

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Recruitment Notice

E361 Multi-Hazard Emergency Planning for Schools

Dates:

October 29 – November 1, 2012 February 11 – 14, 2013
April 22 – 25, 2013 June 24 – 27, 2013
July 15 – 18, 2013 August 5 – 8, 2013

Course Length:

4 full days. Travel days are Sunday and Friday.

Course Description:

E361 Multi-Hazard Emergency Planning for Schools course is tailored to the unique planning and exercise needs of school systems. This course integrates all Department of Homeland Security (DHS) doctrine into an easy-to-follow planning process. This course follows the steps outlined in the Comprehensive Preparedness Guide (CPG 101) and provides participants the information to ensure alignment with recent doctrine such as the National Incident Management System (NIMS). By systematically analyzing threats/hazards, school teams are able to identify needed enhancements to their plans for preventing or mitigating incidents while also preparing for, responding to, and recovering from incidents. In addition, each school team prepares and participates in a table-top exercise using the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines and tools.

The course includes the following units:

- Unit 1: Course Overview and Introduction
- Unit 2: Getting Ready for Planning
- Unit 3: Understanding the Situation
- Unit 4: Developing the School Emergency Operations Plan (EOP)

- Unit 5: Developing Procedures and Functional Annexes
- Unit 6: Developing Hazard- and Incident-Specific Annexes
- Unit 7: Incorporating NIMS into the School Emergency Operations Plan
- Unit 8: Training and Exercising the School Emergency Operations Plan
- Unit 9: Establishing an Action Plan for Sustainability
- Unit 10: Course Summary

Course Goals:

1. Review, enhance, and sustain an all-hazards district/school EOP.
2. Build partnerships among the State and other disaster response and recovery organization.

Continuing Education Units (CEU's):

The Emergency Management Institute (EMI) awards 2.8 CEUs for completion of this course.

Target Audience:

The target audience is school administrators and local first responders interested in comprehensive planning for K-12.

Location:

Emergency Management Institute
National Emergency Training Center
Emmitsburg, Maryland

Recommended:

Completion of IS-100.SCa (or IS-100.SC) Introduction to the Incident Command System, ICS-100, for Schools and IS-700.A/700, The National Incident Management System, An Introduction.

Teams are required to bring a copy of their EOPs.

TRAINING OPPORTUNITY



To Apply:

Follow *Team Selection Criteria* and complete a FEMA Form 119-25-1, General Admissions Application for each person, with student signature and signature of supervisor or sponsoring agency official. Submit the applications through the State emergency management office who will mail, scan, or fax them to:

NETC Admissions Office (Room I-216)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035
Fax: (301) 447-1658
Email: netc-admissions@fema.dhs.gov

FEMA Regional employees should submit their application to their Regional Training Manager (RTM). Tribal representatives can submit their application directly to the NETC Admissions Office.

The FEMA Form 119-25-1 must be submitted to NETC Admissions by October 1, 2012 for the October offering.

The FEMA Form 119-25-1 must be submitted to NETC Admissions by January 24, 2013 for the February offering.

The FEMA Form 119-25-1 must be submitted to NETC Admissions by March 25, 2013 for the April offering.

The FEMA Form 119-25-1 must be submitted to NETC Admissions by May 28, 2013 for the June offering.

The FEMA Form 119-25-1 must be submitted to NETC Admissions by June 17, 2013 for the July offering.

The FEMA Form 119-25-1 must be submitted to NETC Admissions by July 8, 2013 for the August offering.

Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the team selection criteria listed on page three and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1113, or email to netc-housing@fema.dhs.gov.

Notice to Applicants for FY 2013 Courses:

Individuals applying for EMI classes will be required to register using the Training Administration System (CTAS) and obtain a Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. The SSN is no longer required.

How do I obtain my FEMA SID number?

Step 1: To register, go to <https://cdp.dhs.gov/femasid>

Step 2: Click on the "Need a FEMA SID" box on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

What do I do with this new SID number I have been assigned?

The SID number should be used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1) for any courses that begin on or after October 1, 2012.

EMI Point of Contact:

For additional information contact the course manager, Dawn Warehime, at (301) 447-1309 or by email at dawn.warehime@fema.dhs.gov.

TRAINING OPPORTUNITY

Team 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 they are filling. DO NOT DUPLICATE POSITIONS.

Date of Course: _____
Team Coordinator: _____
Telephone Number: _____
State/School District: _____

First Responders:

- 1 person: School Resource Officer (SRO)/Law Enforcement
- 1 person: Fire
- 1 person: Emergency Management or Public Health

School District Officials: 4 to 7 people

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



TRAINING OPPORTUNITY