *Massachusetts*

State Training Officer  
Massachusetts Emergency Management Agency  
400 Worcester Road  
Framingham, Massachusetts 01702-5399  
(508) 820-1405  
Fax: (508) 820-2030  
[www.mass.gov](http://www.mass.gov)

#### *New Hampshire*

State Training Officer  
New Hampshire Homeland Security and  
Emergency Management  
33 Hazen Drive  
Concord, New Hampshire 03305  
(603) 271-2661; (603) 271-2231  
Fax: (603) 271-1091  
[www.nh.gov/safety/divisions/bem/](http://www.nh.gov/safety/divisions/bem/)

#### *Rhode Island*

State Training Officer  
Rhode Island Emergency Management Agency  
645 New London Avenue  
Cranston, Rhode Island 02920-3097  
(401) 462-7122  
Fax: (401) 944-1891  
[www.riema.ri.gov](http://www.riema.ri.gov)

#### *Vermont*

State Training Officer  
Vermont Emergency Management Agency  
Waterbury State Complex  
103 South Main Street  
Waterbury, Vermont 05671-2101  
(802) 241-5094  
(800) 347-0488  
TTY: (888) 545-7598  
Fax: (802) 241-5349  
[www.dps.state.vt.us/](http://www.dps.state.vt.us/)

### REGION II

#### *New Jersey*

Training Officer  
New Jersey Office of Emergency Management  
P.O. Box 7068  
One River Road  
West Trenton, New Jersey 08628-0068  
(609) 584-5000 (ext. 5009)  
Fax: (609) 584-1528  
[www.state.nj.us/oem/county/](http://www.state.nj.us/oem/county/)

#### *New York*

State Training Officer  
New York State Emergency Management Office  
1220 Washington Avenue  
Building 22, Suite 101  
Albany, New York 12226-2251  
(518) 292-2351  
Fax: (518) 322-4987  
[www.semo.state.ny.us/](http://www.semo.state.ny.us/)

***Puerto Rico***

Training Officer  
Puerto Rico Emergency Management Agency  
115 Eleanor Roosevelt Avenue  
Hato Rey, Puerto Rico 00906-6597  
(787) 724-0124

***Virgin Islands***

State Training Officer  
Virgin Islands Territorial Emergency  
Management Agency (VITEMA)  
St. Thomas, U.S. Virgin Islands 00802  
(340) 774-2244  
Fax: (340) 774-1491

**REGION III**

***Delaware***

State Training Officer  
Delaware Emergency Management Agency  
165 Brick Store Landing Road  
Smyrna, Delaware 19977-9628  
(302) 659-2233  
Fax: (302) 659-6855  
[www.dema.delaware.gov](http://www.dema.delaware.gov)

***District of Columbia***

Training Officer  
DC Emergency Management Agency  
2720 Martin Luther King, Jr., Avenue, SW  
Washington, DC 20032  
(202) 727-6161; (202) 673-2101 (ext. 1162)  
Fax: (202) 673-2290  
<http://dcema.dc.gov>

***Maryland***

Training Officer  
Maryland Emergency Management Agency  
Camp Fretterd Military Reservation  
5401 Rue Saint Lo Drive  
Reisterstown, Maryland 21136-4541  
(410) 517-3600; (410) 517-3623  
(877) MEMA-USA  
Fax: (410) 517-3610  
[www.mema.state.md.us/](http://www.mema.state.md.us/)

***Pennsylvania***

State Training Officer  
Pennsylvania Emergency Management Agency  
2605 Interstate Drive  
Harrisburg, Pennsylvania 17110-9364  
(717) 651-2141; (717) 651-2120  
(717) 346-3105  
[www.pema.state.pa.us/](http://www.pema.state.pa.us/)

***Virginia***

State Training Officer  
Virginia Department of Emergency Management  
10501 Trade Court  
Richmond, Virginia 23236-3713  
(804) 897-6500  
Fax: (804) 897-6556  
[www.vdem.state.va.us/](http://www.vdem.state.va.us/)

***West Virginia***

State Training Officer  
West Virginia Division of Homeland Security  
and Emergency Management  
Building 1, Room EB-80  
1900 Kanawha Boulevard East  
Charleston, West Virginia 25305-0360  
(304) 558-5380  
Fax: (304) 344-4538  
[www.wvdhsem.gov](http://www.wvdhsem.gov)

**REGION IV**

***Alabama***

State Training Officer  
Alabama Emergency Management Agency  
5898 County Road 41  
P.O. Drawer 2160  
Clanton, Alabama 35046-2106  
(205) 280-2221  
Fax: (205) 280-2493  
<http://ema.alabama.gov>

***Florida***

State Training and Exercise Officer  
Florida Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100  
(850) 413-9899  
Fax: (850) 488-6250  
[floridadisaster.org](http://floridadisaster.org)

**Georgia**

State Training Officer  
Georgia Emergency Management Agency  
1000 Indian Springs Drive  
Forsyth, Georgia 31029  
(478) 993-4621  
Fax: (478) 993-4260  
[www.gema.state.ga.us](http://www.gema.state.ga.us)

**Kentucky**

Training Supervisor  
Kentucky Division of Emergency Management  
100 Minuteman Parkway  
Frankfort, Kentucky 40601  
(502) 607-5733  
Fax: (502) 607-5710  
<http://kyem.ky.gov>

**Mississippi**

State Training Officer  
Mississippi Emergency Management Agency  
P.O. Box 5644  
1 MEMA Drive  
Pearl, Mississippi 39288  
(601) 933-6362  
Fax: (601) 933-6800  
[www.msema.org](http://www.msema.org)

**North Carolina**

State Training Officer  
North Carolina Division of Emergency  
Management  
4713 Mail Service Center  
Raleigh, North Carolina 27699-4713  
(919) 733-3426  
(919) 733-2500  
Fax: (919) 733-6327  
<http://www.ncem.org>

**South Carolina**

Training and Exercise Manager  
South Carolina Emergency Management  
Division  
2779 Fish Hatchery Road  
West Columbia, South Carolina 29172  
(803) 737-8648  
Fax: (803) 737-8570  
[www.scemd.org](http://www.scemd.org)

**Tennessee**

State Training Officer  
Tennessee Emergency Management Agency  
3041 Sidco Drive  
Nashville, Tennessee 37204-1502  
(615) 741-2924  
Fax: (615) 741-4173  
[www.tnema.org/](http://www.tnema.org/)

**REGION V****Illinois**

State Training Officer  
Illinois Emergency Management Agency  
2200 South Dirksen Parkway  
Springfield, Illinois 62703  
(217) 557-4791  
[www.state.il.us/iema/](http://www.state.il.us/iema/)

**Indiana**

State Training Officer  
Indiana Department of Homeland Security  
Public Safety Training Institute  
302 West Washington Street, Room E308  
Indianapolis, Indiana 46204-2760  
(317) 232-2539  
Fax: (317) 234-0736  
[www.in.gov/dhs](http://www.in.gov/dhs)

**Michigan**

State Training Officer  
Michigan State Police  
Emergency Management Division  
4000 Collins Road  
Lansing, Michigan 48910-8136  
(517) 333-5021  
Fax: (517) 333-4987  
[www.michigan.gov/emd](http://www.michigan.gov/emd)

**Minnesota**

State Training Officer  
Minnesota Homeland Security and Emergency  
Management  
444 Cedar Street, Suite 223  
St. Paul, Minnesota 55101-6223  
(651) 201-7441  
Fax: (651) 296-0459  
[www.hsem.state.mn.us/](http://www.hsem.state.mn.us/)

**Ohio**

State Training Officer  
Ohio Emergency Management Agency  
2855 West Dublin-Granville Road  
Columbus, Ohio 43235-2206  
(614) 889-7168  
Fax: (614) 799-3831  
<http://ema.ohio.gov>

**Wisconsin**

State Training Officer  
Wisconsin Emergency Management  
2400 Wright Street  
Madison, Wisconsin 53707-7865  
(608) 242-3213  
Fax: (608) 242-3247  
<http://emergencymanagement.wi.gov/>

**REGION VI****Arkansas**

Training and Exercise Branch Manager  
Arkansas Department of Emergency  
Management  
Building 9501 Camp Joseph T. Robinson  
North Little Rock, Arkansas 72199-9600  
(501) 730-9751  
Fax: (501) 730-9754  
[www.adem.arkansas.gov/](http://www.adem.arkansas.gov/)

**Louisiana**

Training Officer  
Louisiana Office of Emergency Preparedness  
7667 Independence Boulevard  
Baton Rouge, Louisiana 70806-6404  
(225) 925-7324  
Fax: (225) 925-7501  
[www.ohsep.louisiana.gov](http://www.ohsep.louisiana.gov)

**New Mexico**

State Training Officer  
New Mexico Department of Homeland Security  
and Emergency Management  
P.O. Box 27111  
13 Bataan Boulevard  
Santa Fe, New Mexico 87508  
(505) 476-9690  
Fax: (505) 471-5922  
[www.dps.nm.org](http://www.dps.nm.org)

**Oklahoma**

State Training Officer  
Oklahoma Department of Emergency  
Management  
4224 North Santa Fe  
Oklahoma City, Oklahoma 73118  
(405) 521-2481  
Fax: (405) 521-4053  
[www.ok.gov/OEM/](http://www.ok.gov/OEM/)

**Texas**

State Training Officer  
Governor's Division of Emergency Management  
5805 North Lamar Boulevard  
P.O. Box 4087  
Austin, Texas 78773-0225  
(512) 424-2195  
Fax: (512) 424-5647  
[www.txdps.state.tx.us/dem/pages/index.htm](http://www.txdps.state.tx.us/dem/pages/index.htm)

**REGION VII****Iowa**

State Training Officer  
Iowa Homeland Security and Emergency  
Management Division  
7105 NW 70<sup>th</sup> Avenue, Camp Dodge  
Building W-4  
Johnston, Iowa 50131  
(515) 725-3281  
Fax: (515) 281-3260  
[www.iowahomelandsecurity.org](http://www.iowahomelandsecurity.org)

**Kansas**

State Training Officer  
Kansas Division of Emergency Management  
2800 Southwest Topeka Boulevard  
Topeka, Kansas 66611-1287  
(785) 274-1413  
Fax: (785) 274-1426  
<http://www.accesskansas.org/kdem>

**Missouri**

State Training Officer  
Missouri Emergency Management Agency  
P.O. Box 116  
2302 Militia Drive  
Jefferson City, Missouri 65102-0116  
(573) 526-9110  
Fax: (573) 526-9262  
[www.sema.dps.mo.gov](http://www.sema.dps.mo.gov)

**Nebraska**

State Training and Exercise Programs Manager  
Nebraska Emergency Management Agency  
1300 Military Road  
Lincoln, Nebraska 68508-1090  
(402) 471-7349  
Fax: (402) 471-7433  
[www.nema.ne.gov](http://www.nema.ne.gov)

**REGION VIII**

**Colorado**

State Training Officer  
Colorado Division of Emergency Management  
9195 East Mineral Avenue, Suite 200  
Centennial, Colorado 80112-3549  
(720) 852-6617  
Fax: (720) 852-6750  
[www.dola.state.co.us/oem/oemindex.htm](http://www.dola.state.co.us/oem/oemindex.htm)

**Montana**

State Training Officer  
Montana Disaster and Emergency Services  
Division  
P.O. Box 4789  
1900 Williams Street  
Fort Harrison, Montana 59636-4789  
(406) 841-3968; (406) 841-3911  
Fax: (406) 841-3965  
<http://dma.mt.gov/des/>

**North Dakota**

Training Officer  
North Dakota Department of Emergency  
Services  
P.O. Box 5511  
Fraine Barracks Lane, Building 35  
Bismarck, North Dakota 58506-5511  
(701) 328-8100  
Fax: (701) 328-8181  
[www.nd.gov/des](http://www.nd.gov/des)

**South Dakota**

State Training Officer  
South Dakota Office of Emergency Management  
118 West Capitol Avenue  
Pierre, South Dakota 57501-5070  
(605) 773-3420; (605) 773-3231  
Fax: (605) 773-3580  
[www.oem.sd.gov](http://www.oem.sd.gov)

**Utah**

State Training Officer  
Utah Division of Emergency Services and  
Homeland Security  
Room 1110, State Office Building  
Salt Lake City, Utah 84114-1710  
(801) 538-3400; (801) 538-3758  
Fax: (801) 538-3770  
<http://homelandsecurity.utah.gov>

**Wyoming**

Training Officer  
Wyoming Office of Homeland Security/  
Emergency Management  
122 West 25<sup>th</sup> Street  
1<sup>st</sup> Floor East Herschler Building,  
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(307) 777-4915  
Fax: (307) 638-7670  
<http://wyohomelandsecurity.state.wy.us/>

**REGION IX**

**Arizona**

State Training Officer  
Arizona Division of Emergency Management  
5636 East McDowell Road  
Phoenix, Arizona 85008  
(602) 231-6262  
Fax: (602) 231-6356  
[www.azdema.gov](http://www.azdema.gov)

**California**

State Training officer  
Office of Emergency Services  
2 CSTI Building 904, Highway #1  
Camp San Luis Obispo, California 93406  
(805) 549-3543  
[www.oes.ca.gov](http://www.oes.ca.gov)

**Hawaii**

State Training Officer  
Hawaii State Civil Defense  
3949 Diamond Head Road  
Honolulu, Hawaii 96816-4495  
(808) 733-4300; (808) 733-4301  
Fax: (808) 733-4287  
[www.scd.hawaii.gov](http://www.scd.hawaii.gov)

***Nevada***

State Training Officer  
Nevada Department of Public Safety  
Division of Emergency Management  
2478 Fairview Drive  
Carson City, Nevada 89701  
(775) 687-0389  
Fax: (775) 687-0323  
<http://dem.state.nv.us/>

***American Samoa***

Executive Director  
Territorial Emergency Management  
Coordinating Office (TEMCO)  
American Samoa Government  
P.O. Box 1086  
Pago Pago, American Samoa 96799  
(808) 847-1998  
Fax: (684) 699-6414

***Guam***

State Training Officer  
Guam Homeland Security  
Office of Civil Defense  
Building 221-B Chalan Palasyo Street  
Agana Heights, Guam 96910  
(671) 475-9600  
Fax: (671) 475-3727  
<http://guamhs.org>

***Northern Mariana Islands (MP)***

Director  
Emergency Management Office  
Commonwealth of the Northern Mariana Islands  
P.O. Box 10007  
Saipan, Mariana Islands 96950  
(670) 322-9528; (670) 322-9529  
Fax: (670) 322-1748  
[www.cnmiemo.gov.mp](http://www.cnmiemo.gov.mp)

***Republic of the Marshall Islands (MH)***

Director  
National Disaster Management Office  
Office of the Chief Secretary  
P.O. Box 15  
Majuro, MH 96960-0015  
(692) 625-5181  
Fax: (692) 625-6896

***Federated States of Micronesia (FM)***

National Disaster Control Officer  
Federated States of Micronesia  
P.O. Box PS-53  
Kolonias, Pohnpei-Micronesia 96941  
(691) 320-8815  
Fax: (691) 320-2785

**REGION X**

***Alaska***

State Training Officer  
Alaska Division of Homeland Security and  
Emergency Management  
P.O. Box 5750  
Building 49000  
Ft. Richardson, Alaska 99505-5750  
(907) 428-7084  
(907) 428-7065  
Fax: (907) 428-7009  
[www.ak-prepared.com/](http://www.ak-prepared.com/)

***Idaho***

State Training Officer  
Idaho Bureau of Homeland Security  
Military Division  
4040 West Guard Street, Building #600  
Boise, Idaho 83705-5004  
(208) 422-3417  
Fax: (208) 422-3044  
[www.bhs.idaho.gov](http://www.bhs.idaho.gov)

***Oregon***

State Training Officer  
Oregon Emergency Management Division  
PO Box 14370  
Salem, Oregon 97309-5062  
(503) 378-2911  
<http://www.oregon.gov/OMD/OEM/index.shtml>

***Washington***

State Training Program Manager  
Washington State Emergency Management  
Division  
Mailstop TA-20, Building 20  
Camp Murray, Washington 98430-5122  
(253) 512-7048  
Fax: (253) 512-7206  
[www.emd.wa.gov/](http://www.emd.wa.gov/)

## 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, non-governmental, 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
E106	Joint Field Office (JFO) Finance and Administration Section Chief Training				X	X	FEMA JFO Comptroller
E113	Joint Field Office (JFO) Procurement Clerk Training				X	X	FEMA JFO Procurement Staff
E132	Discussion-Based Exercise Design and Evaluation	X				X	State, Local, Tribal, Trust Territories, and Federal EM; Exercise Program Managers, Fire, EMS, Healthcare Providers, PH, Environmental Health, LE, PW, Utilities, VOAD, Public Information Officers, Private Industry
E133	Operations-Based Exercise Design and Evaluation Course	X				X	State, Local, Tribal, Trust Territories, and Federal EM; Exercise Program Managers, Fire, EMS, Healthcare Providers, PH, Environmental Health, LE, PW, Utilities, VOAD, Public Information Officers, Private Industry
E136	Operations-Based Exercise Development Course	X				X	State, Local, Tribal, Trust Territories, and Federal EM; Exercise Program Managers, Fire, EMS, Healthcare Providers, PH, Environmental Health, LE, PW, Utilities, VOAD, Public Information Officers, Private Industry
E/L155	Building Design for Homeland Security			X			Engineers, Architects, Building Science Officers
E/L156	Building Design for Homeland Security for COOP TTT			X			Federal Agency COOP Program Office Facility Management and Security Management representatives
E170	HAZUS-MH for Hurricane			X	X		EM, GIS Specialists, State and Local Planners
E172	HAZUS-MH for Flood			X	X		EM, GIS Specialists, State and Local Planners
E174	HAZUS-MH for Earthquake			X	X		EM, GIS Specialists, State and Local Planners
E179	Application of HAZUS-MH for Disaster Operations			X	X		FEMA Mitigation Staff, State Building Science Officials, GIS professionals
E190	ArcGIS for Emergency Managers			X	X		EM, GIS Specialists
E194	Advanced Floodplain Management Concepts	X					Floodplain Managers
E/L196	Operations Section Chief (OSC)				X	X	FEMA Staff who have title of Operations Section Chief or Branch Director in ADD
E200	Debris Task Force Leader				X		FEMA Disaster Recovery Staff, TACs
E201	Debris Operations				X		FEMA PA Group Supervisors, PA Task Force Leader, PAC Crew Leader, PA Project Specialist, and PA Technical Specialist
E202	Debris Management Planning for State, Tribal, and Local Officials				X		State, Local, and Tribal EM
E203	Leadership and Management of Hazard Mitigation Field Operations		X				FEMA Staff involved in Mitigation Grant Processes
E206	Conducting Hazard Mitigation Disaster Operations Training				X		FEMA Staff involved in Mitigation Grant Processes
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



Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E211	ESF #14 FEMA/State Long-Term Community Recovery (LTCR)				X		FEMA Staff, OFAs, State LTCR Representatives
E212	Unified Hazard Mitigation Assistance			X			State or FEMA Staff Involved in Mitigation Grants
E216	Equal Rights Officer Basic	X					New FEMA EROs
E217	Equal Rights Officer Update Course	X					Current EROs
E224	Situation Unit				X		FEMA Planning Personnel in Situation Unit
E229	Documentation Unit				X		FEMA Planning Personnel in Documentation Unit
E233	Plans Support Unit				X		FEMA Planning Personnel in Demob/Plans Unit
E236	National Training and Exercise Roundtable		X				State EM Training and Exercise Officers
E237	National Preparedness Training and Exercise Conference		X				FEMA RTMs, State Emergency Management Training Officers, State Emergency Management Exercise Officers, State Administrative Agency Representatives, Tribal Training and Exercise Officers
E239	406 Hazard Mitigation				X		FEMA PA Group Supervisors, PA Task Force Leader, PAC Crew Leader, PA Project Specialist, PA Technical Specialist, and State/Tribal PA Staff
E241	Cooperating Technical Partners (CTP): Special Topics	X					Federal/State/Local CTP Members
E/L248	Environmental and Historic Preservation (EHP) Management Information System (EMIS) Training						EHP Cadre Members who have approval from Headquarters and/or FEMA Regional Environmental Officers
E249	Public Affairs Policy and Procedures				X	X	FEMA Public Affairs or External Affairs Specialists
E252	Environmental and Historic Preservation (EHP) Cadre Training		X				EHP Cadre Members including EHP Advisors, Team Leads, and EHP Specialists
E/L253	Coordinating Environmental and Historic Preservation Compliance		X				EHP Cadre Members, new EHP Specialists, FEMA Program Staff, TACs, State/Tribal and Community Representatives
E254	Travel Manager 8.2	X			X	X	Frequent Travelers, Travel Document Preparers, and Individuals responsible for interpreting Federal and FEMA-Specific Travel Rules and Regulations
E255	Environmental and Historic Preservation Management Information System (E-MIS) TTT		X				EHP Cadre Members who serve as Trainers in the Field
E257	State Emergency Management Director Training Course			X			State Emergency Management Directors/Deputy Directors
E259	Human Resources (HR) Operations				X	X	FEMA HR Unit Leaders and Managers
E262	Instructional Techniques for Subject Matter Experts (SMEs)	X					FEMA Staff designated to train in various EM subject areas
E264	Hydrologic Engineering Center: Riverine Analysis System (HEC-RAS)		X				Staff of State or Federal Dam Safety Offices

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E265	Advanced Methods of FEMA's Historic Preservation Program		X				EHP Cadre Members, Historic Preservation Specialists, FEMA TACs, State/Tribal Representatives
E266	Advanced Environmental Operations		X				EHP Cadre Members, Environmental Specialists, Advisors, Team Leads, TACs
E267	Community Relations Reporting Techniques and Analysis				X		Level 2 CR Specialist
E/L269	Managing FEMA Staff on Disaster Operations	X					FEMA Managers and Supervisors
E270	Managing Floodplain Development through the NFIP TTT	X					Floodplain Managers
E271	Hydrologic Engineering Center: Hydrologic Model System (HEC-HMS)		X				Staff of State or Federal Dam Safety Offices
E273	Managing Floodplain Development Through the National Flood Insurance Program (NFIP)	X					Floodplain Managers
E274	National Dam Safety Technical Workshop (NDSTW)		X	X			Staff of State or Federal Dam Safety Offices
E275	Benefit-Cost Users Workshop		X				FEMA, State, and Local Hazard Mitigation Officials
E276	Benefit-Cost Analysis: Entry-Level Training		X				FEMA, State, and Local Hazard Mitigation Officials
E277	Basic Training for Community Relations (CR) for Field Specialists				X		Potential and Current CR Specialists
E278	National Flood Insurance Program/Community Rating System (NFIP/CRS)	X					Floodplain Managers
E279	Retrofitting Flood-Prone Residential Buildings			X			Engineers, Architects, Building Science Officials
E281	Community Relations (CR) for Managers				X		Level 3 CR Specialist
E282	Advanced Floodplain Management Concepts II	X					Floodplain Managers
E283	Disaster Field Training Operations (DFTO) Orientation				X		DFTO Cadre Member Training Specialists or Team Unit Leaders
E289	State Volunteer and Donations Management	X					State and Federal Donations Managers, VOAD
E292	Disaster Field Operations Management (DFOM)				X	X	FEMA Employees who are Program and Functional Managers within Joint Field Offices and other disaster facilities
E294	Disaster Field Training Operations (DFTO) Training Unit Leader				X	X	FEMA Employees attached to the DFTO
E296	Application of HAZUS-MH for Risk Assessment			X	X		EM, GIS Specialists, State, and Local Planners
E312	Fundamentals of Building Science			X			FEMA PFTs and Disaster Reservists
E313	Basic HAZUS-MH			X	X		EM, GIS Specialists, State, and Local Planners

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E317	Comprehensive Data Management for HAZUS-MH			X	X		EM, GIS Specialists, State, and Local Planners
E/B/L321	Individual Assistance (IA) Basic Management				X		IA Branch Directors, IA Group Supervisors, Operations Section Chiefs, FCOs
E325	Human Resources (HR) Specialist Training				X	X	FEMA Personnel attached to the HR function in the JFO
E337	Posting Integrated Financial Management Information System (IFMIS) Transactions	X					FEMA Staff
E/L340	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
E344	Protecting Tribal Communities and Acquiring Resources			X		X	Tribal and EM officials
E347	Introduction to Mission Assignment (MA) Processing				X	X	MA Managers, MA Specialists, Action Trackers, Operations Section Chiefs, Branch Directors, and Finance and Logistics Staff as appropriate
E/L348	Orientation to Mission Assignments				X	X	FEMA Staff, OFA Staff, State EM
E352	Crisis Counseling Assistance and Training Program: Training State Trainers				X		State and territory mental health coordinators, individuals with crisis counseling and training experience identified to conduct CCP training
E354	Basic Crisis Counseling Grant Program Course				X		State Emergency Management
E356	Individual Assistance (IA) Program Management (CCD/DUA/DLS) Specialist				X		FEMA IA Program Staff
E/L358	Individual Assistance (IA) Branch Director				X		FEMA IA Program Staff
E/L359	Individual Assistance (IA) Other Needs Assistance (ONA) Specialist				X		FEMA IA Program Staff
E/L361	Multi-Hazard Emergency Planning for Schools	X					Education, Police, Fire, EM, EMS, PH
E/L363	Multi-Hazard Emergency Planning for Higher Education	X					University/College Officials, Police, Fire, EM, EMS, PH
E368	Congressional Affairs Specialist				X		FEMA Congressional Cadre Members
E370	Congressional Affairs Advanced				X		FEMA Congressional Cadre Members
E372	FEMA State Public Assistance (PA) Workshop				X		FEMA PA Staff, State and Tribal PA Officers
E374	Public Assistance Officer (PAO) Course				X		FEMA PA Staff
E376	State Public Assistance Operations				X		Grantee and Subgrantee Public Assistance Program and Grant Administration Staff
E377	Grant Administration: A Public Assistance Perspective				X		FEMA Regional Staff

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E/L381	Project Specialist				X		FEMA PA Group Supervisors, PA Task Force Leader, PAC Crew Leader, PA Project Specialist, and PA Technical Specialist
E/L382	PAC Crew Leader				X		FEMA PA Staff performing duties of PAC Crew Leader
E/L384	Defense Support of Civil Authorities (DSCA) Phase II				X	X	DOD Personnel, FCO Cadre, and FEMA Section Chiefs/ Mission Assignment Staff
L385	Basic Public Affairs Field Course				X	X	FEMA Disaster Reservists, CORE and PFT employees
E386	Residential Coastal Construction			X			Engineers, Architects, Building Science Officials
E388	Advanced Public Information Officers		X	X	X	X	Public Information Officers, LE, Fire, EMS, PW, PH, EM
E390	Emergency Management Planning, Preparedness, Training, and Education for Colleges and Universities	X					Minority Colleges and Universities Presidents, Chancellors, and Deans
E392	Emergency Management Higher Education Conference	X					College and University Faculty and Administrators
E/L422	Response Operations II— ICS-420					X	JFO FEMA Command and General Staff
E/L423	Response Operations III— ICS-320					X	JFO FEMA Command and General Staff
E430	EMAC TTT				X		State Emergency Management
E449	Incident Command System (ICS) Curricula TTT					X	Chief elected and appointed officials
E478	Public Assistance Grants Administration for Grantees				X		Grantee Staff responsible for administering the PA Program
E480	Public Assistance (PA) Cost Estimating Format				X		FEMA PA Staff
E482	Cost Estimating Format TTT				X		FEMA, TAC Staff
E485	Individuals and Households Program (IHP) Direct Housing Operations Management				X		FEMA Staff who may manage the IHP Direct Assistance Mission. May include IA Branch Manager, IA Housing Supervisor, IA Housing Team Leader, Direct Housing Team Leader/Manager, and IA-TAC Group Supervisor
E526	Performance Excellence Series II—Communication and Customer Service	X					FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis
E527	Performance Excellence Series II —Representing the Agency	X					FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis
E528	Performance Excellence Series II—Achieving Results and Teamwork	X					FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis
E529	Performance Excellence Series II—Leadership for Managerial Success	X					FEMA permanent full-time employees in grades GS 11/12/13 and CORE employees on a space-available basis
E530	Support Advisory Group for Empowerment (SAGE) Conference	X					FEMA permanent full-time employees and CORE employees on a space-available basis
E534	Performance Excellence Series Level I— Communication and Customer Service	X					Permanent full-time (PFT) employees at the GS-9 and below levels. CORE employees may participate on a space-available basis

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E535	Performance Excellence Series Level I—Achieving Effective Results/Teamwork	X					Permanent full-time (PFT) employees at the GS-9 and below levels. CORE employees may participate on a space-available basis
E536	Performance Excellence Series Level I—Representing the Agency	X					FEMA Permanent full-time (PFT) employees at the GS-9 and below levels. CORE employees may participate on a space-available basis
E542	Basic Mediation	X					FEMA Employees
E543	Human Resources (HR) for Supervisors and Managers	X					FEMA Employees
E/L545	Basic Human Resources for Disaster Supervisors	X					FEMA Employees
E/L548	Continuity of Operations (COOP) Program Managers TTT			X			Federal, State, Local, and Tribal COOP Managers who teach G549
E/L550	COOP Planning TTT			X			COOP Planners
E/L551	COOP Devolution Planning Workshop TTT			X			COOP Planners
E/L580	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
E603	Instructional Design	X					Trainers
E604	Course Development	X					Trainers
E605	Instructional Delivery	X					Trainers
E609	Master Trainer Practicum Workshop	X					Trainers
E660	FEMA National Logistics Staging Area				X	X	State, Local, Tribal, and Federal Logistics Personnel; DOD
E/L661	Cadre Manager Workshop				X	X	FEMA Personnel assigned as National and Regional Cadre Managers
E706	Disaster Contracting				X		FEMA JFO Contract Specialists
E/L713	Introductory Field Attorney Training				X	X	New FEMA Field Attorney Cadre and Office of Chief Counsel (OCC) Members
E714	Advanced Field Attorney Training				X	X	Members of FEMA Field Attorney Cadre and Office of Chief Counsel (OCC)
E716	Comptroller Basic				X		FEMA JFO Comptroller
E/B717	Disaster Alternative Dispute Resolution Basic Training	X					FEMA ADR Specialists
E720	Basic Property Management				X	X	FEMA Staff working with Property Management
E721	Advanced Property Management				X	X	FEMA Staff working with Property Management
E722	Logistics Information Management System (LIMS)				X	X	FEMA Staff working with Property Management

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E727	Executive Order 11988—Floodplain Management Training		X				EHP Cadre Members, Environmental Floodplain Management Specialists, PAOs, Coordinators, Project Officers
E729	External Affairs Leadership				X	X	FEMA Disaster Reservists, COREs, PFTs
E731	External Affairs Overview Field Course				X	X	FEMA Disaster Reservists, COREs, PFTs
E732	LIMS Mobile				X	X	FEMA Staff working with Property Management
E734	Planning Section Chief				X	X	JFO Planning Section Chiefs, FCOs
E736	Supervisory Leadership Training				X		FEMA new PFT Supervisors and Managers hired or promoted on or after October 2006
E758	DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout	X					FEMA IA Group Supervisors, Disaster Recovery and Operations Specialists, EM Program Specialists, IA Branch Directors
E/L759	DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout TTT	X					FEMA Employees working in areas of IA Financial Management or Grants Management
E778	Joint Field Office (JFO) Middle Managers Training				X	X	FEMA Staff who are assigned as Section Chiefs, Branch Directors, Division/Group Supervisors, and Unit Leaders
E/L779	Orientation to Disaster Response Operations					X	FEMA OFA Personnel assigned to JFO, RRCC, or NRCC
E780	FEMA Safety Officers Course				X		FEMA Disaster Safety Officers
E789	Intergovernmental Affairs Leadership				X	X	FEMA Staff who are assigned as AEAO-IGA, FCOs and Regional External Affairs Officers
E791	Interagency Consultation for Endangered Species		X				EHP Cadre Members, Environmental Specialists
E815	Joint Field Office (JFO) Communications				X		FEMA Communications/IT and Operations Disaster Planners and Responders
E816	Phone Book Exchange (PBX) Maintenance				X		FEMA Communications/IT and Operations Disaster Planners and Responders
E817	Disaster Training for IT Managers				X		FEMA IT Managers
E819	Advanced Phone Book Exchange (PBX) Operations				X		FEMA Communications/IT and Operations Disaster Planners and Responders
E830	National Emergency Management Information System—Emergency Support (NEMIS-ES)—Finance				X		FEMA Financial Staff
E831	National Emergency Management Information System—Emergency Support (NEMIS-ES)—Finance TTT				X		NEMIS ES-Finance Trainer
E835	Information Technology Enterprise System				X		FEMA ITS Staff
E841	National Emergency Management Information System—Mitigation (NEMIS-MT)		X				Mitigation/State staff working HMGP Program
E842	National Emergency Management Information System—Mitigation (NEMIS-MT) Train-the-Trainer		X				Mitigation/State staff working HMGP Program

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
E861	Emergency Management Mission Integrated Environmental (EMMIE) Public Assistance TTT				X		EMMIE Public Assistance 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
E910	IEMC: Earthquake Preparedness and Response	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
E920	IEMC: Hazardous Materials Preparedness and Response	X				X	Elected Officials, HazMat specialists, VOAD, LE, Fire, EMS, PW, PH, EM
E930	Community-Specific Integrated Emergency Management Courses	X				X	LE, Fire, EMS, PW, PH, EM, Elected Officials, VOAD, PIO
L934	National Response Coordination Center (NRCC) Training Lecture					X	FEMA and ESF Personnel
L935	National Response Coordination Center (NRCC) Training Exercise					X	FEMA, ESF Personnel
E947	IEMC: EOC-IMT Interface					X	EOC Management Personnel and IMT members. EOC Management Personnel include, but are not limited to, Mayors, City/County Managers, General Counsel, Community/County Managers, Emergency Managers, Fire/Police/Public Safety Chiefs, Public Works and Public Health Managers, EMS Managers, Community Services Providers, and key EOC Support Staff. IMT Participants are members of recognized AHIMTs (State or UASI Regions).
E979	Security Orientation				X		Newly hired FEMA Security Managers
E980	Security Recertification				X		Security Managers and Specialists belonging to FEMA Security Cadre
E981	FEMA Safety Refresher Course				X		FEMA Safety Cadre Members
L990	Hurricane Liaison Team (HLT)				X	X	FEMA Personnel assigned to the HLT (work at National Hurricane Center)
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

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
G191	Incident Command System/Emergency Operations Center (ICS/EOC) Interface					X	LE, Fire, EMS, PW, PH , EM
G194.1	Local Floodplain Manager Roles and Responsibilities		X	X			Floodplain Managers
G194.2	NFIP Rules and Regulations in Depth		X	X			Floodplain Managers
G194.3	Letters of Map Change (LOMC)		X	X			Floodplain Managers
G194.4	Preparing for Post-Disaster Responsibilities		X	X			Floodplain Managers
G197	Emergency Planning and Special Needs Populations					X	EM, Special Needs Agencies, PH, Hospital Personnel, EMS, Evacuation Planners
G202	Debris Management Planning for State, Tribal, and Local Officials				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	WEM: Emergency Management	X					EM
G250.6	WEM: Amateur Radio Resources	X				X	EM, Amateur Radio Emergency Services
G250.7	WEM: Local Rapid Needs Assessment	X				X	State, Tribal, and Local EM, Fire, LE, PW, PH
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



Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
G276	Resource Management						Superseded by IS-703
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
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
G289	Public Information Officer Awareness Training					X	New Public Information Officers in EM and related fields of LE, Fire, EMS, PW, PH, EM
G290	Basic Public Information Officers (PIO)					X	Public Information Officers in EM and related fields of LE, Fire, EMS, PW, PH, EM
G291	Joint Information System/Center Planning for Tribal, State, and Local PIOs					X	Public Information Officers in EM and related fields 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 (generally first and second-level responders)
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

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
G357	Emergency Response to Criminal and Terrorist Incidents					X	LE, EMS, EM, Fire, HazMat
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
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
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
G549	Continuity of Operations (COOP) Program Manager Course			X			Public sector staff who manage COOP activities for their agency or office
G575	Communications Interoperability Course				X	X	State, Local EM
G775	Emergency Operations Center (EOC) Management and Operations	X			X	X	Emergency Managers and Staff, First Responders, Private Industry, and Voluntary Agency Personnel
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	A Citizen's Guide to Disaster Assistance	X					General Public
IS-8.a	Building for the Earthquakes of Tomorrow: Complying with EO 12699		X				Building Officials, Planners, Local Government Leaders

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
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-16	Supervisors Guide to Equal Employment Opportunity	X					FEMA Supervisors and Managers
IS-18	FEMA EEO Employee Course	X					FEMA employees
IS-22	Are You Ready? An In-Depth Guide to Citizen Preparedness		X	X	X	X	General Public
IS-23	Custodial Officer Training				X	X	FEMA Staff working with Property Management
IS-26	Guide to Points of Distribution				X	X	EM Planners
IS-29	Introduction to Emergency Public Information				X	X	Public Information Officers
IS-30	Mitigation eGrants for the Subgrant Applicant				X		Local, State and Tribal officials involved with development of flood mitigation assistance and Pre-Disaster Mitigation competitive projects
IS-31	Mitigation eGrants for the Grant Applicant				X		State and Tribal officials involved with development of flood mitigation assistance and Pre-Disaster Mitigation competitive projects
IS-55	Household Hazardous Materials	X		X			General Public
IS-100.a	Introduction to the Incident Command System (ICS), ICS-100					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
IS-100.HE	Introduction to the Incident Command System, ICS-100, for Higher Education					X	LE, Fire, EMS, PH, EM, Universities
IS-100.LEa	Introduction to the Incident Command System, ICS-100, for Law Enforcement					X	LE, Fire, EMS, PW, PH , EM
IS-100.PWa	Introduction to the Incident Command System, ICS-100, for Public Works Personnel					X	LE, Fire, EMS, PW, PH , EM
IS-100.SCa	Introduction to the Incident Command System, ICS-100, for Schools					X	LE, Fire, EMS, PH, EM, Schools
IS-101	Deployment Basics: Federal Disaster Workforce Readiness				X		FEMA Employee Readiness
IS-102	Deployment Basics for FEMA Response Partners				X		Non-FEMA Employee Readiness (Federal level)

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
IS-111	Livestock in Disasters		X	X	X	X	Animal Owners, EM, Agriculture Officials
IS-120.a	An Introduction to Exercises	X				X	EM, Public Information Officers, Fire, EMS, PH, LE, PW, VOAD, Private Industry
IS-130	Exercise Evaluation and Improvement Planning	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.a	Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200					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			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	Decision Making and Problem Solving	X					EM
IS-242	Effective Communication	X					EM
IS-244	Developing and Managing Volunteers	X					EM
IS-250	ESF #15 External Affairs: A New Approach to Emergency Communication and Information Distribution					X	FEMA External Affairs Staff, Federal, Tribal, State, Local and VOAD Partners
IS-253	Coordinating Environmental and Historic Preservation Compliance				X		EM
IS-271	Anticipating Hazardous Weather and Community Risk		X		X		General Public, EM
IS-279	Retrofitting Flood-Prone Residential Buildings			X			Engineers, Architects, Building Science Officials
IS-288	The 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-293	Mission Assignment (MA) Overview				X	X	Local, State, Tribal, and other Federal Agency and FEMA/DHS Program and Financial Staff
IS-301	Radiological Emergency Response	X				X	Federal, State, Tribal, and Local LE, Fire, EMS, PW, PH, EM (first and second level responders)

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
IS-302	Modular Emergency Radiological Response Transportation Training (MERRTT)					X	Federal, State, Tribal, and Local LE, Fire, EMS, PW, PH, EM (first and second level responders)
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 (first and second-level responders)
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
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.a	Introduction to Continuity of Operations (COOP)			X			LE, Fire, EMS, PW, PH, EM, Agency Managers, COOP Planners
IS-548	Continuity of Operations (COOP) Program Manager			X			LE, Fire, EMS, PW, PH, EM, Agency Managers, COOP Managers
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.a	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-706	NIMS Intrastate Mutual Aid—An Introduction					X	State, Tribal, Local Emergency Response and Coordination Staff
IS-708	Rapid Needs Assessment					X	State, local, and Tribal EM and community planners and response agencies that may participate in rapid damage assessment activities

Course Code	Course Title	Common	Prevent	Protect	Recover	Respond	Target Audience
IS-775	Emergency Operations Center (EOC) Management and Operations	X					Local, State, Tribal and private sector EOC Managers and Staff
IS-800.b	National Response Framework (NRF), An Introduction					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-801	ESF #1—Transportation					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-802	ESF #2—Communications					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-803	ESF #3—Public Works and Engineering					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-804	ESF #4—Firefighting					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-805	ESF #5—Emergency Management					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-806	ESF #6—Mass Care, Emergency Assistance, Housing, and Human Services					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-807	ESF #7—Logistics Management and Resource Support Annex					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-808	ESF #8—Public Health and Medical Services					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-809	ESF #9—Search and Rescue					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-810	ESF #10—Oil and Hazardous Response Annex					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-811	ESF #11—Agriculture and National Resources					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-812	ESF #12—Energy					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-813	ESF #13—Public Safety and Security Annex					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-814	ESF #14—Long-Term Community Recovery					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-821	Critical Infrastructure and Key Resources Support Annex					X	Local, State, and Federal First Responders, EM Planners and Managers
IS-836	Nuclear/Radiological Incident Annex					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 (FCC) Operations Course	X				X	FCC
L304	Radiological Emergency Preparedness (REP) Exercise Evaluation	X				X	EM, Federal, State, Tribal, and Local REP Staff

## Acronyms

AAC	After-Action Conference
AAR	After-Action Report
ACE	American Council on Education
ADD	Automated Deployment Database
ADR	Alternative Dispute Resolution
AEAO-IGA	Assistant External Affairs Officer-Intergovernmental Affairs
AEBM	Advanced Engineering Building Model
APO	Army Post Office
	Accountable Property Officer
APS	Advanced Professional Series
APWA	American Public Works Association
ARF	Action Request Form
ASCE	American Society of Civil Engineers
ASEM	American Society of Engineering Management
ASFPM	Association of State Flood Plain Managers
BC	Benefit-Cost
BCA	Benefit-Cost Analysis
CCP	Crisis Counseling Assistance and Training Program
CDC	Centers for Disease Control and Prevention
CDP	Center for Domestic Preparedness
CDSC	Civil Defense Staff College
CEC	Continuing Education Credit
CEF	Cost Estimating Format
CERT	Community Emergency Response Team
CEU	Continuing Education Unit
CFM	Certified Floodplain Manager
CFR	Code of Federal Regulations
CIKR	Critical Infrastructure and Key Resources
COOP	Continuity of Operations
CORE	Cadre of On-Call Response Employees
CR	Community Relations
CRS	Community Rating System
CTP	Cooperating Technical Partner
DAE	Disaster Assistance Employee
DFC	Disaster Finance Center
DFOM	Disaster Field Operations Management
DFTO	Disaster Field Training Operation
DHS	Department of Homeland Security
DLS	Disaster Legal Services Program
DOD	Department of Defense
DOE	Department of Energy
DRWD	Disaster Reserve Workforce Division
DSCA	Defense Support of Civil Authorities
DUA	Disaster Unemployment Assistance Program
EHP	Environmental and Historic Preservation
EMI	Emergency Management Institute
EMIS	Environmental and Historic Preservation Management Information System
EMMIE	Emergency Management Mission Integrated Environment

EMOC	Emergency Management Operations Course
EMS	Emergency Medical Services
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ERO	Equal Rights Officer
ERT	Emergency Response Team
ESA	Endangered Species Act
ESF	Emergency Support Function
ESFLG	ESF Leader's Group
EST	Eastern Standard Time
	Emergency Support Team
FBI	Federal Bureau of Investigation
FCC	Federal Coordinating Center
FCD	Federal Continuity Directive
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FIFO	First In/First Out
FIT	Flood Information Tool
FPO	Fleet Post Office
FSE	Full-Scale Exercise
FX	Functional Exercise
FWS	U.S. Fish and Wildlife Service
G	Graduate Program or Code for State/Local/Tribal field courses
GIS	Geographic Information System
HAZUS	Hazards United States
HBCU	Historically Black Colleges and Universities
HEC-HMS	Hydrologic Engineering Center: Hydrologic Model System
HEC-RAS	Hydrologic Engineering Center: Riverine Analysis System
HLT	Hurricane Liaison Team
HMA	Hazardous Materials Accidents
	Hazard Mitigation Assistance
HMGP	Hazard Mitigation Grant Program
HMI	Hazardous Material Incident
HMO	Hazard Mitigation Officers
HMT	Hazardous Materials Team
HR	Human Resources
HSEEP	Homeland Security Exercise and Evaluation Program
HIS	Hispanic Serving Institutions
HSPD	Homeland Security Presidential Directive
IA	Individual Assistance
IACET	International Association of Continuing Education and Training
IAEM	International Association of Emergency Managers
ICS	Incident Command System
ICS/EOC	Incident Command System/Emergency Operations Center
IEMC	Integrated Emergency Management Course
IFMIS	Integrated Financial Management Information System
IHP	Individuals and Households Program
IMAT	Incident Management Assistance Team
IMT	Incident Management Team
IS	Independent Study
IT	Information Technology
ITS	Information Technology System
JFO	Joint Field Office
JIC	Joint Information Center



JIS	Joint Information System
LD	Lower Division and Limited Data
LEPC	Local Emergency Planning Committee
LIMS	Logistics Information Management System
LOMC	Letters of Map Change
LRC	Learning Resource Center
LTCR	Long-Term Community Recovery
MA	Mission Assignment
MACS	Multi-Agency Coordination System
MBTI	Myers-Briggs Type Indicator
MEP	Master Exercise Practitioner
MEPP	Master Exercise Practitioner Program
MERRTT	Modular Emergency Radiological Response Transportation Training
MH	Multi-Hazard
MTP	Master Trainer Program
NDMS	National Disaster Medical System
NDSTW	National Dam Safety Technical Workshop
NEHRP	National Earthquake Hazards Reduction Program
NEMA	National Emergency Management Association
NEMIS	National Emergency Management Information System
NEMIS-ES	National Emergency Management Information System–Emergency Support
NEMIS-MT	National Emergency Management Information System–Mitigation
NEPA	National Environmental Policy Act
NETC	National Emergency Training Center
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NGO	Non-Governmental Organization
NHC	National Hurricane Center
NHPA	National Historic Preservation Act
NIMS	National Incident Management System
NIPP	National Infrastructure Protection Plan
NLSA	National Logistics Staging Area
NMFS	National Marine Fisheries Service
NPSC	National Processing Service Center
NRCC	National Response Coordination Center
NRF	National Response Framework
NRIA	Nuclear/Radiological Incident Annex
NRP	National Response Plan
NSEC	National Standard Exercise Curriculum
NTF	Noble Training Facility
NUREG	Nuclear Regulatory Guide
NWCG	National Wildfire Coordinating Group
NWS	National Weather Service
OCC	Office of Chief Counsel
OFA	Other Federal Agency
ONA	Other Needs Assistance
OSC	Operations Section Chief
OSHA	Occupational Safety and Health Administration
PA	Public Assistance
PAC	Public Assistance Coordination
PAO	Public Assistance Officer
PBX	Phonebook Exchange
PDS	Professional Development Series
PFT	Permanent Full-Time Employee
PIO	Public Information Officer
PKEMRA	Post-Katrina Emergency Management Reform Act

PMO	Property Management Officer
PNP	Private Non-Profit
POC	Point of Contact
POD	Points of Distribution
POI	Plan of Instruction
POV	Privately Owned Vehicle
PRODEM	Proficiency Demonstration
PTB	Position Task Book
RAAC	Radiological Accident Assessment Concepts
REP	Radiological Emergency Preparedness
RERO	Radiological Emergency Response Operations
RISC	Regional Interagency Steering Committee
ROC	Regional Operations Center
RRCC	Regional Response Coordination Center
SAGE	Support Advisory Group for Empowerment
SCO	State Coordinating Officer
SEMA	State Emergency Management Agency
SIMCELL	Simulation Cell
SME	Subject Matter Expert
SOP	Standard Operating Procedures
SRO	School Resource Officer
TA	Travel Authorization
TAC	Technical Assistance Contractor
TCL	Target Capabilities List
TCU	Tribal Colleges and Universities
TTT	Train-the-Trainer
UD	Upper Division
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USFA	United States Fire Administration
VOAD	Voluntary Organizations Active in Disaster
WEM	Workshop: Emergency Management
WMD	Weapons of Mass Destruction

# Alphabetical Index

## Resident Course Index

	Course Number	Page
Advanced Floodplain Management Concepts .....	E194.....	35
Advanced Floodplain Management Concepts II.....	E282.....	38
Advanced Public Information Officers.....	E388.....	66
Application of HAZUS-MH for Disaster Operations .....	E179.....	44
Application of HAZUS-MH for Risk Assessment .....	E296.....	45
ArcGIS for Emergency Managers .....	E190.....	44
Basic Crisis Counseling Grant Program Course .....	E354.....	59
Basic HAZUS-MH .....	E313.....	45
Benefit-Cost Analysis: Entry-Level Training.....	E276.....	37
Benefit-Cost Users Workshop .....	E275.....	37
Building Design for Homeland Security .....	E/L155 .....	34
Building Design for Homeland Security for Continuity of Operations (COOP) Train-the-Trainer (TTT) .....	E/L156 .....	34
Community-Specific Integrated Emergency Management Courses .....	E930.....	64
Comprehensive Data Management for HAZUS-MH .....	E317.....	46
Continuity of Operations (COOP) Devolution Planning Workshop Train-the-Trainer (TTT)....	E/L551 .....	49
Continuity of Operations (COOP) Planning Train-the-Trainer (TTT) .....	E/L550 .....	49
Continuity of Operations (COOP) Program Managers Train-the-Trainer (TTT) .....	E/L548 .....	48
Cooperating Technical Partners (CTP): Special Topics .....	E241.....	35
Crisis Counseling Assistance and Training Program: Training State Trainers.....	E352.....	58
Debris Management Planning for State, Tribal, and Local Officials.....	E202.....	57
Discussion-Based Exercise Design and Evaluation.....	E132.....	70
Emergency Management Assistance Compact (EMAC) Train-the-Trainer (TTT) .....	E430.....	59
Emergency Management Framework for Tribal Governments .....	E/L580 .....	49
Emergency Management Higher Education Conference.....	E392.....	56
Emergency Management Operations for Tribal Governments .....	E581.....	50
Emergency Management Planning, Preparedness, Training, and Education for Colleges and Universities .....	E390.....	40
ESF #14 FEMA/State Long-Term Community Recovery (LTCR).....	E211.....	57
HAZUS-MH for Earthquake .....	E174.....	43
HAZUS-MH for Flood .....	E172.....	43
HAZUS-MH for Hurricane.....	E170.....	43
Hydrologic Engineering Center: Hydrologic Model System (HEC-HMS) .....	E271.....	36
Hydrologic Engineering Center: Riverine Analysis System (HEC-RAS).....	E264.....	36
IEMC: All Hazards Preparedness and Response .....	E900.....	62
IEMC: All Hazards Recovery and Mitigation .....	E901.....	62
IEMC: Earthquake Preparedness and Response .....	E910.....	63
IEMC: Emergency Operations Center–Incident Management Team Interface .....	E947.....	65
IEMC: Hazardous Materials Preparedness and Response .....	E920.....	64
IEMC: Homeland Security .....	E915.....	64
IEMC: Hurricane Preparedness and Response .....	E905.....	63
Incident Command System (ICS) Curricula Train-the-Trainer (TTT) .....	E449.....	48

	<b>Course Number</b>	<b>Page</b>
Individual Assistance (IA) Branch Director .....	E/L358 .....	103
Instructional Techniques for Subject Matter Experts (SMEs) .....	E262 .....	55
Managing Floodplain Development Through the National Flood Insurance Program (NFIP)....	E273 .....	37
Managing Floodplain Development Through the National Flood Insurance Program (NFIP) Train-the-Trainer (TTT) .....	E270 .....	36
Master Trainer Program.....		51
Course Development.....	E604.....	53
Evaluation of Training .....	K606 .....	54
Instructional Delivery .....	E605 .....	53
Instructional Design .....	E603 .....	53
Management and Supervision of Training.....	E601 .....	52
Master Trainer Practicum Workshop.....	E609.....	54
Performance and Needs Analysis .....	E602.....	52
Multi-Hazard Emergency Planning for Higher Education .....	E/L363 .....	39
Multi-Hazard Emergency Planning for Schools .....	E/L361 .....	39
National Dam Safety Technical Workshop (NDSTW).....	E274.....	37
National Flood Insurance Program/Community Rating System (NFIP/CRS).....	E278.....	37
National Preparedness Training and Exercise Conference .....	E237.....	55
National Preparedness Training and Exercise Roundtable .....	E236.....	55
Operations-Based Exercise Design and Evaluation Course .....	E133.....	70
Operations-Based Exercise Development Course .....	E136.....	71
Planning Section Chief .....	E734.....	109
Protecting Tribal Communities and Acquiring Resources .....	E344.....	48
Public Assistance Grants Administration for Grantees.....	E478.....	59
Radiological Accident Assessment Concepts (RAAC) .....	E341.....	47
Radiological Emergency Preparedness (REP) Exercise Evaluation .....	L304.....	47
Radiological Emergency Preparedness (REP) Planning.....	E/L340 .....	47
Recovery from Disaster: The Local Government Role .....	E210.....	57
Resource Management .....	G276.....	78
Residential Coastal Construction.....	E386.....	40
Retrofitting Flood-Prone Residential Buildings .....	E279.....	38
State Coordinating Officer.....	E208.....	57
State Emergency Management Director Training Course .....	E257.....	55
State Public Assistance Operations.....	E376.....	59
State Volunteer and Donations Management .....	E289.....	58
Unified Hazard Mitigation Assistance.....	E212.....	35

## State/Local/Tribal Field Courses Index

	Course Number	Page
Advanced Incident Command System (ICS), Command and General Staff—		
Complex Incidents, ICS-400 .....	G400	82
Advanced Professional Series .....		85
Basic Public Information Officers (PIO) .....	G290	90
Benefit-Cost Analysis: Entry-Level Training .....	G278	73
Benefit-Cost Analysis Using the Limited-Data Module: Intermediate Training .....	G285	74
Communications Interoperability Course .....	G575	84
Community Mass Care Management .....	G108	87
Continuity of Operations (COOP) Program Manager Course .....	G549	83
Debris Management Planning for State, Tribal, and Local Officials .....	G202	87
Disaster-Resistant Jobs Training .....	G246	73
Earthquakes: A Teacher’s Package for K–6 .....	G436	75
Emergency Management Operations Course (EMOC) for Local Governments .....	G110	90
Emergency Operations Center (EOC) Management and Operations .....	G775	84
Emergency Planning and Special Needs Populations .....	G197	87
Emergency Response to Criminal and Terrorist Incidents .....	G357	81
Evacuation and Re-entry Planning Course .....	G358	81
Exercise Control/Simulation .....	G135	93
Exercise Evaluation .....	G130	93
Exercise Practicum for the Master Exercise Practitioner .....	G138	94
Exercise Program Manager/Management .....	G137	93
Field-Delivered Cooperative Courses .....		76
Flood Fight Operations .....	G361	89
Fundamentals Course for Radiological Response .....	G320	80
Hazardous Materials Contingency Planning .....	G311	80
Hazardous Weather and Flood Preparedness .....	G271	78
Homeland Security Planning for Local Governments .....	G408	83
Hospital Emergency Department Management of Hazardous Materials Accidents (HMA) .....	G346	81
Hurricane Readiness for Coastal Communities .....	G363	74
Incident Command System/Emergency Operations Center (ICS/EOC) Interface .....	G191	77
Incident Command System (ICS), Overview for Executives and Senior Officials, ICS-402 .....	G402	83
Instructional Delivery Skills .....	G265	85
Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300 .....	G300	78
Introduction to Hazardous Materials Preparedness .....	G301	79
Joint Information System/Center Planning for Tribal, State, and Local PIOs .....	G291	91
Letters of Map Change (LOMC) .....	G194.3	72
Local Floodplain Manager Roles and Responsibilities .....	G194.1	72
Local Volunteer and Donations Management .....	G288	88
Public Information Officer Awareness Training .....	G289	90
Managing People in Disasters: A Local Perspective .....	G249	85
Mass Fatalities Incident Response .....	G386	82
Master Exercise Practitioner Program (MEPP) .....		67
Mitigation and Recovery Exercises .....	G398	75
Earthquake .....	G398.1	75
Flood .....	G398.2	75
Hurricane .....	G398.3	75
Mitigation for Emergency Managers .....	G393	75
Mitigation Planning Workshop for Local Governments .....	G318	74
NFIP Rules and Regulations in Depth .....	G194.2	72
Preparing for Post-Disaster Responsibilities .....	G194.4	73
Public Assistance Program Applicant Workshop .....	G203	87
Residential Coastal Construction .....	G277	73

	<b>Course Number</b>	<b>Page</b>
Retrofitting Flood-Prone Residential Buildings .....	G279 .....	73
Seismic Retrofit Training for Building Contractors and Inspectors .....	G225 .....	73
Seismic Sleuths: A Teacher’s Package on Earthquakes for Grades 7–12.....	G439 .....	75
Warning Coordination .....	G272 .....	78
Weapons of Mass Destruction Courses .....	G310 .....	79
Weapons of Mass Destruction: Biological-Anthrax Scenario .....	G310.5 .....	80
Weapons of Mass Destruction: Chemical-Sarin Scenario .....	G310.3 .....	79
Weapons of Mass Destruction: Chemical-Vx Scenario .....	G310.4 .....	80
Weapons of Mass Destruction: Nuclear Scenario.....	G310.1 .....	79
Weapons of Mass Destruction: Radiological Scenario .....	G310.2 .....	79
Weapons of Mass Destruction: Suicide Bomber Scenario.....	G310.6 .....	80
Who’s in Charge Here?: Exercising Leadership in an Emergency or Disaster .....	G351 .....	81
Workshop: Emergency Management (WEM) .....	G250 .....	77
Senior Officials’ Workshop: Preparedness and Response for Terrorist Incidents (involving nuclear, biological, and chemical agents) .....	G250.12 .....	78
Workshop: Amateur Radio Resources .....	G250.6 .....	78
Workshop: Local Rapid Needs Assessment .....	G250.7 .....	88
Workshop in Emergency Management (WEM): Response and Recovery		
Expedient Flood Training .....	G270.3 .....	88
Managing Through a Disaster for Supervisors .....	G270.5 .....	88
Recovery from Disaster: The Local Government Role.....	G270.4 .....	88
Working Through a Disaster for Front-Line Employees .....	G270.6 .....	88
Workshop: Partnerships for Creating and Maintaining Spotter Groups .....	G365.3 .....	82

## FEMA/Federal Partners Course Index

	<b>Course Number</b>	<b>Page</b>
406 Hazard Mitigation .....	E239.....	99
Advanced Environmental Operations .....	E266.....	116
Advanced Field Attorney Training .....	E714.....	107
Advanced Methods of FEMA’s Historic Preservation Program.....	E265.....	116
Advanced Phone Book Exchange (PBX) Operations .....	E819.....	120
Advanced Property Management .....	E721.....	108
Basic Human Resources for Disaster Supervisors .....	E/L545 .....	106
Basic Mediation.....	E542.....	123
Basic Property Management.....	E720.....	108
Basic Public Affairs Field Course .....	L385.....	104
Basic Training for Community Relations (CR) for Field Specialists .....	E277.....	100
Fundamentals of Building Science .....	E312.....	114
Cadre Manager Workshop.....	E/L661 .....	106
Community Relations (CR) for Managers.....	E281.....	100
Community Relations Reporting Techniques and Analysis .....	E267.....	100
Comptroller Basic.....	E716.....	107
Conducting Hazard Mitigation Disaster Operations Training .....	E206.....	114
Congressional Affairs Advanced.....	E370.....	103
Congressional Affairs Specialist.....	E368.....	103
Coordinating Environmental and Historic Preservation Compliance .....	E/L253 .....	115
Cost Estimating Format Train-the-Trainer (TTT) .....	E482.....	105
Debris Operations .....	E201.....	97
Debris Task Force Leader.....	E200.....	97
Defense Support of Civil Authorities (DSCA) Phase II .....	E/L384.....	104
DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout.....	E758.....	110
DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout Train-the-Trainer (TTT) .....	E/L759 .....	110
Disaster Alternative Dispute Resolution Basic Training .....	E/B717.....	108
Disaster Contracting .....	E706.....	107
Disaster Field Operations Management (DFOM).....	E292.....	101
Disaster Field Training Operations (DFTO) Orientation.....	E283.....	101
Disaster Field Training Operations (DFTO) Training Unit Leader .....	E294.....	101
Disaster Training for IT Managers .....	E817.....	120
Documentation Unit .....	E229.....	98
Emergency Management Mission Integrated Environment (EMMIE) Public Assistance Train-the-Trainer (TTT) .....	E861.....	119
Environmental and Historic Preservation Management Information System (EMIS) Train-the-Trainer (TTT) .....	E255.....	116
Environmental and Historic Preservation Management Information System (EMIS) Training .....	E/L248 .....	115
Environmental and Historic Preservation (EHP) Cadre Training.....	E252.....	115
Equal Rights Officer Basic .....	E216.....	97
Equal Rights Officer Update Course .....	E217.....	98
Executive Order 11988—Floodplain Management Training .....	E727.....	117
External Affairs Leadership.....	E729.....	109
External Affairs Overview Field Course .....	E731.....	109
FEMA National Logistics Staging Area.....	E660.....	106
FEMA Safety Officers Course.....	E780.....	111
FEMA Safety Refresher Course .....	E981.....	112
FEMA State Public Assistance (PA) Workshop.....	E372.....	103

	<b>Course Number</b>	<b>Page</b>
Fundamentals of Building Science .....	E312.....	114
Grant Administration: A Public Assistance Perspective.....	E377.....	104
Human Resources (HR) Operations .....	E259.....	99
Human Resources (HR) Specialist Training.....	E325.....	102
Human Resources (HR) for Supervisors and Managers .....	E543.....	123
Hurricane Liaison Team (HLT).....	L990.....	113
Individual Assistance (IA) Basic Management .....	E/B/L321 .....	101
Individual Assistance (IA) Branch Director .....	E/L358 .....	103
Individual Assistance (IA) Other Needs Assistance (ONA) Specialist .....	E/L359 .....	103
Individual Assistance (IA) Program Management CCP/DUA/DLS Specialist .....	E356.....	102
Individuals and Households Program (IHP) Direct Housing Operations Management .....	E485.....	105
Information Technology Enterprise System .....	E835.....	120
Interagency Consultation for Endangered Species .....	E791.....	117
Intergovernmental Affairs Leadership.....	E789.....	111
Introduction to Mission Assignment (MA) Processing .....	E347.....	102
Introductory Field Attorney Training .....	E/L713 .....	107
Joint Field Office (JFO) Communications.....	E815.....	120
Joint Field Office (JFO) Finance and Administration Section Chief Training .....	E106.....	96
Joint Field Office (JFO) Middle Managers Training.....	E778.....	110
Joint Field Office (JFO) Procurement Clerk Training.....	E113.....	96
Leadership and Management of Hazard Mitigation Field Operations.....	E203.....	114
Logistics Information Management System (LIMS).....	E722.....	108
Logistics Information Management System (LIMS) Mobile.....	E732.....	109
Managing FEMA Staff on Disaster Operations.....	E/L269 .....	100
National Emergency Management Information System—Emergency Support (NEMIS-ES)—Finance .....	E830.....	118
National Emergency Management Information System—Emergency Support (NEMIS-ES)—Finance Train-the-Trainer (TTT).....	E831.....	118
National Emergency Management Information System—Mitigation (NEMIS-MT) .....	E841.....	118
National Emergency Management Information System—Mitigation (NEMIS-MT) Train-the-Trainer (TTT) .....	E842.....	118
National Response Coordination Center (NRCC) Training Exercise.....	L935.....	112
National Response Coordination Center (NRCC) Training Lecture .....	L934.....	112
Operations Section Chief (OSC) .....	E/L196 .....	97
Orientation to Disaster Response Operations .....	E/L779 .....	111
Orientation to Mission Assignments .....	E/L348 .....	102
PAC Crew Leader.....	E/L382 .....	104
Performance Excellence Series II—Achieving Results and Teamwork.....	E528.....	122
Performance Excellence Series Level I—Achieving Effective Results/Teamwork .....	E535.....	123
Performance Excellence Series II—Communication and Customer Service .....	E526.....	121
Performance Excellence Series Level I—Communication and Customer Service.....	E534.....	123
Performance Excellence Series II—Representing the Agency .....	E527.....	121
Performance Excellence Series Level I—Representing the Agency .....	E536.....	123
Performance Excellence Series II—Leadership for Managerial Success .....	E529.....	122
Phone Book Exchange (PBX) Maintenance.....	E816.....	120
Planning Section Chief .....	E734.....	109
Plans Support Unit.....	E233.....	98
Posting Integrated Financial Management Information System (IFMIS) Transactions .....	E337.....	121
Project Specialist .....	E/L381 .....	104
Public Affairs Policy and Procedures .....	E249.....	99
Public Assistance (PA) Cost Estimating Format .....	E480.....	105
Public Assistance Officer (PAO) Course.....	E374.....	104
Response Operations II—ICS-420 .....	E/L422 .....	105



	<b>Course Number</b>	<b>Page</b>
Response Operations III—ICS-320 .....	E/L423 .....	105
Security Orientation.....	E979.....	112
Security Recertification .....	E980.....	112
Situation Unit.....	E224.....	98
Supervisory Leadership Training .....	E736.....	124
Support Advisory Group for Empowerment (SAGE) Conference .....	E530.....	122
Travel Manager 8.2.....	E254.....	121

## Independent Study Courses Index

	Course Number	Page
Animals in Disaster: Module A, “Awareness and Preparedness”.....	IS-10 .....	127
Animals in Disaster: Module B, “Community Planning”.....	IS-11 .....	128
Anticipating Hazardous Weather and Community Risk.....	IS-271 .....	136
Applying Incident Command System (ICS) to Healthcare Organizations .....	IS-200.HC.....	134
Are You Ready? An In-Depth Guide to Citizen Preparedness.....	IS-22 .....	129
Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699.....	IS-8.a .....	127
Building Partnerships with Tribal Governments .....	IS-650 .....	141
Citizen’s Guide to Disaster Assistance (A) .....	IS-7.a .....	127
Community Hurricane Preparedness .....	IS-324 .....	138
Continuity of Operations (COOP) Awareness.....	IS-546 .....	140
Continuity of Operations (COOP) Program Manager .....	IS-548 .....	140
Coordinating Environmental and Historic Preservation Compliance.....	IS-253 .....	136
Critical Infrastructure and Key Resources Support Annex.....	IS-821 .....	147
Custodial Officer Training.....	IS-23 .....	129
Decision Making and Problem Solving.....	IS-241 .....	135
Deployment Basics: Federal Disaster Workforce Readiness.....	IS-101 .....	132
Deployment Basics for FEMA Response Partners .....	IS-102 .....	132
Developing and Managing Volunteers .....	IS-244 .....	136
Disaster Basics.....	IS-292 .....	137
Effective Communication.....	IS-242 .....	135
Emergency Manager.....	IS-1 .....	126
Emergency Operation Center (EOC) Management and Operations .....	IS-775 .....	143
Emergency Planning.....	IS-235 .....	135
Emergency Support Function #15 (ESF #15) External Affairs: A New Approach to Emergency Communication and Information Distribution .....	IS-250 .....	136
Emergency Support Function (ESF) #1—Transportation .....	IS-801 .....	143
Emergency Support Function (ESF) #2—Communications.....	IS-802 .....	144
Emergency Support Function (ESF) #3—Public Works and Engineering.....	IS-803 .....	144
Emergency Support Function (ESF) #4—Firefighting.....	IS-804 .....	144
Emergency Support Function (ESF) #5—Emergency Management.....	IS-805 .....	145
Emergency Support Function (ESF) #6—Mass Care, Emergency Assistance, Housing, and Human Services .....	IS-806 .....	145
Emergency Support Function (ESF) #7—Logistics Management and Resource Support Annex .....	IS-807 .....	145
Emergency Support Function (ESF) #8—Public Health and Medical Services.....	IS-808 .....	145
Emergency Support Function (ESF) #9—Search and Rescue.....	IS-809 .....	146
Emergency Support Function (ESF) #10—Oil and Hazardous Response Annex .....	IS-810 .....	146
Emergency Support Function (ESF) #11—Agriculture and National Resources.....	IS-811 .....	146
Emergency Support Function (ESF) #12—Energy .....	IS-812 .....	147
Emergency Support Function (ESF) #13—Public Safety and Security Annex .....	IS-813 .....	147
Emergency Support Function (ESF) #14—Long-Term Community Recovery .....	IS-814 .....	147
Exercise Design.....	IS-139 .....	133
Exercise Evaluation and Improvement Planning.....	IS-130 .....	133
FEMA EEO Employee Course.....	IS-18 .....	128
Guide to Points of Distribution.....	IS-26 .....	129
Hazardous Materials Prevention and Planning .....	IS-340 .....	138
Household Hazardous Materials.....	IS-55 .....	130
Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200.....	IS-200.a .....	134
Introduction to Continuity of Operations (COOP) .....	IS-547.a .....	140
Introduction to Debris Operations in FEMA’s Public Assistance Program.....	IS-632 .....	140
Introduction to Emergency Public Information .....	IS-29 .....	129

	<b>Course Number</b>	<b>Page</b>
Introduction to Exercises (An).....	IS-120.a	132
Introduction to Hazard Mitigation .....	IS-393.a	139
Introduction to Hazardous Materials (An).....	IS-5.a	126
Introduction to the Incident Command System (ICS), ICS-100.....	IS-100.a	130
Introduction to the Incident Command System, ICS-100, for Federal Disaster Workers.....	IS-100.FW	131
Introduction to the Incident Command System, ICS-100, for Healthcare/Hospitals .....	IS-100.HC	131
Introduction to the Incident Command System, ICS-100, for Higher Education .....	IS-100.HE	131
Introduction to the Incident Command System, ICS-100, for Law Enforcement.....	IS-100.LEa	131
Introduction to the Incident Command System, ICS-100, for Public Works Personnel.....	IS-100.PWa	131
Introduction to the Incident Command System, ICS-100, for Schools.....	IS-100.SCa	132
Introduction to the Public Assistance Process .....	IS-630	140
Introduction to Radiological Emergency Preparedness (REP) Exercise Evaluation .....	IS-331	138
Introduction to Residential Coastal Construction .....	IS-386	139
Leadership and Influence.....	IS-240	135
Livestock in Disasters.....	IS-111	132
Mitigation eGrants for the Grant Applicant.....	IS-31	130
Mitigation eGrants for the Subgrant Applicant .....	IS-30	129
Modular Emergency Radiological Response Transportation Training (MERRTT) .....	IS-302	138
Multi-Agency Coordination System (MACS) Course.....	IS-701	141
Multi-Hazard Emergency Planning for Schools .....	IS-362	139
National Disaster Medical System (NDMS) Federal Coordinating Center (FCC) Operations Course .....	IS-1900	148
National Incident Management System (NIMS), An Introduction .....	IS-700.a	141
National Incident Management System (NIMS) Public Information Systems .....	IS-702	142
National Incident Management System (NIMS) Resource Management.....	IS-703	142
National Infrastructure Protection Plan (NIPP) .....	IS-860	148
National Response Framework (NRF), An Introduction .....	IS-800.b	143
NIMS Intrastate Mutual Aid—An Introduction .....	IS-706	142
Nuclear/Radiological Incident Annex .....	IS-836	148
Orientation to Hazardous Materials for Medical Personnel.....	IS-346	139
Principles of Emergency Management .....	IS-230	135
Property Acquisition (Buyout) for Local Communities .....	IS-12	128
Protecting Your Home or Small Business from Disaster .....	IS-394.a	139
Public Assistance Operations I.....	IS-631	140
Radiological Emergency Management.....	IS-3	126
Radiological Emergency Response .....	IS-301	137
Rapid Damage Assessment.....	IS-708	143
Refresher Course for Radiological Response .....	IS-330	138
Retrofitting Flood-Prone Residential Buildings .....	IS-279	137
Role of Voluntary Agencies in Emergency Management (The).....	IS-288	137
Special Events Contingency Planning for Public Safety Agencies .....	IS-15.a	128
Special Needs Planning Considerations for Emergency Management .....	IS-197.EM	133
Special Needs Planning Considerations for Service and Support Providers .....	IS-197.SP	133
State Disaster Management .....	IS-208	134
Supervisors Guide to Equal Employment Opportunity .....	IS-16	128

## Numerical Index

		<b>Page</b>
B321	Individual Assistance (IA) Basic Management.....	101
B717	Disaster Alternative Dispute Resolution Basic Training.....	108
E106	Joint Field Office (JFO) Finance and Administration Section Chief Training .....	96
E113	Joint Field Office (JFO) Procurement Clerk Training .....	96
E132	Discussion-Based Exercise Design and Evaluation .....	70
E133	Operations-Based Exercise Design and Evaluation Course.....	70
E136	Operations-Based Exercise Development Course.....	71
E155	Building Design for Homeland Security.....	34
E156	Building Design for Homeland Security for Continuity of Operations (COOP) Train-the-Trainer (TTT).....	34
E170	HAZUS-MH for Hurricane .....	43
E172	HAZUS-MH for Flood.....	43
E174	HAZUS-MH for Earthquake.....	43
E179	Application of HAZUS-MH for Disaster Operations .....	44
E190	ArcGIS for Emergency Managers.....	44
E194	Advanced Floodplain Management Concepts.....	35
E196	Operations Section Chief (OSC).....	97
E200	Debris Task Force Leader .....	97
E201	Debris Operations.....	97
E202	Debris Management Planning for State, Tribal, and Local Officials .....	57
E203	Leadership and Management of Hazard Mitigation Field Operations .....	114
E206	Conducting Hazard Mitigation Disaster Operations Training.....	114
E208	State Coordinating Officer .....	57
E210	Recovery from Disaster: The Local Government Role.....	57
E211	ESF #14 FEMA/State Long-Term Community Recovery (LTCR) .....	57
E212	Unified Hazard Mitigation Assistance .....	35
E216	Equal Rights Officer Basic.....	97
E217	Equal Rights Officer Update Course.....	98
E224	Situation Unit .....	98
E229	Documentation Unit .....	98
E233	Plans Support Unit .....	98
E236	National Preparedness Training and Exercise Roundtable .....	55
E237	National Preparedness Training and Exercise Conference .....	55
E239	406 Hazard Mitigation.....	99
E241	Cooperating Technical Partners (CTP): Special Topics.....	35
E248	Environmental and Historic Preservation Management Information System (EMIS) Training .....	115
E249	Public Affairs Policy and Procedures.....	99
E252	Environmental and Historic Preservation (EHP) Cadre Training .....	115
E253	Coordinating Environmental and Historic Preservation Compliance.....	115
E254	Travel Manager 8.2 .....	121
E255	Environmental and Historic Preservation Management Information System (E-MIS) Train-the-Trainer (TTT).....	116
E257	State Emergency Management Director Training Course.....	55
E259	Human Resources (HR) Operations .....	99
E262	Instructional Techniques for Subject Matter Experts (SMEs) .....	55
E264	Hydrologic Engineering Center: Riverine Analysis System (HEC-RAS) .....	36
E265	Advanced Methods of FEMA's Historic Preservation Program .....	116

	<b>Page</b>
E266	Advanced Environmental Operations..... 116
E267	Community Relations Reporting Techniques and Analysis ..... 100
E269	Managing FEMA Staff on Disaster Operations ..... 100
E270	Managing Floodplain Development Through the National Flood Insurance Program (NFIP) Train-the-Trainer (TTT)..... 36
E271	Hydrologic Engineering Center: Hydrologic Model System (HEC-HMS)..... 36
E273	Managing Floodplain Development Through the National Flood Insurance Program (NFIP) ..... 37
E274	National Dam Safety Technical Workshop (NDSTW) ..... 37
E275	Benefit-Cost Users Workshop..... 37
E276	Benefit-Cost Analysis: Entry-Level Training ..... 37
E277	Basic Training for Community Relations (CR) for Field Specialists ..... 100
E278	National Flood Insurance Program/Community Rating System (NFIP/CRS) ..... 37
E279	Retrofitting Flood-Prone Residential Buildings ..... 38
E281	Community Relations (CR) for Managers..... 100
E282	Advanced Floodplain Management Concepts II ..... 38
E283	Disaster Field Training Operations (DFTO) Orientation ..... 101
E289	State Volunteer and Donations Management..... 58
E292	Disaster Field Operations Management (DFOM) ..... 101
E294	Disaster Field Training Operations (DFTO) Training Unit Leader..... 101
E296	Application of HAZUS-MH for Risk Assessment..... 45
E312	Fundamentals of Building Science..... 114
E313	Basic HAZUS-MH..... 45
E317	Comprehensive Data Management for HAZUS-MH..... 46
E321	Individual Assistance (IA) Basic Management ..... 101
E325	Human Resources (HR) Specialist Training ..... 102
E337	Posting Integrated Financial Management Information System (IFMIS) Transactions..... 121
E340	Radiological Emergency Preparedness (REP) Planning ..... 47
E341	Radiological Accident Assessment Concepts (RAAC)..... 47
E344	Protecting Tribal Communities and Acquiring Resources..... 48
E347	Introduction to Mission Assignment (MA) Processing ..... 102
E348	Orientation to Mission Assignments ..... 102
E352	Crisis Counseling Assistance and Training Program: Training State Trainers ..... 58
E354	Basic Crisis Counseling Grant Program Course ..... 59
E356	Individual Assistance (IA) Program Management CCP/DUA/DLS Specialist..... 102
E358	Individual Assistance (IA) Branch Director ..... 103
E359	Individual Assistance Other Needs Assistance (ONA) Specialist..... 103
E361	Multi-Hazard Emergency Planning for Schools Train-the-Trainer (TTT)..... 39
E363	Multi-Hazard Emergency Planning for Higher Education..... 39
E368	Congressional Affairs Specialist ..... 103
E370	Congressional Affairs Advanced..... 103
E372	FEMA State Public Assistance (PA) Workshop ..... 103
E374	Public Assistance Officer (PAO) Course ..... 104
E376	State Public Assistance Operations ..... 59
E377	Grant Administration: A Public Assistance Perspective ..... 104
E381	Project Specialist..... 104
E382	PAC Crew Leader ..... 104
E384	Defense Support of Civil Authorities (DSCA) Phase II ..... 104
E386	Residential Coastal Construction ..... 40
E388	Advanced Public Information Officers ..... 66
E390	Emergency Management Planning, Preparedness, Training, and Education for Colleges and Universities ..... 40
E392	Emergency Management Higher Education Conference ..... 56
E422	Response Operations II—ICS-420 ..... 105
E423	Response Operations III—ICS-320..... 105
E430	Emergency Management Assistance Compact (EMAC) Train-the-Trainer (TTT)..... 59
E449	Incident Command System (ICS) Curricula Train-the-Trainer (TTT) ..... 48
E478	Public Assistance Grants Administration for Grantees ..... 59
E480	Public Assistance (PA) Cost Estimating Format ..... 105

	<b>Page</b>
E482	Cost Estimating Format Train-the-Trainer (TTT)..... 105
E485	Individuals and Households Program (IHP) Direct Housing Operations Management..... 105
E526	Performance Excellence Series II—Communication and Customer Service ..... 121
E527	Performance Excellence Series II—Representing the Agency..... 121
E528	Performance Excellence Series II—Achieving Results and Teamwork..... 122
E529	Performance Excellence Series II—Leadership for Managerial Success..... 122
E530	Support Advisory Group for Empowerment (SAGE) Conference ..... 122
E534	Performance Excellence Series Level I—Communication and Customer Service ..... 123
E535	Performance Excellence Series Level I—Achieving Effective Results/Teamwork..... 123
E536	Performance Excellence Series Level I—Representing the Agency ..... 123
E542	Basic Mediation..... 123
E543	Human Resources (HR) for Supervisors and Managers..... 123
E545	Basic Human Resources for Disaster Supervisors ..... 106
E548	Continuity of Operations (COOP) Program Managers Train-the-Trainer (TTT)..... 48
E550	Continuity of Operations (COOP) Planning Train-the-Trainer (TTT)..... 49
E551	Continuity of Operations (COOP) Devolution Planning Workshop Train-the-Trainer (TTT) ..... 49
E580	Emergency Management Framework for Tribal Governments..... 49
E581	Emergency Management Operations for Tribal Governments ..... 50
E601	Management and Supervision of Training ..... 52
E602	Performance and Needs Analysis..... 52
E603	Instructional Design ..... 53
E604	Course Development..... 53
E605	Instructional Delivery ..... 53
E609	Master Trainer Practicum Workshop ..... 54
E660	FEMA National Logistics Staging Area ..... 106
E661	Cadre Manager Workshop ..... 106
E706	Disaster Contracting..... 107
E713	Introductory Field Attorney Training..... 107
E714	Advanced Field Attorney Training..... 107
E716	Comptroller Basic ..... 107
E717	Disaster Alternative Dispute Resolution Basic Training ..... 108
E720	Basic Property Management ..... 108
E721	Advanced Property Management..... 108
E722	Logistics Information Management System (LIMS) ..... 108
E727	Executive Order 11988—Floodplain Management Training ..... 117
E729	External Affairs Leadership ..... 109
E731	External Affairs Overview Field Course..... 109
E732	Logistics Information Management System (LIMS) Mobile..... 109
E734	Planning Section Chief..... 109
E736	Supervisory Leadership Training ..... 124
E758	DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout ..... 110
E759	DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout Train-the-Trainer (TTT)..... 110
E778	Joint Field Office (JFO) Middle Managers Training..... 110
E779	Orientation to Disaster Response Operations..... 111
E780	FEMA Safety Officers Course ..... 111
E789	Intergovernmental Affairs Leadership ..... 111
E791	Interagency Consultation for Endangered Species..... 117
E815	Joint Field Office (JFO) Communications ..... 120
E816	Phone Book Exchange (PBX) Maintenance ..... 120
E817	Disaster Training for IT Managers..... 120
E819	Advanced Phone Book Exchange (PBX) Operations ..... 120
E830	National Emergency Management Information System—Emergency Support (NEMIS-ES)— Finance..... 118
E831	National Emergency Management Information System—Emergency Support (NEMIS-ES)— Finance Train-the-Trainer (TTT) ..... 118
E841	National Emergency Management Information System—Mitigation (NEMIS-MT) ..... 118

	<b>Page</b>
E842	National Emergency Management Information System–Mitigation (NEMIS-MT) Train-the-Trainer (TTT)..... 118
E861	Emergency Management Mission Integrated Environment (EMMIE) Public Assistance Train-the-Trainer (TTT)..... 119
E900	IEMC: All Hazards Preparedness and Response ..... 62
E901	IEMC: All Hazards Recovery and Mitigation..... 62
E905	IEMC: Hurricane Preparedness and Response..... 63
E910	IEMC: Earthquake Preparedness and Response ..... 63
E915	IEMC: Homeland Security..... 64
E920	IEMC: Hazardous Materials Preparedness and Response..... 64
E930	Community-Specific Integrated Emergency Management Courses ..... 64
E947	IEMC: Emergency Operations Center–Incident Management Team Interface ..... 65
E979	Security Orientation ..... 112
E980	Security Recertification..... 112
E981	FEMA Safety Refresher Course..... 112
G108	Community Mass Care Management..... 87
G110	Emergency Management Operations Course (EMOC) for Local Governments..... 90
G130	Exercise Evaluation..... 93
G135	Exercise Control/Simulation ..... 93
G137	Exercise Program Manager/Management ..... 93
G138	Exercise Practicum for the Master Exercise Practitioner ..... 94
G191	Incident Command System/Emergency Operations Center (ICS/EOC) Interface ..... 77
G194.1	Local Floodplain Manager Roles and Responsibilities ..... 72
G194.2	NFIP Rules and Regulations in Depth ..... 72
G194.3	Letters of Map Change (LOMC)..... 72
G194.4	Preparing for Post-Disaster Responsibilities..... 73
G197	Emergency Planning and Special Needs Populations ..... 87
G202	Debris Management Planning for State, Tribal, and Local Officials ..... 87
G203	Public Assistance Program Applicant Workshop ..... 87
G225	Seismic Retrofit Training for Building Contractors and Inspectors..... 73
G246	Disaster-Resistant Jobs Training..... 73
G249	Managing People in Disasters: A Local Perspective..... 85
G250	Workshop: Emergency Management (WEM)..... 77
G250.6	Workshop: Amateur Radio Resources ..... 78
G250.7	Workshop: Local Rapid Needs Assessment..... 88
G250.12	Senior Officials’ Workshop: Preparedness and Response for Terrorist Incidents (involving nuclear, biological, and chemical agents) ..... 78
G270.3	Expedient Flood Training ..... 88
G270.4	Recovery from Disaster: The Local Government Role..... 88
G270.5	Managing Through a Disaster for Supervisors..... 88
G270.6	Working Through a Disaster for Front-Line Employees ..... 88
G271	Hazardous Weather and Flood Preparedness ..... 78
G272	Warning Coordination..... 78
G276	Resource Management..... 78
G277	Residential Coastal Construction ..... 73
G278	Benefit-Cost Analysis: Entry-Level Training ..... 73
G279	Retrofitting Flood-Prone Residential Buildings..... 73
G285	Benefit-Cost Analysis Using the Limited-Data Module: Intermediate Training ..... 74
G288	Local Volunteer and Donations Management..... 88
G289	Public Information Officer Awareness Training..... 90
G290	Basic Public Information Officers (PIO) ..... 90
G291	Joint Information System/Center Planning for Tribal, State, and Local PIOs ..... 91
G300	Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300..... 78
G301	Introduction to Hazardous Materials Preparedness..... 79
G310	Weapons of Mass Destruction Courses..... 79
G310.1	Weapons of Mass Destruction: Nuclear Scenario..... 79
G310.2	Weapons of Mass Destruction: Radiological Scenario ..... 79

	<b>Page</b>
G310.3	Weapons of Mass Destruction: Chemical-Sarin Scenario..... 79
G310.4	Weapons of Mass Destruction: Chemical-Vx Scenario ..... 80
G310.5	Weapons of Mass Destruction: Biological-Anthrax Scenario..... 80
G310.6	Weapons of Mass Destruction: Suicide Bomber Scenario..... 80
G311	Hazardous Materials Contingency Planning ..... 80
G318	Mitigation Planning Workshop for Local Governments ..... 74
G320	Fundamentals Course for Radiological Response..... 80
G346	Hospital Emergency Department Management of Hazardous Materials Accidents (HMA) ..... 81
G351	Who’s In Charge Here?: Exercising Leadership in an Emergency or Disaster..... 81
G357	Emergency Response to Criminal and Terrorists Incidents ..... 81
G358	Evacuation and Re-entry Planning Course..... 81
G361	Flood Fight Operations ..... 89
G363	Hurricane Readiness for Coastal Communities..... 74
G365.3	Workshop: Partnerships for Creating and Maintaining Spotter Groups..... 82
G386	Mass Fatalities Incident Response ..... 82
G393	Mitigation for Emergency Managers ..... 75
G398	Mitigation and Recovery Exercises..... 75
G398.1	Earthquake ..... 75
G398.2	Flood..... 75
G398.3	Hurricane ..... 75
G400	Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents, ICS-400 ..... 82
G402	Incident Command System (ICS), Overview for Executives and Senior Officials, ICS-402 ..... 83
G408	Homeland Security Planning for Local Governments ..... 83
G436	Earthquakes: A Teacher’s Package for K–6..... 75
G439	Seismic Sleuths: A Teacher’s Package on Earthquakes for Grades 7–12..... 75
G549	Continuity of Operations (COOP) Program Manager Course ..... 83
G575	Communications Interoperability Course ..... 84
G775	Emergency Operations Center (EOC) Management and Operations..... 84
IS-1	Emergency Manager ..... 126
IS-3	Radiological Emergency Management ..... 126
IS-5.a	An Introduction to Hazardous Materials..... 126
IS-7.a	A Citizen’s Guide to Disaster Assistance ..... 127
IS-8.a	Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699 ..... 127
IS-10	Animals in Disaster: Module A, “Awareness and Preparedness”..... 127
IS-11	Animals in Disaster: Module B, “Community Planning” ..... 128
IS-12	Property Acquisition (Buyout) for Local Communities..... 128
IS-15.a	Special Events Contingency Planning for Public Safety Agencies..... 128
IS-16	Supervisors Guide to Equal Employment Opportunity..... 128
IS-18	FEMA EEO Employee Course ..... 128
IS-22	Are You Ready? An In-Depth Guide to Citizen Preparedness ..... 129
IS-23	Custodial Officer Training ..... 129
IS-26	Guide to Points of Distribution ..... 129
IS-29	Introduction to Emergency Public Information..... 129
IS-30	Mitigation eGrants for the Subgrant Applicant..... 129
IS-31	Mitigation eGrants for the Grant Applicant ..... 130
IS-55	Household Hazardous Materials ..... 130
IS-100.a	Introduction to the Incident Command System (ICS), ICS-100 ..... 130
IS-100.FW	Introduction to the Incident Command System, ICS-100, for Federal Disaster Workers ..... 131
IS-100.HC	Introduction to the Incident Command System, ICS-100, for Healthcare/Hospitals ..... 131
IS-100.HE	Introduction to the Incident Command System, ICS-100, for Higher Education..... 131
IS-100.LEa	Introduction to the Incident Command System, ICS-100, for Law Enforcement ..... 131
IS-100.PWa	Introduction to the Incident Command System, ICS-100, for Public Works Personnel ..... 131
IS-100.SCa	Introduction to the Incident Command System, ICS-100, for Schools ..... 132
IS-101	Deployment Basics: Federal Disaster Workforce Readiness ..... 132
IS-102	Deployment Basics for FEMA Response Partners..... 132
IS-111	Livestock in Disasters ..... 132



	<b>Page</b>
IS-120.a	An Introduction to Exercises..... 132
IS-130	Exercise Evaluation and Improvement Planning ..... 133
IS-139	Exercise Design ..... 133
IS-197.EM	Special Needs Planning Considerations for Emergency Management..... 133
IS-197.SP	Special Needs Planning Considerations for Service and Support Providers ..... 133
IS-200.a	Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200 ..... 134
IS-200.HC	Applying Incident Command System (ICS) to Healthcare Organizations ..... 134
IS-208	State Disaster Management..... 134
IS-230	Principles of Emergency Management ..... 135
IS-235	Emergency Planning ..... 135
IS-240	Leadership and Influence ..... 135
IS-241	Decision Making and Problem Solving ..... 135
IS-242	Effective Communication ..... 135
IS-244	Developing and Managing Volunteers..... 136
IS-250	Emergency Support Function #15 (ESF #15) External Affairs: A New Approach to Emergency Communication and Information Distribution..... 136
IS-253	Coordinating Environmental and Historic Preservation Compliance ..... 136
IS-271	Anticipating Hazardous Weather and Community Risk ..... 136
IS-279	Retrofitting Flood-Prone Residential Buildings..... 137
IS-288	The Role of Voluntary Agencies in Emergency Management..... 137
IS-292	Disaster Basics ..... 137
IS-301	Radiological Emergency Response..... 137
IS-302	Modular Emergency Radiological Response Transportation Training (MERRTT) ..... 138
IS-324	Community Hurricane Preparedness..... 138
IS-330	Refresher Course for Radiological Response..... 138
IS-331	Introduction to Radiological Emergency Preparedness (REP) Exercise Evaluation..... 138
IS-340	Hazardous Materials Prevention and Planning ..... 138
IS-346	Orientation to Hazardous Materials for Medical Personnel ..... 139
IS-362	Multi-Hazard Emergency Planning for Schools ..... 139
IS-386	Introduction to Residential Coastal Construction ..... 139
IS-393.a	Introduction to Hazard Mitigation ..... 139
IS-394.a	Protecting Your Home or Small Business from Disaster ..... 139
IS-546	Continuity of Operations (COOP) Awareness ..... 140
IS-547.a	Introduction to Continuity of Operations (COOP)..... 140
IS-548	Continuity of Operations (COOP) Program Manager..... 140
IS-630	Introduction to the Public Assistance Process..... 140
IS-631	Public Assistance Operations I..... 140
IS-632	Introduction to Debris Operations in FEMA’s Public Assistance Program ..... 140
IS-650	Building Partnerships with Tribal Governments..... 141
IS-700.a	National Incident Management System (NIMS), An Introduction ..... 141
IS-701	Multi-Agency Coordination System (MACS) Course ..... 141
IS-702	National Incident Management System (NIMS) Public Information Systems ..... 142
IS-703	National Incident Management System (NIMS) Resource Management ..... 142
IS-706	NIMS Intrastate Mutual Aid—An Introduction..... 142
IS-708	Rapid Damage Assessment..... 143
IS-775	Emergency Operation Center (EOC) Management and Operations ..... 143
IS-800.b	National Response Framework (NRF), An Introduction ..... 143
IS-801	Emergency Support Function (ESF) #1—Transportation..... 143
IS-802	Emergency Support Function (ESF) #2—Communications ..... 144
IS-803	Emergency Support Function (ESF) #3—Public Works and Engineering ..... 144
IS-804	Emergency Support Function (ESF) #4—Firefighting ..... 144
IS-805	Emergency Support Function (ESF) #5—Emergency Management ..... 145
IS-806	Emergency Support Function (ESF) #6—Mass Care, Emergency Assistance, Housing, and Human Services ..... 145
IS-807	Emergency Support Function (ESF) #7—Logistics Management and Resource Support Annex .... 145
IS-808	Emergency Support Function (ESF) #8—Public Health and Medical Services ..... 145
IS-809	Emergency Support Function (ESF) #9—Search and Rescue ..... 146
IS-810	Emergency Support Function (ESF) #10—Oil and Hazardous Response Annex..... 146

	<b>Page</b>
IS-811	Emergency Support Function (ESF) #11—Agriculture and National Resources ..... 146
IS-812	Emergency Support Function (ESF) #12—Energy ..... 147
IS-813	Emergency Support Function (ESF) #13—Public Safety and Security Annex ..... 147
IS-814	Emergency Support Function (ESF) #14—Long Term Community Recovery ..... 147
IS-821	Critical Infrastructure and Key Resources Support Annex ..... 147
IS-836	Nuclear/Radiological Incident Annex ..... 148
IS-860	National Infrastructure Protection Plan (NIPP) ..... 148
IS-1900	National Disaster Medical System (NDMS) Federal Coordinating Center (FCC) Operations Course ..... 148
K606	Evaluation of Training ..... 54
L155	Building Design for Homeland Security ..... 34
L156	Building Design for Homeland Security for Continuity of Operations (COOP) Train-the-Trainer (TTT) ..... 34
L196	Operations Section Chief (OSC) ..... 97
L248	Environmental and Historic Preservation Management Information System (EMIS) Training ..... 115
L253	Coordinating Environmental and Historic Preservation Compliance ..... 115
L269	Managing FEMA Staff on Disaster Operations ..... 100
L304	Radiological Emergency Preparedness (REP) Exercise Evaluation ..... 47
L321	Individual Assistance (IA) Basic Management ..... 101
L340	Radiological Emergency Preparedness (REP) Planning ..... 47
L348	Orientation to Mission Assignments ..... 102
L358	Individual Assistance (IA) Branch Director ..... 103
L359	Individual Assistance (IA) Other Needs Assistance (ONA) Specialist ..... 103
L361	Multi-Hazard Emergency Planning for Schools ..... 39
L363	Multi-Hazard Emergency Planning for Higher Education ..... 39
L381	Project Specialist ..... 104
L382	PAC Crew Leader ..... 104
L384	Defense Support of Civil Authorities (DSCA) Phase II ..... 104
L385	Basic Public Affairs Field Course ..... 104
L422	Response Operations II—ICS-420 ..... 105
L423	Response Operations III—ICS-320 ..... 105
L545	Basic Human Resources for Disaster Supervisors ..... 106
L548	Continuity of Operations (COOP) Program Managers Train-the-Trainer (TTT) ..... 48
L550	Continuity of Operations (COOP) Planning Train-the-Trainer (TTT) ..... 49
L551	Continuity of Operations (COOP) Devolution Planning Workshop Train-the-Trainer (TTT) ..... 49
L580	Emergency Management Framework for Tribal Governments ..... 49
L661	Cadre Manager Workshop ..... 106
L713	Introductory Field Attorney Training ..... 107
L759	DHS/FEMA Individuals and Households Program (IHP), Grants, and Financial Closeout Train-the-Trainer (TTT) ..... 110
L779	Orientation to Disaster Response Operations ..... 111
L934	National Response Coordination Center (NRCC) Training Lecture ..... 112
L935	National Response Coordination Center (NRCC) Training Exercise ..... 112
L990	Hurricane Liaison Team (HLT) ..... 113

DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
GENERAL ADMISSIONS APPLICATION

See Reverse for  
Privacy Act Statement

O.M.B. No. 1660-0100  
Expires May 31, 2010

**SECTION I - GENERAL INFORMATION**

1. U.S. Citizen  YES  NO If No, City and Country of Birth: \_\_\_\_\_

2. NAME (Last, First, Middle Initial, Suffix)

3. SOCIAL SECURITY NUMBER

4. HOME ADDRESS (Street, avenue, road no./city or town, state, and zip code)

5. WORK PHONE NO. ( )

6. HOME PHONE NO. ( )

7. FAX NO. ( )

8. E-MAIL ADDRESS:

9a. ENTER COURSE CODE AND TITLE: (If you wish to apply for more than one course, please attach a sheet of paper to this application)

9b. COURSE LOCATION

9c. DATES REQUESTED (Please give three choices)

10. COMPLETE THE ITEMS BELOW REGARDING THE PREREQUISITES OF THE COURSE FOR WHICH YOU ARE APPLYING

INSTITUTION

DEGREE/CERTIFICATE

DATE EARNED

COURSE/FIELD OF STUDY

11. DO YOU HAVE ANY DISABILITIES (including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL ASSISTANCE DURING YOUR ATTENDANCE IN TRAINING?  
 NO  YES (If yes, describe & indicate any special assistance required on a separate sheet)

**SECTION II - EMPLOYMENT INFORMATION AND AUTHORIZATION**

12a. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED

12b. NFIRS # (NFA STUDENTS ONLY)

13. CURRENT POSITION AND NUMBER OF YEARS IN POSITION

**14. CHECK THE BOX(ES) BELOW THAT BEST DESCRIBE YOUR ORGANIZATION**

14 a. JURISDICTION

1.  STATEWIDE

4.  SPECIAL DISTRICT/TOWNSHIP/ TRIBAL NATION

7.  FOREIGN

14 b. ORGANIZATION

1.  ALL CAREER

15. CURRENT STATUS

1.  PAID FULL TIME

2.  COUNTY GOVERNMENT

5.  FEDERAL/MILITARY (non-DHS)

8.  DHS/FEMA

2.  ALL VOLUNTEER

2.  PAID PART TIME

3.  CITY/TOWN/VILLAGE

6.  INDUSTRY/BUSINESS

9.  NDER/IMA

3.  COMBINATION

3.  VOLUNTEER

4.  DISASTER RESERVIST

16. Briefly describe your activities/responsibilities as they relate to the course for which you are applying and identify how you will use the information obtained from the course. Attach an organizational chart for the organization being represented and indicate your position. If you need more space, please attach a sheet to this application.

17. CHECK ONE BOX IN EACH COLUMN THAT BEST DESCRIBES YOUR PRESENT PRIMARY RESPONSIBILITY AND TYPE OF EXPERIENCE AS IT RELATES TO THE COURSE FOR WHICH YOU ARE APPLYING. ALSO ENTER THE NUMBER OF YEARS OF EXPERIENCE.

17a. PRIMARY RESPONSIBILITY

1.  MANAGEMENT

17b. TYPE OF EXPERIENCE

1.  INCIDENT COMMAND

17c. NUMBER OF YEARS OF EXPERIENCE \_\_\_\_\_

2.  TRAINING/EDUCATION

2.  ADMINISTRATION/STAFF SUPPORT

17d. SIZE OF DEPARTMENT \_\_\_\_\_

3.  SCIENTIFIC/ENGINEERING

3.  SUPERVISION

17e. BUSINESS TYPE

4.  INVESTIGATION

4.  BUDGET/PLANNING

1.  GOVERNMENT

5.  FIRE PREVENTION

5.  PROGRAM DEVELOPMENT/DELIVERY

2.  EDUCATION

6.  FIRE SUPPRESSION

6.  COORDINATION/LIAISON

3.  FIRE SERVICE

7.  PROGRAM/ACTIVITY

7.  PUBLIC EDUCATION

4.  LAW ENFORCEMENT

8.  HEALTH

8.  CODE DEVELOPMENT

5.  VOLUNTEER AGENCY

9.  PUBLIC WORKS

9.  CODE ENFORCEMENT/INSPECTION

6.  EMERGENCY MANAGEMENT

10.  DISASTER RESPONSE/RECOVERY

10.  SUPPORT SERVICES

7.  HEALTH CARE

11.  EMERGENCY MEDICAL SERVICE

11.  RESEARCH AND DEVELOPMENT

8.  PUBLIC WORKS

12.  HAZARD MITIGATION

12.  ARSON

13.  EMERGENCY PREPAREDNESS

13.  LAW ENFORCEMENT

14.  OTHER (Specify) \_\_\_\_\_

14.  DESIGN AND PLANNING

15.  OTHER (Specify) \_\_\_\_\_

18. DATE OF BIRTH

19. GENDER  
 Male  Female

20a. ETHNICITY  
 HISPANIC or LATINO  NOT HISPANIC or LATINO

20b. RACE (Please check all that apply)

1.  AMERICAN INDIAN or ALASKA NATIVE 2.  ASIAN 3.  BLACK or AFRICAN AMERICAN 4.  WHITE 5.  NATIVE HAWAIIAN or PACIFIC ISLANDER

**SECTION III - ENDORSEMENT AND CERTIFICATION**

21a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (18 U.S.C. 1001).

21b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief or designee.

21c. Further, I understand that the National Emergency Training Center (NETC), the Mt. Weather Emergency Operations Center (MWEOC), and the Noble Training Facility (NTF) are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.

21d. I agree to abide by the rules, policies, and regulations of NETC, MWEOC, and NTF. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.

SIGNATURE OF APPLICANT	DATE
------------------------	------

**22. APPROVAL BY THE HEAD OF THE SPONSORING ORGANIZATION**

"By signing this application, I certify that my organization does not discriminate on the basis of age, sex, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees."

22a. SIGNATURE	22b. PRINTED NAME AND TITLE
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**23. ADDITIONAL ENDORSEMENTS FOR APPLICATION TO THE EMERGENCY MANAGEMENT INSTITUTE:**

23a. SIGNATURE AND DATE (State Office)	23b. SIGNATURE AND DATE (FEMA Regional Office)
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24a. FOR NFA REGIONAL DELIVERY COURSES AND COURSES DELIVERED AT EMMITSBURG, MD. SUBMIT APPLICATION TO:  <p align="center"> <b>NATIONAL EMERGENCY TRAINING CENTER                      OFFICE OF ADMISSIONS, BLDG. I-216                      16825 SOUTH SETON AVENUE                      EMMITSBURG, MD. 21727</b> </p>	24b. FOR EMI COURSES DELIVERED AT NETC, MWEOC, OR NTF SUBMIT APPLICATION THROUGH THE APPROPRIATE STATE EMERGENCY MANAGEMENT COORDINATOR OR FEMA REGIONAL TRAINING MANAGER TO NETC.  24c. FOR FIELD PROGRAM COURSES, SUBMIT APPLICATION TO APPROPRIATE SPONSOR.
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25. DISPOSITION <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	SIGNATURE OF REVIEWER	DATE
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**EQUAL OPPORTUNITY STATEMENT**

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, sex, race, color, religious belief, national origin, or disability in their admissions and student-related procedures. Both schools make every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minority and women candidates are encouraged to apply for all courses.

**PRIVACY ACT STATEMENT**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), Title 5 United States Code (U.S.C.) Section 552a, for individuals applying for admission to NFA or EMI.

**AUTHORITY** - Federal Fire Prevention and Control Act of 1974, as amended, Title 15 U.S.C., Sections 2201 *et. seq.*; Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Title 42 U.S.C., Sections 5121 *et. seq.*; Title 44 U.S.C., Section 3101, Executive Orders 12127, 12148, and 9397; Title VI of the Civil Rights Act of 1964; and Section 504 of the Rehabilitation Act of 1973.

**PURPOSES** - To determine eligibility for participation in NFA and EMI courses. Information such as age, sex, and ancestral heritage are used for statistical purposes only.

**USES** - Information may be released to: 1) FEMA staff to analyze application and enrollment patterns for specific courses, and to respond to student inquiries; 2) a physician to provide medical assistance to students who become ill or are injured during courses; 3) Members of the Board of Visitors for the purpose of evaluating programmatic statistics; 4) sponsoring States, local officials, or State agencies to update/evaluate statistics of NFA and EMI participants; 5) Members of Congress seeking first party information; and 6) Agency training program contractors and computer centers performing administrative functions.

**EFFECTS OF NONDISCLOSURE** - Personal information is provided on a volunteer basis. Failure to provide information on this form, however, may result in a delay in processing your application and/or certifying completion of the course.

**INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PL 93-579, SECTION 7(b)** - E.O. 9397 authorizes the collection of the SSN. The SSN is necessary because of the large number of individuals who have identical names and birthdates and whose identities can only be distinguished by the SSN. The SSN is used for recordkeeping purposes, i.e., to ensure that your academic record is maintained accurately. Disclosure of the SSN is voluntary. However, if you do not provide your SSN, another number will be substituted, which will delay processing your application or course certificate.

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 9 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0100). **NOTE: Do not send your completed form to this address.**

## HUMAN DIGNITY STATEMENT

The uniqueness of all individuals attending DHS-conducted or sponsored training is recognized, as well as their diversity, which can be a resource that enriches the learning environment through sharing of differing perspectives. An equal learning opportunity is provided to all course participants. This is supported by:

- ensuring equal opportunity to all participants, employees, and contractors;
- prohibiting all discrimination and harassment;
- supporting affirmative employment policies and practices on behalf of minorities, women, and persons with disabilities;
- encouraging participants, staff, and contractors to communicate and behave in a manner which is sensitive to, and acknowledges the viewpoints of others;
- regarding diversity as a resource that enriches the learning environment through the sharing of differing perspectives, experiences, and ideas;
- removing barriers to teamwork through collaboration, problem-solving, and the constructive resolution of conflicts; and
- continuing to identify and eliminate barriers to training, employment, and advancement of minorities, women, and persons with disabilities.

Participants, instructors, and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and may result in removal from campus.