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**Course Details**

**LSCMS - Visibility Fundamentals**

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<td>Duration (in Days):</td>
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**Continuing Education Units:**
General: .6

**Course Description:**
This course provides an overview of the Logistics Supply Chain Management System (LSCMS), navigation in the system, and viewing information in the system. Attendees will be guided through the logging in process, as well as how to track shipments, inventory, and customer orders. This course spans several applications within the system.

Selection Criteria: FEMA mission-critical employees identified by the Program Office who will be trained according to the responsibilities and roles as noted in the LSCMS Training Plan and Audience Matrix.

Note: Admission into this training requires prior approval by the Program Office.

**Course Objectives:**
At the end of this course, participants will be able to:
Perform basic functions in LSCMS., Set up user profile information in LSCMS., Use LSCMS to track inventory and movement in the supply chain.

**Primary Core Capability:**
N/A - None

**Secondary Core Capability(s):** Supply Chain Integrity and Security

**Mission Areas:** Respond

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
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**Continuing Education Units:**
General: .3

**Course Description:**
This course provides understanding of the reporting structure of Supply Chain Intelligence (SCI) and how to navigate, run reports, create ad-hoc reports, and schedule reports to better equip users in Logistics Supply Chain Management System (LSCMS) with real-time data in order to aid in disaster response and cleanup.

Selection Criteria: FEMA mission-critical employees identified by the Program Office who will be trained according to the responsibilities and roles as noted in the LSCMS Training Plan and Audience Matrix.

Note: Admission into this training requires prior approval by the Program Office.

**Course Objectives:**
At the end of this course, participants will be able to:
Navigate and understand the reporting structure of SCI., Generate standardized reports., Create ad-hoc reports., Schedule reports.

**Prerequisite(s):** LSCMS - Visibility Fundamentals (E0060)

**Primary Core_capability:**
N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**LSCMS - Field Site Execution**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident, Residential

**Course Level:** N/A

**Duration (in Hours):** 6.0

**Duration (in Days):** 1.0

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**Continuing Education Units:**

General: .6

**Course Description:**
This course provides the key functions and features of the Distributed Order Management and Enterprise Equipment Master applications and the role they play in the overall Logistics Supply Chain Management System (LSCMS). This course covers the process of how to receive, ship, and manage inventory at field sites. Attendees will be guided through Advanced Shipment Notification (ASN) receipt, dispatching, loading, and updating as well as closing distribution orders.

Selection Criteria: FEMA mission-critical employees identified by the Program Office who will be trained according to the responsibilities and roles as noted in the LSCMS Training Plan and Audience Matrix.

Note: Admission into this training requires prior approval by the Program Office.

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

Receive ASNs at field sites., Work with ASNs in yard., Ship ASNs from field sites., Blind receiving an ASN at a field site User Interface (UI),, Close distribution orders., Adjust inventory at field sites.

**Prerequisite(s):** LSCMS - Visibility Fundamentals (E0060)

**Primary Core Capability:**
N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**LSCMS - Field Site Execution + FieldSCOUT**

Training Provider: Emergency Management Institute  
Delivery Type: Mobile/Non-Resident, Residential  
Duration (in Hours): 6.0  
Duration (in Days): 1.0

Continuing Education Units:  
General: .6

Course Description:  
This course provides the key functions and features of the Distributed Order Management, Enterprise Equipment Master, and FieldScout applications and the role they play in the overall Logistics Supply Chain Management System (LSCMS). This course covers the process of how to receive, ship, and manage inventory at field sites. Attendees will be guided through Advanced Shipment Notification (ASN) receipt, dispatching, loading, and updating as well as closing distribution orders, and how to use FieldScout.

Selection Criteria: FEMA mission-critical employees identified by the Program Office who will be trained according to the responsibilities and roles as noted in the LSCMS Training Plan and Audience Matrix.

Note: Admission into this training requires prior approval by the Program Office.

Course Objectives:  
At the end of this course, participants will be able to:  
Receive ASNs at field sites., Work with ASNs in yard., Ship ASNs at field sites., Close distribution orders., Receive at field sites using FieldScout., Ship at field sites using FieldScout., Adjust inventory at field sites.

Prerequisite(s): LSCMS - Visibility Fundamentals (E0060)

Primary Core Capability:  
N/A - None

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:  
https://training.fema.gov/emicourses/schedules.aspx
**LSCMS - Order Entry**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Course Level:** N/A  
**Duration (in Hours):** 6.0  
**Duration (in Days):** 1.0

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**Continuing Education Units:**

General: .6

**Course Description:**
The purpose of this course is to provide end users with the fundamentals of how to place an order and the differences between order types. Users will be guided through the order entry process. Selection Criteria: FEMA mission-critical employees identified by the Program Office who will be trained according to the responsibilities and roles as noted in the Logistics Supply Chain Management System (LSCMS) Training Plan and Audience Matrix.

Note: Admission into this training requires prior approval by the Program Office.

**Course Objectives:**
At the end of this course, participants will be able to:
Create a customer order for headquarters-to-region support., Create a customer order for internal headquarters., Create a customer order for internal region., Create a customer order for region-to-headquarters retrograde., Create a facility.

**Prerequisite(s):** LSCMS - Visibility Fundamentals (E0060)

**Primary Core Capability:**
N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**LSCMS - Order Approval**

**Training Provider:** Emergency Management Institute

**Course Level:** N/A

**Delivery Type:** Mobile/Non-Resident, Residential

**Duration (in Hours):** 6.0

**Duration (in Days):** 1.0

**Continuing Education Units:**

General: .6

**Course Description:**

This course provides the process of how to approve an order, create/edit items, and perform the Advanced Shipment Notification (ASN) upload. Attendees will be guided through the order approval process, how to assign an approver for an order, how to edit a customer order that has been placed, how to create and edit an item, and how to perform the ASN upload.

Selection Criteria: FEMA mission-critical employees identified by the Program Office who will be trained according to the responsibilities and roles as noted in the Logistics Supply Chain Management System (LSCMS) Training Plan and Audience Matrix.

Note: Admission into this training requires prior approval by the Program Office.

**Course Objectives:**

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

- Approve a headquarters-to-region customer order.
- Approve an internal headquarters customer order.
- Approve a region-to-headquarters retrograde customer order.
- Upload ASNs.

**Prerequisite(s):** LSCMS - Visibility Fundamentals (E0060), LSCMS - Order Entry (E0064)

**Primary Core Capability:**

N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**

NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**

https://training.fema.gov/emicourses/schedules.aspx
**LSCMS - End-to-End Scenario Practice**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident, Residential

**Course Level:** N/A

**Duration (in Hours):** 6.0

**Duration (in Days):** 1.0

**Continuing Education Units:**

General: .6

**Course Description:**

This course provides participants the opportunity to practice several end-to-end scenarios in the Logistics Supply Chain Management System (LSCMS), including reporting, shipping, and receiving.

Selection Criteria: FEMA mission-critical employees identified by the Program Office who will be trained according to the responsibilities and roles as noted in the LSCMS Training Plan and Audience Matrix.

Note: Admission into this training requires prior approval by the Program Office.

**Course Objectives:**

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

Successfully complete reporting, shipping and receiving tasks in LSCMS.

**Other Prerequisites:**

These scenarios are part of the 2-week Logistics Systems Cadre course.

**Primary Core Capability:**

N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**

NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**

https://training.fema.gov/emicourses/schedules.aspx
**LSCMS - Warehouse Management**  
**E0067**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Mobile/Non-Resident, Residential

**Course Level:** N/A  
**Duration (in Hours):** 24.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**  
General: 2.4

**Course Description:**
This course provides the key functions and features of the Warehouse Management (WM) and User Interface (UI) application and the role it plays in the overall LSCMS system. Attendees will be guided through WMs overall purpose and how shipments, inventory, and orders are managed within the DC.

Selection Criteria: FEMA mission critical employees identified by the Program Office who will be trained according to the responsibilities and roles as noted in the LSCMS Training Plan and Audience Matrix.

Note: Admission into this training requires prior approval by the Program Office.

**Course Objectives:**
At the end of this course, participants will be able to:
- Perform key functions and features within WM to manage inventory.,
- Receive inventory at a DC.,
- Work with Distribution Orders (DOs) and Advance Shipment Notifications (ASNs).,
- Ship inventory at a DC.

**Prerequisite(s):** LSCMS - Visibility Fundamentals (E0060)

**Primary Core Capability:**
N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules/aspx
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<tr>
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<tr>
<td><strong>Duration (in Hours):</strong></td>
<td>4.0</td>
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<tr>
<td><strong>Duration (in Days):</strong></td>
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**Continuing Education Units:**
- General: .4

**Course Description:**
This course provides the key functions and features of the Warehouse Management (WM) User Interface (UI) portion within the WM application and the role it plays in the overall Logistics Supply Chain Management System (LSCMS). Attendees will be guided through multiple applications to learn how inventory is managed through the UI.

**Selection Criteria:** FEMA mission-critical employees identified by the Program Office who will be trained according to the responsibilities and roles as noted in the LSCMS Training Plan and Audience Matrix.

**Note:** Admission into this training requires prior approval by the Program Office.

**Course Objectives:**
At the end of this course, participants will be able to:
- Perform key functions and features within the WM to manage inventory.

**Prerequisite(s):** LSCMS - Visibility Fundamentals (E0060)

**Primary Core Capability:**
- N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**LSCMS - Transportation Planning**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A

**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 4.0  
**Duration (in Days):** 0.5

**Continuing Education Units:**  
General: .4

**Course Description:**  
This course provides the key functions and features of working with shipments in the Transportation Planning and Execution (TP&E) application and the role it plays in the overall Logistics Supply Chain Management System (LSCMS). Attendees will be guided through TP&E’s overall purpose and how distribution orders and shipments are planned.  
*Selection Criteria:* FEMA mission-critical employees identified by the Program Office who will be trained according to the responsibilities and roles as noted in the LSCMS Training Plan and Audience Matrix.  
*Note:* Admission into this training requires prior approval by the Program Office.

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Plan distribution orders and shipments in LSCMS.

**Prerequisite(s):** LSCMS - Visibility Fundamentals (E0060)

**Primary Core Capability:**  
N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**LSCMS - Transportation Execution**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident, Residential

**Course Level:** N/A

**Duration (in Hours):** 4.0

**Duration (in Days):** 0.5

**Continuing Education Units:**

- General: .4

**Course Description:**

This course provides the key functions and features of working with shipments in the Transportation Planning and Execution (TP&E) application and the role it plays in the overall Logistics Supply Chain Management System (LSCMS). Attendees will be guided through TP&E’s overall purpose and how shipment attributes are managed. By the end of the course, the user should be able to manage carriers, accessorials, and spot charges as well as tender and manage shipments within TP&E.

**Selection Criteria:** FEMA mission-critical employees identified by the Program Office who will be trained according to the responsibilities and roles as noted in the LSCMS Training Plan and Audience Matrix.

**Note:** Admission into this training requires prior approval by the Program Office.

**Course Objectives:**

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

- Execute shipments in LSCMS.
- Use the Logistics Gateway to update and assign carriers.

**Prerequisite(s):** LSCMS - Visibility Fundamentals (E0060), LSCMS - Transportation Planning (E0069)

**Primary Core Capability:**

N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**

NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**

https://training.fema.gov/emicourses/schedules.aspx
**LSCMS - System Administration**

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<th>Training Provider:</th>
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<td>Course Level:</td>
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**Continuing Education Units:**
- General: .6

**Course Description:**
This course provides the steps of how to perform standard System Administrator duties. Attendees will be guided on how to add/edit companies, add/edit items, add/edit facilities, generate a 605 PIX, create item substitution rules, add/edit users, add/edit locations, add/edit regions, edit user groups, and add users in Supply Chain Intelligence.

Selection Criteria: FEMA mission-critical employees identified by the Program Office who will be trained according to the responsibilities and roles as noted in the LSCMS Training Plan and Audience Matrix.

Note: Admission into this training requires prior approval by the Program Office.

**Course Objectives:**
At the end of this course, participants will be able to:
- Maintain companies in the system.
- Maintain items in the system.
- Control FieldScout functionality.
- Add facilities.
- Work with system substitution rules.
- Administer Logistics Supply Chain Management System (LSCMS) users.

**Prerequisite(s):** LSCMS - Visibility Fundamentals (E0060)

**Primary Core Capability:**
- N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
- NETC Admissions
- POC Work Phone: 301-447-1035
- POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**LSCMS - Vendor Portal**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 7.0  
**Duration (in Days):** 1.0  

**Continuing Education Units:**  
General: .7

**Course Description:**  
This course provides an overview of LSCMS, navigation in the system, and viewing information in the system. Attendees will be guided through the logging in process, how to track Shipments, Inventory, and Customer Orders. This course spans several applications within the system.  
Selection Criteria: FEMA partners (agencies, NGOs)

**Course Objectives:**  
At the end of this course, participants will be able to:  
Perform basic functions in LSCMS., Set up user profile information in LSCMS., View Distribution Orders., Fulfill orders., View Advance Shipment Notification (ASN) details., Perform basic functions in Supply Chain Intelligence (SCI)., Create Ad-Hoc reports.

**Primary Core Capability:**  
N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**National Disaster Recovery Support (NDRS) Tier III Interagency Recovery Coordination (IRC)**

<table>
<thead>
<tr>
<th>Training Provider: Emergency Management Institute</th>
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<tr>
<td>Delivery Type: Mobile/Non-Resident, Residential</td>
<td>Duration (in Hours): 28.0</td>
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**Continuing Education Units:**
General: 2.8

**Course Description:**
The goal of this course is to equip participants with the knowledge and skills needed to serve as Crew Leader and Task Force Leaders in the Mission and Outreach Support, RSF Field Coordinators, and Coordination positions within the IRC operation, in support of disaster-impacted state, tribal, territorial, and local communities.

Selection Criteria: NDRSCrew and Task Force Leaders

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

- Mission and Outreach Support Crew and Task Force Leader: Describe the key functions of Mission and Outreach Support Crew and Task Force Leader during the IRC operation., Explain the IRC organization and components necessary to support recovery mission objectives., Explain the role of Mission and Outreach Support when setting up the JFO.
- RSF Field Coordinator and Coordination Crew and Task Force Leader: Describe the role and responsibilities of the RSF Field Coordinator and Coordination., Describe the deliverables RSF Field Coordinators and Coordination contribute to., Demonstrate how to develop RSF strategic objectives and recovery support actions in support of state, tribal, territorial, and local recovery goals.
- For Everyone: Manage a small team and be successful in meeting mission objectives., Ensure adequate communication reporting to group supervisors., Implement the IRC tools and track Specialist progress.

**Prerequisite(s):** National Disaster Recovery Support (NDRS) Specialist (E0088)

**Primary Core Capability:**
N/A - Training and Education

**Secondary Core Capability(s):** Economic Recovery, Health and Social Services, Housing, Natural and Cultural Resources, Operational Coordination, Planning, Public Information and Warning

**Mission Areas:** Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
National Disaster Recovery Support (NDRS) Specialist

Training Provider: Emergency Management Institute

Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A

Duration (in Hours): 24.0

Duration (in Days): 4.0

Continuing Education Units:
General: 2.4

Course Description:
To ensure that individuals supporting state, local, tribal, and territorial disaster recovery efforts have an understanding of the concepts and constructs of the National Disaster Recovery Framework (NDRF) and the Recovery Federal Interagency Operational Plan (FIOP).

Selection Criteria: FEMA personnel who are members of the NDRS Cadre at the Specialist level in all titles. Other members of the NDRS cadre may also be an appropriate audience if they have not yet had this course.

Course Objectives:
At the end of this course, participants will be able to:
- Identify the key concepts and constructs of the NDRF.
- Describe roles and responsibilities associated with the Federal Recovery Coordination structure.
- Describe activities associated with key operational milestones identified in the Recovery FIOP.

Prerequisite(s): National Disaster Recovery Framework (NDRF) Overview (IS2900.a)

Primary Core Capability:
- Operational Coordination

Mission Areas:
- Common

Discipline(s):
- Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
<table>
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<td><strong>Delivery Type:</strong> Mobile/Non-Resident, Residential</td>
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<td></td>
<td><strong>Duration (in Days):</strong> 3.5</td>
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**Continuing Education Units:**
General: 2.2

**Course Description:**
To enable more effective collaboration among Federal, state, local, and tribal recovery partners pre- and post-disaster.

**Course Objectives:**
At the end of this course, participants will be able to:
- Describe National Disaster Recovery Framework (NDRF) core principles and key concepts.
- Describe the elements that make disaster recovery complex.
- Explain the value of pre-disaster recovery planning.
- Demonstrate the nature of coordination and communication between Federal recovery staff and state, local, and tribal leadership pre- and post-disaster.

**Prerequisite(s):** National Disaster Recovery Framework (NDRF) Overview (IS2900.a)

**Other Prerequisites:**
Recommended: Participants are expected to be familiar with the NDRF and the National Response Framework documents. The Regional FDRC invites regional participants to the class.

**Primary Core Capability:**
N/A - None

**Mission Areas:** Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses.schedules.aspx
Foundations of Emergency Management

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential
Course Level: N/A
Duration (in Hours): 80.0
Duration (in Days): 10.0

Continuing Education Units:
General: 8

Course Description:
FEMA recognizes the need to tie training programs to an established set of emergency management competencies and to a Career Development Program through a progressive training and education system that includes the entry-level Academy, called the National Emergency Management Basic Academy. Training objectives for this course are based on the newly established emergency manager competencies that the National Emergency Management Association; the International Association of Emergency Managers; and state, local, territorial, and tribal emergency management professionals have established in coordination with EMI. The following topics in emergency management are covered in this course: history; legal issues; intergovernmental and interagency context; influencing and organizing; social vulnerability issues; managing stress; collaboration, preparedness, and team-building; mitigation, response, prevention, and protection; ethical decision-making; recovery; technology; administration; and the future.

Selection Criteria: This course is intended for newly appointed emergency managers from Federal, state, local, tribal, territorial, and emergency management agencies, and prospective professionals transferring from another discipline to emergency management.

ACE: Level: Upper Division
ACE: Credit Hours: 6
CECs: 12

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

- Describe the foundations of emergency management in the United States, including its history, doctrine, and principles, and the role of the emergency manager.
- Identify and explain legal issues in emergency management, including legal authorities for emergency management, potential legal issues, and strategies for avoiding legal risk.
- Describe the intergovernmental and interagency context of emergency management, including the roles of Federal, state, local, tribal, and territorial government organizations, individuals and households, the private sector, and Non-Governmental Organizations (NGOs) in the emergency management network.
- Identify and apply concepts and techniques for leading through influencing, including influencing strategies, sources of power, results of applying different influence styles, and steps to build and sustain influence.
- Describe the organization of emergency management for emergency response and routine operations.
- Explain key factors in serving the whole community, including trends that contribute to disaster complexity, demographic characteristics that influence the disaster needs of community members, and strategies for building the resilience of the whole community.
- Describe how to employ stress management techniques in an organization--both routinely and during or after an incident or period of organizational change.
- Explain the function of collaboration in emergency management, including benefits of and challenges to collaboration in emergency management, strategies and tools for building collaborative relationships, and a process for collaborative problem-solving.
- Describe and apply team concepts in the work environment, including characteristics of effective teams, roles assumed within teams, and strategies for creating effective teams.

Explain the
relationship between whole community preparedness and achieving Core Capabilities in the Prevention, Protection, Mitigation, Response, and Recovery Mission Areas., Describe key aspects of the Prevention and Protection Mission Areas, including the nature of the missions, guiding principles, and planning issues., Describe key aspects of the Mitigation Mission Area, including.; How Mitigation supports Preparedness., Roles and contributions of Mitigation partners at all levels., The Mitigation planning process., Strategies for building local support for Mitigation., Describe key aspects of the Response Mission Area, including emergency operations planning, initial response actions, resource management, and managing complex incidents., Describe key aspects of the Recovery Mission Area, including disaster recovery operations, Federal recovery programs, and emotional recovery strategies for the community., Define and describe ethics, including the characteristics of ethical dilemmas and steps for making ethical decisions., Describe the use of technology in support of emergency management, including;., Communications technologies., Technologies for enhancing emergency management., Incident communications and planning., Technologies for communicating with the public., Describe administration in emergency management, including staffing, budgeting and accounting for resources, and information management., Apply emergency management knowledge, team-building, and people management skills in a simulated environment.

Prerequisite(s): An Introduction to the Incident Command System, ICS 100  (IS0100.c), An Introduction to Exercises (IS0120.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), Fundamentals of Emergency Management (IS0230.d), An Introduction to the National Incident Management System  (IS0700.b), National Response Framework, An Introduction (IS0800.c)

Primary Core Capability:
Operational Coordination

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
<table>
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<th><strong>Science for Disasters</strong></th>
<th><strong>E0102</strong></th>
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<td><strong>Delivery Type:</strong></td>
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<td><strong>Duration (in Hours):</strong></td>
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<tr>
<td><strong>Duration (in Days):</strong></td>
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**Continuing Education Units:**
General: 2.4

**Course Description:**
This course provides the participants with an overview of scientific principles and concepts that shape our increasingly dangerous world. The contents of the course include the following: Introduction to Science of Disaster provides a definition and benefits of science., Earth Science describes how the Earth’s design sets the stage for the world’s natural hazards including earthquakes, volcanic eruptions, tsunamis, and landslides/sinkholes., Climatology describes the scientific basis of common atmospheric hazards including convective storms, tropical cyclones, and other hazardous weather., Chemical and biological basics identifies the scientific basis of chemical and biological threats., Explosive, radiological, and nuclear fundamentals identifies the scientific basis of those threats.

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

ACE: Level: Lower Division/Associate
ACE: Credit Hours: 2
CECs: 12

**Course Objectives:**
At the end of this course, participants will be able to:
Indicate how earth science principles and processes influence natural hazards, including earthquakes, volcanic eruptions, tsunamis, ground failures, and floods., Indicate how climatological principles and processes influence natural hazards, including convective storms, tropical cyclones, nor’easters, winter storms, temperature extremes, and droughts., Indicate how chemical and biological principles and processes influence natural and human-caused hazards and impact society., Indicate the scientific basis for explosive, radiological, and nuclear hazards and their impact on society., Indicate how scientific understanding can improve emergency preparedness.

**Prerequisite(s):**
An Introduction to the Incident Command System, ICS 100 (IS0100.c), An Introduction to Exercises (IS0120.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), Fundamentals of Emergency Management (IS0230.d), An Introduction to the National Incident Management System (IS0700.b), National Response Framework, An Introduction (IS0800.c)

**Primary Core Capability:**
Threats and Hazard Identification

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**

- 20 -
EMI
https://training.fema.gov/emicourses/schedules.aspx
Planning: Emergency Operations

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential
Course Level: N/A
Duration (in Hours): 16.0
Duration (in Days): 2.0

Continuing Education Units:
General: 1.6

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

The content also derives from the Comprehensive Preparedness Guide 101, Developing and Maintaining State, Territorial, Tribal and Local Government Emergency Plans, and its six-step planning process and inclusive whole community philosophy. Likewise, doctrine from the Comprehensive Preparedness Guide 201, Threat and Hazard Identification and Risk Assessment (THIRA), is included in the course. Special event planning is then explained in the course, and table group activities to analyze plans for special events are conducted.

Selection Criteria: This course is intended for newly appointed emergency managers from Federal, state, local, tribal, territorial, and emergency management agencies, and prospective professionals transferring from another discipline to emergency management.

ACE: Level: Lower Division / Associate
ACE: Credit Hours: 1
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
- Explain the relationships among preparedness, THIRA, and emergency operations planning.
- Identify the steps in the emergency planning process and their expected outcomes.
- Describe the purpose and components of an Emergency Operations Plan.
- Apply the emergency planning principles and process in evaluating an Emergency Operations Plan.

Prerequisite(s): An Introduction to the Incident Command System, ICS 100 (IS0100.c), An Introduction to Exercises (IS0120.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), Fundamentals of Emergency Management (IS0230.d), An Introduction to the National Incident Management System (IS0700.b), National Response Framework, An Introduction (IS0800.c)

Primary Core Capability:
Planning

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Continuing Education Units:
General: 1.6

Course Description:
This 2-day course is designed to introduce participants to the fundamentals of exercise design. Emergency managers, emergency services personnel, and individuals who are part of the emergency preparedness communities at all levels of government, private sector, or volunteer organizations need to be able to use the fundamentals of exercise simulation and design as an integrated system of resources and capabilities. This course is designed to develop exercising skills in the following areas: Components of the Homeland Security Exercise and Evaluation Program (HSEEP), Exercise process application, Comprehensive exercise program (exercise program management) application, Exercise design steps application, Major accomplishments in designing and implementing an exercise, Purpose and application of various exercise documents, Tabletop, functional, and full-scale exercises, Exercise design applications for tabletop, functional, and full-scale exercises. Selection Criteria: This course is designed for those who have an emergency management function in any Mission Area (Protection, Prevention, Response, Recovery, and Mitigation). The audience may include, but is not limited to: emergency managers, planners, first responders and supervisors, and representatives from the private sector and volunteer organizations. This training course is a requirement for the completion of EMI’s National Emergency Management Basic Academy.

Course Objectives:
At the end of this course, participants will be able to:
Examine exercise doctrine and methodology., Apply key components of applicable phases of the HSEEP cycle.

Prerequisite(s): An Introduction to the Incident Command System, ICS 100 (IS0100.c), An Introduction to Exercises (IS0120.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), Fundamentals of Emergency Management (IS0230.d), An Introduction to the National Incident Management System (IS0700.b), National Response Framework, An Introduction (IS0800.c)

Primary Core Capability:
N/A - None

Mission Areas: Common
Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Public Information and Warning**

_Training Provider:_ Emergency Management Institute  
_Course Level:_ N/A  
_Delivery Type:_ Mobile/Non-Resident, Residential  
_Duration (in Hours):_ 16.0  
_Duration (in Days):_ 2.0

**Continuing Education Units:**

General: 1.6

**Course Description:**

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

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

ACE: Level: Upper Division  
ACE: Credit Hours: 1  
CECs: 12

**Course Objectives:**

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

Describe the public information and warning Core Capability, including:

- The purpose and key elements of public information and warnings.
- The roles of the Emergency Manager and Public Information Officer.
- Tools and processes for communicating with the public.

**Prerequisite(s):** An Introduction to the Incident Command System, ICS 100 (IS0100.c), An Introduction to Exercises (IS0120.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), Fundamentals of Emergency Management (IS0230.d), An Introduction to the National Incident Management System (IS0700.b), National Response Framework, An Introduction (IS0800.c)

**Primary Core Capability:**

Public Information and Warning

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**

NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**

https://training.fema.gov/emicourses/schedules.aspx
Joint Field Office Finance and Administration Section Chief  

E0106  

Training Provider: Emergency Management Institute  
Course Level: N/A  
Delivery Type: Residential  
Duration (in Hours): 40.0  
Duration (in Days): 5.0  

Continuing Education Units:  
General: 4  

Course Description:  
This course is intended to train and exercise the experienced Joint Field Office (JFO) Finance and Administration (F&A) Section Chief in leadership and management skills to effectively perform his/her roles and responsibilities as a member of the management team at a complex Federally declared incident.  
Selection Criteria: This course is for any FEMA Comptroller Disaster Workforce Cadre Member who has experienced serving multiple disasters as Finance and Administration Section Chief in FEMA JFO disaster operations or any FEMA national personnel who have experienced serving multiple disasters as Finance and Administration Section Chief in FEMA JFO disaster operations. The individual should have completed all or substantially all of the qualifying criteria to be certified as a Qualified F&A Section Chief prior to attending this course. Approval to attend this course is given by the FEMA Office of Chief Financial Operations (OCFO) Field-Based Operations Cadre Manager, or a member of the OCFO/FEMA Headquarters who can sign on behalf of the OCFO Field-Based Operations Cadre Manager. The signature of the aforementioned is required. If the person is also a FEMA Regional employee, the signature of the FEMA Regional Training Manager is required.  

Course Objectives:  
At the end of this course, participants will be able to:  
Demonstrate the skills and abilities essential for a successful F&A Section Chief., Identify management priorities, describe management strategies for addressing challenges, project staffing levels, and develop an organizational structure., Apply authorities important to the duties of an F&A Chief., Identify internal control systems needed to address fraud, waste, and abuse situations.  

Other Prerequisites:  
Required: E0716, Comptroller BasicRecommended: IS 0100.b, Introduction to the Incident Command System, ICS 100; IS 0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS 0700.a, National Incident Management System, An Introduction; IS 0800.b, National Response Framework, An Introduction; and IS 0101.c, Preparing for Federal Disaster Operations: FEMA  

Primary Core Capability:  
Operational Coordination  

Mission Areas: Common  

Discipline(s): Emergency Management  

Course POC:  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov  

Course Schedule:  
https://training.fema.gov/emicourses/schedules.aspx  

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Continuing Education Units:
General: 3

Course Description:
The Basic Academy Train-the-Trainer consists of two days of discussions about course objectives, how to set up and facilitate the class, time management, and other general topics. The last three days consist of student teach backs that summarize portions of the Basic Academy course subject matter and describe activities and exercises with time for critique and questions. All topics areas in the Basic Academy courses are covered in the Train-the-Trainer to support a training experience that combines knowledge of all fundamental systems, concepts, and practices of cutting-edge emergency management. The Academy provides shared classrooms of adult learners and skillful instructors resulting in a solid foundation upon which to build further studies and sound decisions.

Selection Criteria: This course is intended for those emergency managers and trainers from Federal, state, local, tribal, and territorial emergency management agencies who have extensive background in emergency management and experience in training adults. Minimum 5 years experience in emergency management (recommended to be current practitioners), Proven and proficient capability to deliver and facilitate training (EMI resume/recommendation review), Demonstrated knowledge of the fundamental systems, concepts, and current practices in emergency management, Resume detailing responsibilities, authority and length of time in profession, Effectiveness teaching emergency management to adults, Documentation of at least three years’ experience teaching emergency management to adults.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Apply learning theory to address the needs of adult learners., Use effective instructional practices to engage the learner., Present course content as a subject matter expert., Demonstrate skills and techniques to facilitate the Basic Academy class discussions and activities to manage its delivery more strategically., Integrate peer and instructor feedback to improve training skills.

Prerequisite(s): An Introduction to the Incident Command System, ICS 100 (IS0100.c), An Introduction to Exercises (IS0120.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), Fundamentals of Emergency Management (IS0230.d), An Introduction to the National Incident Management System (IS0700.b), National Response Framework, An Introduction (IS0800.c)

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

Primary Core Capability:
Operational Coordination

Secondary Core Capability(s): Planning

Mission Areas: Common
Discipline(s): Emergency Management

Course POC:
NETC Admissions
**Emergency Management Standard Training**

<table>
<thead>
<tr>
<th>Training Provider:</th>
<th>Emergency Management Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Level:</td>
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</tr>
<tr>
<td>Delivery Type:</td>
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</tr>
<tr>
<td>Duration (in Hours):</td>
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</tr>
<tr>
<td>Duration (in Days):</td>
<td>2.5</td>
</tr>
</tbody>
</table>

**Continuing Education Units:**

General: 1.8

**Course Description:**
The purpose of this training is to provide emergency management, preparedness, and homeland security personnel with information that will assist them in assessing their jurisdiction’s or agency’s Emergency Management Program using the Emergency Management Standard by EMAP. The training also provides participants with the appropriate qualification to learn how to assess other Applicant Emergency Management Programs using the Emergency Management Standard by EMAP.

Selection Criteria: Must be a public sector employee.

CECs: 12

**Course Objectives:**

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

- Obtain a basic understanding of EMAP.
- Explore the need, intent, and application of the Emergency Management Standard.
- Examine the components of the Emergency Management Standard.
- Gain an understanding of the EMAP Accreditation process.
- Explore the roles and responsibilities of an Accreditation Manager, Assessor, and Assessment Team Leader.

**Other Prerequisites:**

EMAP Overview Webinar & Quiz after registration is accepted.

**Primary Core Capability:**

N/A - None

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**

NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**

https://training.fema.gov/emicourses/schedules.aspx
Exercise Evaluation and Improvement Planning  

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential, Indirect  
**Duration (in Hours):** 32.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**  
General: 3.2

**Course Description:**  
Improve national preparedness by preparing exercise professionals to effectively and systematically apply the exercise evaluation and improvement planning process consistent with HSEEP.

Selection Criteria: Individuals with substantial involvement in the exercise evaluation and improvement planning function within their jurisdiction or organization. Specifically, this course is recommended for individuals with responsibilities in exercise programs, including emergency program managers, exercise training officers, security managers, and emergency services personnel in the public, private, and non-profit sectors.

CECs: 12

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Describe the need for a systematic approach to exercise evaluation and why it is important.  
- Demonstrate effective exercise evaluation and improvement planning behaviors.  
- Apply the principles of a systematic exercise evaluation and improvement planning process to a multi-year exercise program.

**Prerequisite(s):** An Introduction to Exercises (IS0120.c), How to be an Exercise Evaluator (IS0130.a)

**Primary Core Capability:**  
Risk Management for Protection Programs and Activities

**Mission Areas:** Protect

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
Exercise Foundations, Program Management, Design and Development  

Training Provider: Emergency Management Institute  
Course Level: N/A  
Delivery Type: Residential  
Duration (in Hours): 25.0  
Duration (in Days): 4.0

Continuing Education Units:  
General: 2.5

Course Description:  
The Master Exercise Practitioner Program is a series of two classroom courses (E0132, E0133) focusing on advanced program management, exercise design and evaluation practices in each phase of the Homeland Security Exercise and Evaluation Program (HSEEP).

MEPP is designed for mid-level exercise practitioners with a minimum of three (3) years’ experience in an emergency management (EM) exercise design. Participants refine and practice skills critical to performing the phases of the HSEEP cycle, such as exercise program management, MSEL writing and evaluation data analysis. Candidates apply the key learning concepts from the MEPP curriculum relative to their organizations and their own jurisdictional environments.

Selection Criteria: Ideal candidates will have 3-5 years’ experience designing and conducting emergency management exercises consistent with the HSEEP Doctrine. This experience should include the development of discussion-based and operations-based exercises and experience in a Simulation Cell (SIMCELL). Candidates are expected to have overall experience with exercise program management as well as individual experience in the following roles: Exercise Director, Exercise Planning Team Leader, Facilitator, Controller/Simulator, Evaluator

ACE: Credit Hours: 2  
CECs: 12

Course Objectives:  
At the end of this course, participants will be able to:
Demonstrate proficiency in the principles and associated resources of the Homeland Security Exercise and Evaluation Program (HSEEP) as they relate to discussion-based exercises.
Demonstrate proficiency with a progressive exercise program and exercise design and development.

Prerequisite(s): An Introduction to the Incident Command System, ICS 100 (IS0100.c), An Introduction to Exerises (IS0120.c), How to be an Exercise Evaluator (IS0130.a), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), Fundamentals of Emergency Management (IS0230.d), Emergency Planning (IS0235.b), An Introduction to the National Incident Management System (IS0700.b), Emergency Operations Center Management and Operations (IS0775), National Response Framework, An Introduction (IS0800.c), Homeland Security Exercise and Evaluation Program (HSEEP) Training Course (K0146)

Primary Core Capability:  
N/A - None

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:  
NETC Admissions  
POC Work Phone: 301-447-1035

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POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Exercise Conduct, Evaluation and Improvement Planning

Training Provider: Emergency Management Institute
Delivery Type: Residential
Course Level: N/A
Duration (in Hours): 25.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.5

Course Description:
Advanced Facilitation Strategies, Exercise Conduct: Sharing best practices, Where do Critical Tasks come from, Importance of Root Cause Analysis, Teach Back: Case study in Corrective Action Programs, Analysis from home/come prepared with the following documents for peer review and best practice discussion: EEG, Participant Briefings, Hot Wash

Selection Criteria:
Participation in this course is limited to EMI Resident MEPP Candidates who have successfully completed E0132, Exercise Foundations, Program Management, Design and Development.
Courses must be taken in a series.

ACE: Level: Upper Division
ACE: Credit Hours: 1
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Demonstrate proficiency with the principles of the Homeland Security Exercise and Evaluation Program as they relate to exercise conduct, evaluation and improvement planning.

Prerequisite(s): Exercise Foundations, Program Management, Design and Development (E0132)

Primary Core Capability:
Operational Coordination

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Instructional Presentation and Evaluation Skills**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential  
**Duration (in Hours):** 18.0  
**Duration (in Days):** 3.0

**Continuing Education Units:**  
General: 1.8

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

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

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

**Selection Criteria:** Federal, State, tribal and local staff designated to train in various EM subject areas. Also, subject matter experts who have the responsibility to deliver FQS Training.

**CECs:** 12

**Course Objectives:**  
At the end of this course, participants will be able to:
- Establish a conducive learning environment.
- Demonstrate effective instructional presentation skills.
- Demonstrate skills for facilitating classroom interactions.
- Describe ways to manage the learning process.
- Apply skills to measure training results.
- Deliver three instructional presentations, using guidelines from the course assessment checklist, and participate in their evaluations.

**Other Prerequisites:**  
Recommended: FQS Instructors

**Primary Core Capability:**  
N/A - None

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**Advanced Situational Awareness and Common Operating Picture**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential, Indirect  
**Duration (in Hours):** 32.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**  
General: 3.2

**Course Description:**  
This advanced Situational Awareness (SA) and Common Operating Picture (COP) training applies best practices and facilitates the improvement of an integrated SA and COP system. The primary focus of the training is to apply critical steps required for an SA and COP system to effectively improve critical decision-making prior to, during, and after an incident.  
Selection Criteria: Emergency management professionals who deal directly with SA and COP activities.  
ACE: Level: Lower Division/Associate  
ACE: Credit Hours: 2

**Course Objectives:**  
At the end of this course, participants will be able to:  
Manage, analyze, plan, implement, and evaluate the Situational Awareness and Common Operating Picture.

**Other Prerequisites:**  
E/L/G 0948, Situational Awareness and Common Operating Picture  
Recommended: IS 0100.b, Introduction to the Incident Command System, ICS 100; IS 0200.b, Incident Command System for Single Resources and Initial Action Incidents; and IS 0700.a, National Incident Management System, An Introduction

**Primary Core Capability:**  
Planning

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
Homeland Security Exercise and Evaluation Program Training Course

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident, Residential

**Course Level:** N/A

**Duration (in Hours):** 16.0

**Duration (in Days):** 2.0

**Continuing Education Units:**
General: 1.6

**Course Description:**
This is an intermediate-level course designed to describe the core principles and processes of HSEEP, its standardized methodology, available resources, and practical skill development, which will assist in developing an HSEEP consistent exercise program.

**Selection Criteria:** The target audience for this training are those involved in planning, program management, design and development, conduct, evaluation, and improvement planning of HSEEP consistent exercises.

**Course Objectives:**
At the end of this course, participants will be able to:
Understand the role of HSEEP in National Preparedness, and how HSEEP exercise principles and methodology support efforts across the whole community to improve our national capacity to build, sustain, and deliver core capabilities.

**Prerequisite(s):** An Introduction to Exercises (IS0120.c)

**Other Prerequisites:**
Recommended: IS0130, Exercise Evaluation and Improvement Planning

**Primary Core Capability:**
N/A - Exercises

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Core Principles for Hazard Mitigation Community Education and Outreach Specialists

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 26.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.6

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

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

Prerequisite(s): An Introduction to the Incident Command System, ICS 100 (IS0100.c)

Other Prerequisites:
E0164, Hazard Mitigation Hazards and Performance Analysis in Disaster OperationsUsing FEMA Qualification System Tools in Hazard Mitigation (located on the Hazard Mitigation Disaster Workforce web site)

Primary Core Capability:
Public Information and Warning

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Core Principles for Hazard Mitigation Community Planner Specialists  

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 13.0  
**Duration (in Days):** 2.0  

**Continuing Education Units:**  
General: 1.3

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

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

**Course Objectives:**  
At the end of this course, participants will be able to:
1. Identify, in the HM Community Planner Specialist PTB, the position-specific behaviors/activities which must be demonstrated to become qualified in the position.
2. Identify the range of tasks to be performed by the HM Community Planner Specialist in a disaster operation when referring to the HM Community Planner Specialist Task List.
3. Apply requirements, found in 44 Code of Federal Regulations (CFR) Part 201, for Standard State Mitigation Plans, Enhanced State Mitigation Plans, Local Mitigation Plans, or Tribal Mitigation Plans to answer basic questions about mitigation planning requirements.
4. Recognize opportunities to maximize the mitigation actions and activities identified in state, local, and tribal Mitigation Plans through the resources available after a major disaster.
5. Define the protocols for collaboration and coordination with Joint Field Office (JFO) internal partners, states, tribes, and local communities regarding mitigation planning.
6. Describe resources available to HM Community Planner Specialists to obtain information about community capacity and mitigation planning history, to ensure the appropriate amount and type of post-disaster mitigation planning technical assistance.
7. Assess a Local Hazard Mitigation Plan for a hypothetical community using the Local Mitigation Plan Review Tool.
8. Cite examples of how HM Community Planner Specialists adjust for regional differences and cultural sensitivities to perform HM Community Planner Specialist job requirements.
9. Accurately communicate mitigation planning requirements and processes to various internal and external mitigation planning stakeholders.
10. Use FEMA technology and systems to access mitigation plans, and to obtain mitigation planning guidance, resources, and updates.

**Prerequisite(s):** Introduction to Hazard Mitigation Field Operations (E0207), An Introduction to the Incident Command System, ICS 100 (IS0100.c), Mitigation Planning for Local and Tribal Communities (IS0318)

**Other Prerequisites:**  
E0160, Hazard Mitigation Community Education and Outreach in Disaster OperationsUsing FEMA Qualification System Tools in Hazard Mitigation (located on the Hazard Mitigation Disaster Workforce web site)

**Primary Core Capability:** Planning

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management
Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Hazard Mitigation Insurance in Disaster Operations**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 8.0  
**Duration (in Days):** 1.0

**Continuing Education Units:**  
General: .8

**Course Description:**  
This course will introduce participants to job responsibilities, sources of information to do the job, important relationships, and any other critical points that are essential to the particular job function.  
Selection Criteria: This course is designed for new HM Insurance Specialists. HM Insurance Team Leaders who have not previously participated in this training may find it to be a valuable review. HM Floodplain Management Specialists will benefit from this workshop as there is overlap and collaboration between the two specialties.

**Course Objectives:**  
At the end of this course, participants will be able to:  
Describe the major functions and products of hazard mitigation (HM) insurance in a disaster operation., Refer to key authorities, programs, and resources related to HM insurance., Identify and interact with people and organizations key to HM insurance and opportunities for collaborations., Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

**Prerequisite(s):** Introduction to Hazard Mitigation Field Operations (E0207)  
**Other Prerequisites:**  
Students may also complete DF 128, Introduction to Hazard Mitigation Field Operations

**Primary Core Capability:**  
Long-term Vulnerability Reduction

**Mission Areas:** Mitigation  
**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
Core Principles for Hazard Mitigation Preliminary Damage Assessment Specialists

Training Provider: Emergency Management Institute  Course Level: N/A
Delivery Type: Mobile/Non-Resident  Duration (in Hours): 12.0
Duration (in Days): 2.0

Continuing Education Units:
General: 1.2

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

Selection Criteria: FEMA Staff

Course Objectives:
At the end of this course, participants will be able to:
Be successful during a disaster operation.

Prerequisite(s): An Introduction to the Incident Command System, ICS 100  (IS0100.c)

Other Prerequisites:
Hazard Mitigation Management Support in Disaster OperationsUsing FEMA Qualification System Tools in Hazard Mitigation (located on the Hazard Mitigation Disaster Workforce web site)

Primary Core Capability:
Operational Coordination

Secondary Core Capability(s): Risk and Disaster Resilience Assessment

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Core Principles for Hazard Mitigation Hazard Performance Analysis Specialists

Training Provider: Emergency Management Institute
Delivery Type: Residential
Course Level: N/A
Duration (in Hours): 26.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.6

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

Selection Criteria: FEMA as required by their PTB

Course Objectives:
At the end of this course, participants will be able to:
Be successful during a disaster operation.

Prerequisite(s): Introduction to Hazard Mitigation Field Operations (E0207), Benefit-Cost Analysis: Entry-Level (E0276), Basic Hazus (E0313)

Primary Core Capability:
Risk and Disaster Resilience Assessment

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Continuing Education Units:
General: 2.4

Course Description:
This course will provide the opportunity for HM Crew Leader candidates to attain knowledge and skills to successfully demonstrate the Hazard Mitigation-specific behaviors/activities in their position-specific PTB and perform responsibilities identified in the position-specific HM Crew Leader Task Lists in the Hazard Mitigation Field Operations Guide (HMFOG).

Selection Criteria: FEMA staff as required by their PTB.

Course Objectives:
At the end of this course, participants will be able to:
- Identify the elements of National Preparedness that define the broad context for Hazard Mitigation disaster operations.
- Identify the range of HM Crew Leader positions and responsibilities within the Hazard Mitigation Branch.
- Discuss differences among leadership, management, and supervisory responsibilities of HM Crew Leaders.
- Develop tactics to implement Crew level actions defined in a given Hazard Mitigation Strategy.
- Within their own functional Crew, describe the functions of the HM Specialists and Specialist Experts and the resources available for mentoring Crew members to improve performance.
- For a given disaster scenario, demonstrate the HM Crew Leader’s role in leading staff to support the Hazard Mitigation Strategy.
- For a given disaster scenario, demonstrate the HM Crew Leader’s role in managing function-specific programs to support the Hazard Mitigation Strategy.
- For a given disaster scenario, identify and prioritize function-specific HM Crew Leader supervisory responsibilities, including mentoring.
- For a given disaster scenario, demonstrate the HM Crew Leader role in providing function-specific technical expertise to Joint Field Office (JFO) partners.
- For a given disaster scenario, demonstrate the skills and knowledge HM Crew Leaders need for providing function-specific technical assistance to external stakeholders.

Prerequisite(s): Introduction to Hazard Mitigation Field Operations (E0207), FEMA Incident Workforce Academy (FIWA-Tier 3) for First-Line Supervisors (E0603)

Other Prerequisites:
Completion of one of the following function-specific courses:
- E/L0157, Hazard Mitigation Community Education and Outreach Specialist Qualifying Course
- E/L0158, Hazard Mitigation Community Planner Specialist Qualifying Course
- E/L0167, Core Principles for Hazard Mitigation Hazard Performance Analysis Specialists
- E/L0180, Core Principles for Hazard Mitigation Insurance Specialists
- E/L0239, 406 Hazard Mitigation
- E/L0272, Managing the Floodplain Post-DisasterCompletion of the following FQS training requirement for all Crew Leaders:
- E/L0300, ICS 300: Intermediate Incident Command System for Expanding Incidents

Primary Core Capability:
Operational Coordination

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
# Hazus for Hurricane

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 32.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**  
General: 3.2

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

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

**ACE:**  
Level: Vocational Certificate  
Credit Hours: 4  
CECs: 12

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

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

**Prerequisite(s):** Basic Hazus (E0313)

**Other Prerequisites:**  
Skills equivalent to those taught in E0190, ArcGIS for Emergency Managers

**Primary Core Capability:**  
Risk and Disaster Resilience Assessment

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**Continuing Education Units:**
General: 3.2

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

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

**ACE:** Level: Vocational Certificate  
ACE: Credit Hours: 4  
CECs: 12

**Course Objectives:**
At the end of this course, participants will be able to:
- Explain the key components of the methodology employed in the HazusFlood model for defining the flood hazard as well as options that users have for refining the flood hazard definition.  
- Identify the key parameters that influence the social and economic impact assessments generated by the Flood model.  
- Identify and apply best practices for most effectively using the Flood model to support emergency management.

**Prerequisite(s):** Basic Hazus (E0313)

**Other Prerequisites:**
Skills equivalent to those taught in E0190, ArcGIS for Emergency Managers

**Primary Core Capability:**
Risk and Disaster Resilience Assessment

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**Hazus for Earthquake and Tsunami**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 32.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**
General: 3.2

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

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

ACE: Level: Vocational Certificate  
ACE: Credit Hours: 4  
CECs: 12

**Course Objectives:**
At the end of this course, participants will be able to:
- Explain the key components of the methodology employed in the Hazus Earthquake model for defining the earthquake hazard as well as options that users have for refining the earthquake hazard definition.
- Identify the key parameters that influence the social and economic impact assessments generated by the Earthquake model.
- Identify and apply best practices for most effectively using the Earthquake model to support emergency management.

**Prerequisite(s):** Basic Hazus (E0313)

**Other Prerequisites:**
Skills equivalent to those taught in E0190, ArcGIS for Emergency Managers

**Primary Core Capability:**
Planning

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
### Application of Hazus for Disaster Operations  
#### E0179

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 32.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**  
General: 3.2

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

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

ACE: Level: Vocational Certificate  
ACE: Credit Hours: 4  
CECs: 12

**Course Objectives:**  
At the end of this course, participants will be able to:  
Define the roles and responsibilities of the disaster operations team that can be supported by geospatial tools and data., Explain how the capabilities of Hazus can support disaster operations activities., Identify strategies for improving Hazus inputs and other related GIS data in order to derive the most benefit from GIS tools when applied to disaster operations.

**Prerequisite(s):** Basic Hazus (E0313)

**Other Prerequisites:**  
Skills equivalent to those taught in E0190, ArcGIS for Emergency ManagersRecommended: E0317, Comprehensive Data Management for Hazus; E0170, Hazus for Hurricane; E0172, Hazus for Flood; and E0174, Hazus for Earthquake

**Primary Core Capability:**  
Operational Coordination  
**Mission Areas:** Common  
**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
Core Principles for Hazard Mitigation Insurance Specialists

Training Provider: Emergency Management Institute
Delivery Type: Residential
Course Level: N/A
Duration (in Hours): 21.0
Duration (in Days): 3.0

Continuing Education Units:
General: 2.1

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

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

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

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

Prerequisite(s): Introduction to Hazard Mitigation Field Operations (E0207)

Other Prerequisites:
IS1058, Hazard Mitigation Insurance in Disaster Operations
Recommended: E0162, Hazard Mitigation Floodplain Management in Disaster Operations

Primary Core Capability:
Intelligence and Information Sharing

Mission Areas: Prevent, Protect

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

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

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

**ACE:**
- **Level:** Vocational Certificate
- **Credit Hours:** 6
- **CECs:** 12

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

**Primary Core Capability:**
N/A - None

**Mission Areas:** Protect

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Advanced Floodplain Management Concepts

Training Provider: Emergency Management Institute
Delivery Type: Residential, Indirect

Course Level: N/A
Duration (in Hours): 26.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.6

Course Description:
This course provides a dynamic and interactive instruction that covers the following four topics in detail: Local Floodplain Manager Roles and Responsibilities (1 day), National Flood Insurance Program Floodplain Rules and Regulations in Depth (1 day), Letter of Map Change—Procedures for Applying and Floodplain Management Implications (1 day), Preparing for Post-Disaster Responsibilities (1 day). Each topic is designed to be discussed and reviewed in greater detail than the basic course. Developed and real-life scenarios will be examined and activities will be conducted in each section to make sure participants not only understand the rules and regulations but also why they are in place and how to apply them in the particular topic areas. This course is activity-rich and participants can expect to be engaged throughout the course.

Selection Criteria: Certified floodplain managers or community officials with 2 years of full-time floodplain management experience. Federal, State, local, Territorial and Tribal officials will take precedence.

ACE: Level: Lower Division/Associate
ACE: Credit Hours: 2
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
- Describe activities and programs that can be used to promote floodplain planning and mitigation measures.
- Identify National Flood Insurance Program (NFIP) requirements for structures, floodway and encroachment standards, common problems encountered during the construction of various building types, and ways to address these problems.
- Describe NFIP requirements that apply to approximate A zones, agricultural and accessory structures, fuel tanks, and recreational vehicles.
- Explain the basic purpose and procedures of Letters of Map Change (LOMCs) and describe the role of the local official. Evaluate the floodplain management implications of LOMCs.
- Describe the elements of pre-disaster planning needed to prepare for substantial damage operations.
- Identify contents of Standard Operating Procedure (SOP) for post-disaster operations. Outline steps to carry out substantial damage responsibilities.
- Describe methods to obtain compliance with substantial damage determinations.
- List possible sources of funding to assist with substantial damage losses.

Other Prerequisites:

Primary Core Capability:
Long-term Vulnerability Reduction

Mission Areas: Mitigation

Discipline(s): Emergency Management
EMI

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Debris Technical Specialist

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Duration (in Hours): 18.0
Duration (in Days): 3.0

Continuing Education Units:
General: 1.8

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

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

Course Objectives:
At the end of this course, participants will be able to:
Demonstrate the ability to apply PA program guidance for debris-related activities., Demonstrate the ability to formulate project worksheets for debris.

Prerequisite(s): Project Specialist (E0381)

Other Prerequisites:
Completion of IS-0631, Public Assistance Operations I prior to October 1, 2009 will satisfy prerequisite requirement.

Primary Core Capability:
Operational Coordination

Mission Areas: Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Debris Management Planning for State, Tribal, Territorial and Local Officials

Training Provider: Emergency Management Institute
Delivery Type: Residential

Course Level: N/A
Duration (in Hours): 24.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.4

Course Description:
This course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris-generating event with emphasis on state, local, and tribal responsibilities. Developed from a pre-disaster planning perspective, the course includes debris staff organizations; compliance with laws and regulations; contracting procedures; debris management site selection; volume-reduction methods; recycling; special debris situations; and supplementary assistance.
Selection Criteria: State, local, tribal, and territorial emergency management personnel, including public works and waste management staffs, who are responsible for planning and/or implementing debris removal and disposal actions.
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Apply knowledge of planning for, implementing, and managing debris activities., Address debris planning, response, and recovery concepts.

Primary Core Capability:
Planning

Secondary Core Capability(s): Infrastructure Systems

Mission Areas: Prevent, Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Hazard Mitigation Group Supervisor**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A

**Delivery Type:** Residential  
**Duration (in Hours):** 27.5  
**Duration (in Days):** 4.0

### Continuing Education Units:
General: 2.8

### Course Description:
This course will provide the opportunity for HM program group supervisor candidates to attain knowledge and skills needed to successfully demonstrate the hazard mitigation-specific behaviors/activities, and to perform the duties required to develop and implement a Hazard Mitigation Strategy for a Level I/II event.

Selection Criteria: FEMA employees with open Position Task Book (PTB) for the HM Group Supervisor title, or invited by the HM Program Office.

### Course Objectives:
At the end of this course, participants will be able to:
Define the role of a specific Program Group Supervisor position in a Level I/II disaster as described in the Behaviors/Activities in the PTB, and the Task Lists in the Hazard Mitigation Field Operations Guide (HMFOG).
Describe how to work within JFO operational requirements to meet program Hazard Mitigation Strategy objectives.
Describe an approach for identifying allies and building critical partnerships to maximize mitigation opportunities during recovery from a Level I/II disaster event.
Describe a strategic leadership approach that encourages and motivates stakeholders and staff to achieve function-specific Hazard Mitigation Strategy objectives.
Explain how to build and maintain a cohesive and productive staff throughout the phases of long disaster deployments.
Apply advanced subject matter knowledge of HM programs and course concepts to develop solutions to achieve mitigation objectives in complex disaster recovery situations.

### Prerequisite(s):
- Hazard Mitigation Task Force Leader (E0204),
- Strategic Problem-Solving for the Workplace (E0537),
- FEMA Incident Workforce Academy (FIWA-Tier 2) for Middle Managers (E0602)

### Primary Core Capability:
Operational Coordination

### Secondary Core Capability(s):
Planning

### Mission Areas:
Mitigation

### Discipline(s):
Emergency Management

### Course POC:
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

### Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
## Hazard Mitigation Task Force Leader

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Residential  
**Course Level:** N/A  
**Duration (in Hours):** 27.0  
**Duration (in Days):** 4.0

### Continuing Education Units:

- General: 2.7

### Course Description:

This course provides the opportunity for HM Task Force Leader candidates to attain knowledge and skills needed to successfully demonstrate the HM-specific behaviors/activities in their FEMA Qualification System Position Task Books and perform responsibilities identified in the position-specific HM Task Force Leader Task Lists in the Hazard Mitigation Field Operations Guide.

**Selection Criteria:** The primary audience for this course includes HM Task Force Leader candidates in the following positions: HM CEO Task Force Leader, HM Floodplain Management and Insurance Task Force Leader, HM Grants and Planning Task Force Leader, HM HPA Task Force Leader.

The secondary audience includes qualified HM Task Force Leaders who have not had the opportunity to complete this course.

### Course Objectives:

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

- Identify linkages between the Mitigation core capabilities in the National Mitigation Framework and Task Force responsibilities in HM disaster operations.
- Differentiate between the responsibilities of the HM Task Force Leader in Level I, II, and III disaster operations.
- For a given Level III disaster scenario, assess factors that impact accomplishment of HM Task Force responsibilities.
- For a given Level III disaster scenario and goals for the Hazard Mitigation Strategy, draft function-specific objectives and prioritized, quantifiable activities for the HM Task Force.
- For a given Level III disaster scenario and HM Strategy objectives, define steps to accomplish function-specific requirements for managing FEMA disaster programs at the Task Force level.
- For a given Level III disaster scenario, develop recommendations to perform function-specific Task Force level supervisory responsibilities.
- For a given Level III disaster scenario, identify leadership opportunities for the HM Task Force Leader.

### Other Prerequisites:

Prior to enrollment in this course, participants must successfully complete the following FEMA courses:
- E/L0168, Hazard Mitigation Crew Leader Course and all prerequisites
- FQS training requirements for all Task Force Leaders
- E/L0603 FEMA Incident Workforce Academy (FIWA-Tier III) for First-Line Supervisors

### Primary Core Capability:

- N/A - None

**Mission Areas:** Respond, Recover, Mitigation  
**Discipline(s):** Emergency Management

### Course POC:

- NETC Admissions  
- POC Work Phone: 301-447-1035  
- POC Work Email: netcadmissions@fema.dhs.gov

### Course Schedule:

[https://training.fema.gov/emicourses/schedules.aspx](https://training.fema.gov/emicourses/schedules.aspx)
Continuing Education Units:
General: 2.4

Course Description:
Upon completion of this training and a follow-on mentoring assignment, this course provides participants with the knowledge and skills needed to perform effectively as HM SME Instructors in the delivery of the Hazard Mitigation Field Operations Curriculum. Selection Criteria: FEMA employees approved by the Hazard Mitigation Cadre Coordinator.

Course Objectives:
At the end of this course, participants will be able to:
Define the mission and functions of Hazard Mitigation consistent with the Hazard Mitigation Field Operations Concept of Operations., Describe the architecture and implementation of the HM Field Operations Curriculum, as defined by the training requirements of the FEMA Qualification System (FQS), Demonstrate the proper use of instructional technology required in the HM Field Operations Curriculum., Demonstrate how to prepare to conduct an assigned excerpt of Introduction to HM Field Operations., Demonstrate key functions of instructional delivery in the presentation of assigned excerpts from a Specialist level course in the HM Field Operations Curriculum., Accurately communicate course content in the presentation of assigned excerpts from one or more courses in the Hazard Mitigation Field Operations Curriculum.

Prerequisite(s): Core Principles for Hazard Mitigation Community Education and Outreach Specialists (E0157), Core Principles for Hazard Mitigation Community Planner Specialists (E0158), Core Principles for Hazard Mitigation Hazard Performance Analysis Specialists (E0167), Core Principles for Hazard Mitigation Insurance Specialists (E0180), Introduction to Hazard Mitigation Field Operations (E0207), Core Principles for Floodplain Management Specialists (E0272), Providing Post-Disaster Substantial Damage Technical Assistance to Communities (E0285)

Primary Core Capability:
Community Resilience

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Introduction to Hazard Mitigation Field Operations

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<tr>
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<th>Emergency Management Institute</th>
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<tbody>
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<td>Course Level:</td>
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<td>Delivery Type:</td>
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<td>Duration (in Hours):</td>
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<td>Duration (in Days):</td>
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Continuing Education Units:
General: 1.4

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

Selection Criteria: This course is designed for FEMA HM Specialist Trainees who have recently been hired or assigned to the HM Cadre in an incident management or incident support role, and for those who have been working in such positions without this training.

Course Objectives:
At the end of this course, participants will be able to:
- Describe how the Mitigation Core Capabilities, described in the National Preparedness Goal and the National Mitigation Framework, advance resiliency in communities.
- Explain the concept of risk-based decision-making to reduce future damages consistent with the HM CONOPS.
- Describe how the FEMA/State Hazard Mitigation Strategy for the disaster guides the direction of Hazard Mitigation operations.
- Access and navigate resources for achieving Hazard Mitigation Strategy functional objectives, including the Hazard Mitigation Disaster Workforce Website (HMDWW) and the Hazard Mitigation Field Operations Guide (HMFOG).
- Describe the functions and organization of each HM Branch functional area in a disaster operation.
- Identify the roles and points of contact within the HM Cadre Management Branch of FIMA.

Prerequisite(s): An Introduction to the Incident Command System, ICS 100 (IS0100.c)

Primary Core Capability: Long-term Vulnerability Reduction
Mission Areas: Mitigation
Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**State Coordinating Officer**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Residential

**Course Level:** N/A

**Duration (in Hours):** 32.0

**Duration (in Days):** 4.0

Continuing Education Units:
General: 3.2

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

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

CECs: 12

**Course Objectives:**
At the end of this course, participants will be able to:
- Establish priorities through joint action planning with disaster response and recovery partners.
- Implement and manage state and Federal disaster response and recovery organizations.
- Build partnerships among the state and other disaster response and recovery organizations.
- Apply interpersonal skills to develop positive working relationships.
- Supervise state staff in the JFO or state EOC during a disaster response.
- Manage the state’s role in long-term recovery.

**Prerequisite(s):** Mission Assignment Overview (IS0293), Introduction to Hazard Mitigation (IS0393.b), Introduction to Individual Assistance (IS0403), Mass Care/Emergency Assistance Overview (IS0405), Introduction to FEMA's Public Assistance Program (IS0634), Individual Assistance Preliminary Damage Assessment Orientation (IS0772)

**Primary Core Capability:**
Operational Coordination

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx

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### State Recovery Planning and Coordination

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 24.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**  
General: 2.4

**Course Description:**
This course provides participants with skills and knowledge to lead a state in pre-disaster recovery planning.

**Selection Criteria:** This course is intended for personnel from various states and tribes who are involved, or could be involved, with recovery planning and coordination.

**CECs:** 12

**Course Objectives:**
At the end of this course, participants will be able to:
- Articulate the importance of pre-disaster recovery planning.
- Describe pre-disaster planning concepts, doctrine, and linkages.
- Describe the role of the governor’s office and State Disaster Recovery Coordinator.
- Describe the different agencies and organizations that are critical recovery stakeholders, and explain why.
- Develop a state-appropriate structure for recovery.
- Describe which partners can be involved as participants in their recovery structure.
- Promote self-reliance at the local and tribal levels through their employment of a recovery planning process.
- Determine which state resources already exist to support recovery.
- Explain the topical elements that a recovery plan should include.

**Prerequisite(s):** National Disaster Recovery Framework (NDRF) Overview (IS2900.a)

**Primary Core Capability:**
N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx

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<th>E0209</th>
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<td><strong>Course Level:</strong> N/A</td>
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<td><strong>Delivery Type:</strong> Mobile/Non-Resident, Residential</td>
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<td><strong>Duration (in Days):</strong> 4.0</td>
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<td><strong>General:</strong> 2.4</td>
<td><strong>Course Description:</strong></td>
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<td><strong>Selection Criteria:</strong> This course is intended for personnel from various states and tribes who are involved, or could be involved, with recovery planning and coordination.</td>
<td><strong>CECs:</strong> 12</td>
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<td><strong>Course Objectives:</strong></td>
<td><strong>Prerequisite(s):</strong> National Disaster Recovery Framework (NDRF) Overview (IS2900.a)</td>
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<tr>
<td>At the end of this course, participants will be able to:</td>
<td><strong>Primary Core Capability:</strong></td>
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<tr>
<td>- Articulate the importance of pre-disaster recovery planning.</td>
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<td>- Describe pre-disaster planning concepts, doctrine, and linkages.</td>
<td><strong>Mission Areas:</strong> Respond, Recover</td>
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<td>- Describe the role of the governor’s office and State Disaster Recovery Coordinator.</td>
<td><strong>Discipline(s):</strong> Emergency Management</td>
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<tr>
<td>- Describe the different agencies and organizations that are critical recovery stakeholders, and explain why.</td>
<td><strong>Course POC:</strong></td>
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<tr>
<td>- Develop a state-appropriate structure for recovery.</td>
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<td>- Describe which partners can be involved as participants in their recovery structure.</td>
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<td>- Promote self-reliance at the local and tribal levels through their employment of a recovery planning process.</td>
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<td>- Determine which state resources already exist to support recovery.</td>
<td><strong>Course Schedule:</strong></td>
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<tr>
<td>- Explain the topical elements that a recovery plan should include.</td>
<td><a href="https://training.fema.gov/emicourses/schedules.aspx">https://training.fema.gov/emicourses/schedules.aspx</a></td>
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</table>
Recovery from Disaster: The Local Community Role

Training Provider: Emergency Management Institute

Delivery Type: Residential

Duration (in Hours): 28.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.8

Course Description:
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 toolkit included in the course materials. Participants are given the opportunity to develop an outline of their own recovery plan during the course.

Selection Criteria:
Local elected official (Mayor, City/County Council Member), Tribal Leaders, City/County Manager / Staff, City / County Planners/Staff, Regional Planning Commissions, Economic Development Districts, Finance Director/Assessor, Emergency Manager/Staff, Public Works Director/Staff, Building Inspector/Staff, Floodplain Manager/Staff, Health Care Administrator or Planner, Public Information Officer, Housing Director or Planner/Staff, Voluntary Agency Coordinator or Unmet Needs Committee Coordinator, Business Organization Representative, Administrative Director/Manager, State Recovery Staff and Partners (so they can be tuned into recovery at the local level)

ACE: Level: Upper Division
ACE: Credit Hours: 1
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Increase understanding of local community responsibilities and challenges associated with disaster recovery., Provide a forum for discussion of “lessons learned” in disaster recovery at the local level., Develop and implement a pre-disaster recovery plan.

Prerequisite(s): National Disaster Recovery Framework (NDRF) Overview (IS2900.a)

Primary Core Capability:
Operational Coordination

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Hazard Mitigation Assistance: Developing Quality Application Elements  

Training Provider: Emergency Management Institute  
Course Level: N/A  
Delivery Type: Residential  
Duration (in Hours): 28.0  
Duration (in Days): 4.0

Continuing Education Units:  
General: 2.8

Course Description:  
The purpose of this course is to educate students on the process of preparing and submitting quality Unified Hazard Mitigation Assistance (HMA) grant programs planning and project subapplication elements.  
Selection Criteria: Personnel of local jurisdictions, tribal governments, and private non-profit organizations that are eligible applicants for Unified HMA grants; state mitigation staffs responsible for assisting Unified HMA sub-applicants; FEMA employees who assist state mitigation staff and/or who are responsible for reviewing Unified HMA applications and/or monitoring Unified HMA grant awards; and staffs of public or private sector organizations that offer consulting services to Unified HMA grant applicants.

CECs: 12

Course Objectives:  
At the end of this course, participants will be able to:  
Explain and apply mitigation concepts., Identify eligible mitigation activities., Describe HMA programs that fund mitigation activities., Prepare quality planning and project subapplication elements.

Prerequisite(s): Introduction to Unified Hazard Mitigation Assistance (IS0212.a), Introduction to Hazard Mitigation (IS0393.b)

Other Prerequisites:  
Recommended: IS0276, Benefit-Cost Analysis (BCA) FundamentalsApplicants must also have basic familiarity with eGrants and NEMIS systems either through hands-on use or through completion of IS0030.a (eGrants) and/or IS0842 (NEMIS).

Primary Core Capability:  
Long-term Vulnerability Reduction

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:  
https://training.fema.gov/emicourses/schedules.aspx
Hazard Mitigation Assistance: Application Review and Evaluation

Training Provider: Emergency Management Institute

Course Level: N/A

Delivery Type: Residential

Duration (in Hours): 15.0

Duration (in Days): 2.0

Continuing Education Units:
General: 1.5

Course Description:
This course equips participants with the knowledge and skills required to effectively review and evaluate HMA subapplications, and provide a general overview of how a subaward is issued. Selection Criteria: The primary audience for this course are personnel of state and tribal mitigation staffs responsible for assisting Unified Hazard Mitigation Assistance (HMA) sub-applicants; FEMA employees who assist state mitigation staff and/or who are responsible for reviewing Unified HMA applications and/or monitoring Unified HMA grant awards; and staffs of public or private sector organizations that offer consulting services to Unified HMA grant applicants. The secondary audience for this course includes tribal liaisons, mission support personnel, Grants Program Directorate staff, and fiscal managers.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
- Explain the subapplication review and evaluation process.
- Conduct a subapplication minimum eligibility and completeness review.
- Conduct a subapplication technical review.
- Explain Request for Information (RFI) process and timelines.
- Explain the selection, notification, and appeals or reconsideration process for subapplications, issue a Large Project Notification (LPN) when required, and issue a subaward package.

Prerequisite(s): Hazard Mitigation Assistance: Developing Quality Application Elements (E0212)

Other Prerequisites:
Recommended: E0276, Benefit-Cost Analysis: Entry-Level

Primary Core Capability:
Long-term Vulnerability Reduction

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Hazard Mitigation Assistance: Project Implementation and Closeout**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential  
**Duration (in Hours):** 13.0  
**Duration (in Days):** 2.0

**Continuing Education Units:**  
General: 1.3

**Course Description:**  
This course will provide course participants with the knowledge and skills required to effectively implement and closeout a Hazard Mitigation Assistance grant project.

**Selection Criteria:** The primary audience for this course includes personnel of local jurisdictions, tribal governments, and private non-profit organizations that are eligible applicants for Unified Hazard Mitigation Assistance (HMA) grants; state mitigation staffs responsible for assisting Unified HMA sub-applicants; FEMA employees who assist state mitigation staff and/or who are responsible for monitoring Unified HMA grant awards; and staffs of public or private sector organizations that offer consulting services to Unified HMA grant applicants. The secondary audience for this course includes state and tribal liaisons, environmental planning and historical preservation staff, Federal Coordinating Officers, and Grants Program Directorate staff.

**CECs:** 12

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

- Explain the project activities that occur in the three phases of project implementation (i.e., Initiation and Planning, Execution and Monitoring, and Closeout) and apply the regulatory requirements and best practices that will help them successfully accomplish each phase.
- Explain the seven project management principles that support the three phases of project implementation and apply those principles through the use of best practices, tools, and templates.

**Prerequisite(s):** Hazard Mitigation Assistance: Developing Quality Application Elements (E0212)

**Primary Core Capability:**
- Long-term Vulnerability Reduction

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
- NETC Admissions
- POC Work Phone: 301-447-1035
- POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
- https://training.fema.gov/emicourses/schedules.aspx
**Equal Rights Advisor Update**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential  
**Duration (in Hours):** 28.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**
General: 2.8

**Course Description:**
This course explains changes in equal employment opportunity and civil rights laws and policies through a series of presentations and activities.

**Selection Criteria:** Current Equal Rights Officers

**Course Objectives:**
At the end of this course, participants will be able to:
Inform the audience of new laws and procedures that impact the Equal Rights Advisors., Provide required annual equal employment opportunity training., Provide Equal Rights Advisors with an opportunity to interact with members of various program areas and address questions and issues.

**Primary Core Capability:**
Logistics and Supply Chain Management

**Mission Areas:** Respond

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**FEMA Documentation Unit**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 25.0  
**Duration (in Days):** 5.0

**Continuing Education Units:**  
General: 2.5

**Course Description:**  
This course familiarizes participants with the specific competencies, duties, and responsibilities of the Documentation Unit Leader. Participants must be aware of and understand FEMA, DHS, and other Federal guidelines pertinent to documenting and archiving disaster records. The course lays out the competencies for the position and provides opportunities to practice and demonstrate skills needed at an incident or event.

Selection Criteria: FEMA personnel who will serve as a Documentation Unit Leader

**Course Objectives:**  
At the end of this course, participants will be able to:
- Describe the organizational structure, roles, and responsibilities of the FEMA Planning Section.,
- Explain the Incident Action Planning process.,
- Recognize the role of the Documentation Unit throughout the planning process.,
- Identify the actions required to set up a Documentation Unit upon arrival at an incident or event.,
- Demonstrate the ability to generate core Documentation Unit products.,
- Demonstrate strong writing, proofreading, and quality control skills.,
- Demonstrate the ability to perform records management for both paper and electronic files.,
- Identify the DOCL duties in transitions and closeouts of an incident or event.

**Other Prerequisites:**  
Participants should have been issued a Position Task Book (PTB) that certifies he or she is qualified in the required FEMA Qualified System (FQS) for the Documentation Unit Leader position. Participants will need to have access to WebEOC accounts to complete the course activities.

**Primary Core Capability:**  
N/A - None

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
Cooperating Technical Partners: Special Topics

Training Provider: Emergency Management Institute
Delivery Type: Residential

Course Description:
This course is specifically designed for communities and regional and state agencies that are participating in the Cooperating Technical Partners (CTP) Programs. The 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.

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.

Course Objectives:
At the end of this course, participants will be able to:
Demonstrate an understanding of the technical aspects of the CTP.
Demonstrate an understanding of FEMA guidance and standards for NFIP flood maps.

Other Prerequisites:
Participants must have signed a Partnership Agreement and Mapping Activity Statement with FEMA to be eligible to attend this course. Only those approved by the FEMA Headquarters Point of Contact will be considered for the course.

Primary Core Capability:
N/A - None

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
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<td><strong>Duration (in Days):</strong> 2.0</td>
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**Continuing Education Units:**
General: 1.4

**Course Description:**
FEMA is standardizing the electronic data collection and storage of all environmental and historic preservation (EHP) reviews. The Environmental and Historic Preservation Management Information System (EMIS) is an Internet-based system that facilitates the process of evaluating FEMA-funded projects for potential impacts to natural and cultural resources and for documenting project compliance with EHP laws, Executive Orders (EOs), and other requirements.

**Selection Criteria:** This course is only open to EHP and Non-EHP Cadre members who have approval from the Office of Environmental Planning and Historic Preservation Headquarters and/or FEMA Regional Environmental Officers.

CECs: 12

**Course Objectives:**
At the end of this course, participants will be able to:
Complete the project reviews within EMIS.

**Prerequisite(s):** Overview of FEMA's Environmental and Historic Preservation Review (IS0253.a)

**Other Prerequisites:**
Recommended: E0253, Introduction to Environmental and Historic Preservation Compliance; working knowledge of FEMA’s programs; and working knowledge of EHP laws, regulations, and EOs

**Primary Core Capability:**
Natural and Cultural Resources

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Environmental and Historic Preservation Cadre Training  E0252

Training Provider: Emergency Management Institute  Course Level: N/A
Delivery Type: Mobile/Non-Resident, Residential  Duration (in Hours): 28.0
Duration (in Days): 4.5

Continuing Education Units:
General: 2.8

Course Description:
The National Environmental Policy Act requires all Federal agencies to consider the effects of their actions on the environment and to comply with all applicable Federal Environmental and Historic Preservation (EHP) laws, regulations, and Executive Orders (EOs). Topics include: Coordination with Public Assistance and Individual Assistance; Geospatial Information Systems Training for EHP Specialists; Tribal Consultations; and Cadre Management Tools (Standard Operating Procedures, Task Books, etc.). The course stresses consistency and best practice approaches to EHP incident operations and management.

Selection Criteria: This course is only open to EHP and Non-EHP Cadre members who have approval from the Office of Environmental Planning and Historic Preservation Headquarters and/or FEMA Regional Environmental Officers.
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Identify and address specialized issues related to the implementation of EHP laws and management of cadre staff that cannot be addressed in detail in other EHP courses.

Prerequisite(s): Introduction to Environmental and Historic Preservation Compliance (E0253)

Other Prerequisites:
Working knowledge of FEMA’s programs; working knowledge of EHP laws, regulations, and Executive Orders

Primary Core Capability:
N/A - None

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Introduction to Environmental and Historic Preservation Compliance**  
**E0253**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential  
**Duration (in Hours):** 18.0  
**Duration (in Days):** 2.5

**Continuing Education Units:**  
General: 1.8

**Course Description:**  
This course is usually delivered in the field and provides an introduction to FEMA’s Environmental and Historic Preservation (EHP) compliance responsibilities.

**Selection Criteria:** This course is only open to EHP Cadre members who have approval from the Office of Environmental Planning and Historic Preservation Headquarters and/or FEMA Regional Environmental Officers.

**CECs:** 12

**Course Objectives:**  
At the end of this course, participants will be able to:  
- 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.  
- Identify and address EHP issues where they arise in FEMA projects.

**Other Prerequisites:**  
Participants are expected to possess a basic knowledge of FEMA’s Public Assistance and Mitigation programs prior to taking this course.

**Primary Core Capability:**  
Planning

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**Advanced Methods of FEMA's Historic Preservation Program**

**Training Provider:** Emergency Management Institute
**Course Level:** N/A
**Delivery Type:** Residential
**Duration (in Hours):** 28.0
**Duration (in Days):** 4.0

**Continuing Education Units:**
General: 2.8

**Course Description:**
This course provides in-depth training needed to implement the regulations of the National Historic Preservation Act and other related historic preservation (HP) laws required for FEMA’s programs/activities.

**Selection Criteria:** This course is only open to EHP and Non-EHP Cadre members who have approval from the Office of Environmental Planning and Historic Preservation Headquarters and/or FEMA Regional Environmental Officers.

**CECs:** 12

**Course Objectives:**
At the end of this course, participants will 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.
- Describe how the compliance process fits into the broader FEMA mission.

**Prerequisite(s):** Introduction to Environmental and Historic Preservation Compliance (E0253), Overview of FEMA's Environmental and Historic Preservation Review (IS0253.a)

**Other Prerequisites:**
- ACHP Section 106 Essentials Knowledge and experience of FEMA’s programs
- Working knowledge of historic preservation laws and regulations

**Primary Core Capability:**
Natural and Cultural Resources

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Core Principles for Floodplain Management Specialists

Training Provider: Emergency Management Institute
Delivery Type: Residential
Duration (in Hours): 20.0
Duration (in Days): 3.0

Continuing Education Units:
General: 2

Course Description:
The goal of this course is to provide recently hired Floodplain Management Specialists with an overview of floodplain management basics, and the knowledge and skills specifically related to performing floodplain management job functions when working at a declared disaster.
Selection Criteria: This course is intended for HM Floodplain Management Specialists, HM Floodplain Management Team Leaders, and HM Floodplain Management and Insurance Group Supervisors in FEMA's Disaster Workforce. A secondary audience is HM Insurance Specialists, HM Insurance Team Leaders, and other specialists from the Hazards and Performance Analysis Group who will support floodplain management initiatives.
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
- Identify the functions and services of floodplain management in a disaster operation.
- Reference key authorities, programs, and resources related to HM floodplain management in disaster operations.
- Explain post-disaster floodplain management objectives and requirements to local officials, and suggest approaches to influence “buy-in”.
- Identify key players in post-disaster floodplain management and coordinate with them to achieve floodplain management objectives.
- Assess the status of floodplain management in disaster-affected communities and evaluate the need for technical assistance to meet post-disaster objectives.
- Outline and assist with post-disaster mapping processes and issues.
- Explain substantial damage requirements and help in identifying resources for reducing flood risk during post-disaster recovery.
- In collaboration with HM insurance specialists, communicate the benefits to communities of risk insurance for reducing flood hazard risk available through the National Flood Insurance Program (NFIP).
- Describe applicable state/tribal-specific floodplain management issues and mitigation priorities for post-disaster recovery.

Prerequisite(s): Hazard Mitigation Floodplain Management in Disaster Operations (E0162), Introduction to Hazard Mitigation Field Operations (E0207)

Other Prerequisites:
Participants must be familiar with all regulations and policy as well as the job tasks of a Floodplain Management Specialist.

Primary Core Capability:
Intelligence and Information Sharing

Secondary Core Capability(s): Long-term Vulnerability Reduction

Mission Areas: Prevent, Protect, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
EMI

https://training.fema.gov/emicourses/schedules.aspx
Managing Floodplain Development through the National Flood Insurance Program

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 24.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.4

Course Description:
This course provides an organized training opportunity for local officials responsible for administering their local floodplain management ordinance. The course will focus on the National Flood Insurance Program and concepts of floodplain management, maps and studies, ordinance administration, and the relationship between floodplain management and flood insurance. Selection Criteria: Local officials responsible for administering local floodplain management ordinances, including but not limited to floodplain management administrators, building inspectors, code enforcement/zoning officers, planners, city/county managers, attorneys, engineers, and public works officials. Federal/state/regional floodplain managers also are encouraged to attend. The course is designed for those officials with limited floodplain management experience. Attendance will be limited to two participants from any state for each offering. Participants should have less than 3 years of full-time experience in the field of floodplain management.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Provide outreach to citizens and officials to help them make informed decisions., Using technology available to their communities, determine the flood hazard risk at given sites., Apply NFIP floodplain criteria/management regulations., Identify appropriate Letters of Map Change (LOMCs) for specific circumstances and describe the LOMC process., Explain how building codes relate to floodplain management., Identify and assemble a basic floodplain permit., Provide technical assistance and creative solutions to mitigate flood hazards., Explain basic concepts of flood insurance rating as related to new development and floodplain management., Identify legal implications of actions., Develop/review and complete an elevation certificate and other certificates needed for floodplain management purposes.

Other Prerequisites:
Recommended: Participants unfamiliar with NFIP maps and studies are HIGHLY encouraged to complete the following online tutorials immediately prior to attending the course at http://www.fema.gov/online-tutorials (under “Other Tutorials” tab)· Flood Insurance Rate Map tutorial· Flood Insurance Study tutorialSuggested Additional Pre or Postcourse resources:IS1100, Increased Cost of ComplianceIS1102, The Theory of Elevation RatingIS1103, Elevation Certificate for SurveyorsIS11113, Coastal Barrier Resources ActThe following online tutorials are also recommended: http://www.fema.gov/online-tutorials(under "NFIP Revisions and Amendments" tab)· Letter of Map Amendment (LOMA) Tutorial· Letter of Map Amendment - Fill (LOMR-F) Tutorial

Primary Core Capability:
Planning
Secondary Core Capability(s): Risk Management for Protection Programs and Activities
Mission Areas: Common
Discipline(s): Emergency Management
Course POC:
EMI
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Benefit-Cost Analysis: Entry-Level

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Mobile/Non-Resident, Residential
Duration (in Hours): 16.0
Duration (in Days): 2.0

Continuing Education Units:
General: 1.6

Course Description:
This course is designed as an introduction to the fundamental concepts of benefit-cost (BC) analysis. Participants will learn how to obtain BC data and conduct analyses using the latest version of the Benefit Cost Toolkit. This course will not teach how to conduct level-two BC analyses.

Selection Criteria: The primary audience for this course is Federal, state, local, and tribal hazard mitigation staff; applicants/grantees; subapplicants/subgrantees; and personnel who are involved in the grant application development process and provide technical assistance.

ACE: Level: Vocational Certificate
ACE: Credit Hours: 2
CECs: 12 (CORE)

Course Objectives:
At the end of this course, participants will be able to:
Demonstrate their knowledge of the basic Benefit-Cost Analysis (BCA) theory., Demonstrate their knowledge of the basic flood concepts., Describe features of the BCA Tool., Complete a BCA using the Flood Module., Explain each screen and important data fields in the Flood Module., Complete the independent case study assignment., Use supplemental tools and techniques in the BCA Tool in response to different scenarios, which include: multiple structures, displacement costs calculation, loss of function calculation, benefit-cost ratio just below 1.0, types of basements., Explain key Damage-Frequency Assessments (DFA) concepts., Identify eligible hazards., Explain the DFA Module data and documentation requirements., Complete a DFA Module BCA., Explain Tornado Safe Room, Hurricane Wind, Hurricane Safe Room, Wildfire, and Earthquake Module data and documentation requirements., Complete a Tornado Safe Room, Hurricane Wind, Hurricane Safe Room, Wildfire, and Earthquake Module BCA.

Prerequisite(s): Benefit-Cost Analysis Fundamentals (IS0276)

Other Prerequisites:
Participants must have knowledge of computers (basic Windows and spreadsheet programs). Participants must complete the following online tutorials: Flood Insurance Rate Map tutorial at www.fema.gov/media/fhm/firm/ot_firm (30 minutes) Federal Insurance Studies tutorial at www.fema.gov/media/fhm/fis/ot_fis (40 minutes)

Primary Core Capability:
Risk and Disaster Resilience Assessment

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
National Flood Insurance Program/Community Rating System

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential
Course Level: N/A
Duration (in Hours): 28.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.8

Course Description:
This course covers the Community Rating System (CRS), a nationwide initiative of FEMA’s National Flood Insurance Program (NFIP). It describes activities eligible for credit under the 2017 CRS Coordinator’s Manual, how a community applies, and how a community modifies an application to improve its classification.

Selection Criteria: This course is intended for a wide range of participants including FEMA regional office staff, NFIP state coordinators, regional planning officials, local and tribal government officials, those who perform floodplain services for local governments, and others interested in learning about the CRS in order to provide technical assistance to communities seeking to apply for CRS credit. Attendance will be limited to two participants from any one community in any fiscal year.

CECs: 12 (CORE)
ACE: Level: Lower Division/Associate
ACE: Credit Hours: 2

Course Objectives:
At the end of this course, participants will be able to:
Describe activities eligible for CRS credit., Understand how a community joins the CRS program., Identify how to modify an application to improve classification.

Other Prerequisites:
Must be a Certified Floodplain Manager, or have completed E0273, Managing Floodplain Development Through the National Flood Insurance Program, or be a full-time floodplain manager with more than 2 years of full-time floodplain management experience, as demonstrated through work in a floodplain management, codes enforcement, or building code field and through work specifically related to floodplain management. Participants must have an understanding of the NFIP and floodplain management principles. The course material will be difficult to follow without a participant being well-versed in basic concepts of floodplain management. Recommended: E0273, Managing Floodplain Development through the National Flood Insurance Program

Primary Core Capability:
N/A - None

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Retrofitting Flood-Prone Residential Buildings**

**Course Information:**
- **Training Provider:** Emergency Management Institute
- **Course Level:** N/A
- **Delivery Type:** Mobile/Non-Resident, Residential
- **Duration (in Hours):** 28.0
- **Duration (in Days):** 4.0
- **Continuing Education Units:** General: 2.8

**Course Description:**
This course provides engineering and economic guidance to architects, engineers, and local code enforcement officials in retrofitting existing 1- to 4-family residential structures situated in flood-prone areas. The retrofitting measures presented are creative, practical, compliant with applicable floodplain regulations, and satisfactory to most homeowners.

**Selection Criteria:** The primary audience for this course is engineers and architects. Floodplain managers and building code officials are also encouraged to attend. Hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge and also those from the private sector, such as engineering firms, may also apply.

**CECs:** 12 (CORE)
**ACE:** Level: Upper Division
**ACE:** Credit Hours: 2

**Course Objectives:**
At the end of this course, participants will be able to:
- Identify basic retrofitting methods that are appropriate for residential structures in flood-prone areas.
- Identify National Flood Insurance Program (NFIP) policy, regulations, building codes, and standards that govern retrofitting projects.
- Evaluate the suitability of retrofitting measures for individual residential structures in terms of technical parameters; homeowner preferences; and Federal, state, and local regulations.
- Understand the analyses that are necessary to determine flood- and non-flood-related forces and other site-specific characteristics that control the design of retrofitting measures.
- Apply basic analysis and design methods to implement the following retrofitting techniques:
  - Elevation of structures (buildings) on solid perimeter walls or open foundations such as posts, columns, piles, or piers.
  - Relocation of existing structures outside the floodplain.
  - Placement of small floodwalls, levees, or berms to protect individual structures (including the installation of temporary or permanent closures for openings).
  - Strengthening of foundations, walls, and floors to make them resist flood and flood-related loads.
  - Installation of temporary or permanent shields or sealants over exterior elements to make structures watertight.
  - Making building components, including utilities, structural and non-structural components, and contents, water- and damage-resistant during periods of internal flooding of the structure.
- Conduct a detailed Benefit-Cost Analysis (BCA) of retrofitting alternatives in order to select an alternative that is both cost-effective and technically feasible.

**Other Prerequisites:**
Recommended: Participants should complete IS0279, Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures; and IS0386.a, Introduction to Residential Coastal Construction. Taking these courses should also help potential participants establish whether they have the necessary level of building science knowledge to take the more advanced resident courses.

**Primary Core Capability:**
Community Resilience

**Secondary Core Capability(s):** Long-term Vulnerability Reduction
EMI

**Mission Areas:** Prevent, Protect, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Advanced Floodplain Management Concepts II

Training Provider: Emergency Management Institute
Delivery Type: Residential, Indirect

Duration (in Hours): 24.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.4

Course Description:
This advanced floodplain management course is a dynamic and interactive instruction that covers the following four topics in detail: Placement of Manufactured Homes and Recreational Vehicles in the Floodplain (1 day), National Flood Insurance Program Flood Insurance Principles for the Floodplain Manager (1 day), Higher Standards in Floodplain Management (1 day), Hydrology and Hydraulics for the Floodplain Manager (1 day). Each topic is designed to be discussed and reviewed in greater detail than the basic course. Developed and real-life scenarios will be examined and activities will be conducted in each section to make sure participants not only understand the rules and regulations but also why they are in place and how to apply them in the particular topic areas. This course is activity-rich and participants can expect to be engaged throughout the course.

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

ACE: Level: Vocational Certificate
ACE: Credit Hours: 1

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

More effectively address issues concerning:
- Placement of manufactured homes and recreational vehicles in the floodplain;
- National Flood Insurance Program flood insurance principles for the floodplain manager;
- Higher standards in floodplain management; and,
- Hydrology and hydraulics for the floodplain manager.

Other Prerequisites:
Recommended: IS1102 Theory of Elevation Rating, IS1101 Basic Agent Tutorial and E0273 Managing Floodplain Development Through the National Flood Insurance Program

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Planning

Mission Areas: Prevent, Protect, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
# Advanced Floodplain Management Concepts III

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 26.0  
**Duration (in Days):** 4.0

## Continuing Education Units:

- General: 2.6

## Course Description:

This advanced floodplain management course is a dynamic and interactive instruction that covers the following five topics in detail:

- **Floodway Standards (1 day)**
- **Disconnects between National Flood Insurance Program Regulations and Insurance (1 day)**
- **Common Noncompliance Issues (½ day)**
- **Digital Flood Insurance Rate Maps (DFIRMs) (½ day)**
- **Substantial Improvement/Substantial Damage (1 day)**

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

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

### CECs: 12 (CORE)

### ACE: Level: Lower Division/Associate

### ACE: Credit Hours: 2

## Course Objectives:

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

- Explain floodway concept and purpose.
- Identify regulatory requirements including higher standards.
- Describe methodologies to comply with no-rise certification requirements and map change options for floodway modifications.
- Identify basic rating elements including Lowest Floor Elevation and Base Flood Elevation (LFE/BFE).
- Identify compliance and rating elements for enclosures, A-Zones without BFEs, and floodproofing.
- Identify common floodplain management compliance issues.
- Describe effective messages, administration, and enforcement measures to gain compliance.
- Identify resources that the local floodplain manager (FPM) can use to resolve noncompliance issues.
- Describe floodplain mapping purpose, process, and coordination.
- Demonstrate how DFIRMs and backup data can be used.
- Describe map change processes, impact, and cost consequences.
- Explain Substantial Improvement and Substantial Damage (SI/SD) regulations, roles, and responsibilities under the NFIP.
- Describe how to administer SI/SD in participating communities.
- Identify resources for SI/SD and mitigation assistance.

## Other Prerequisites:

- Recommended: E0273, Managing Floodplain Development Through the National Flood Insurance Program

## Primary Core Capability:

- Long-term Vulnerability Reduction

## Mission Areas:

- Mitigation

## Discipline(s):

- Emergency Management

## Course POC:

- NETC Admissions  
- POC Work Phone: 301-447-1035  
- POC Work Email: netcadmissions@fema.dhs.gov
Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Providing Post-Disaster Substantial Damage Technical Assistance to Communities

Training Provider: Emergency Management Institute
Delivery Type: Residential

Course Level: N/A
Duration (in Hours): 6.5
Duration (in Days): 1.0

Continuing Education Units:
General: .7

Course Description:
This course provides formal training for FEMA staff to learn how to provide substantial damage technical assistance to communities in a disaster operation. Within FEMA’s disaster workforce, various Hazard Mitigation (HM) staff have different roles in providing this assistance to communities. The HM Field Operations Guide includes task lists and an operating procedure, which describes how FEMA staff provide post-disaster substantial damage technical assistance. Substantial damage regulations are important mechanisms of the National Flood Insurance Program designed to reduce flood risks. FEMA has taken substantial steps to improve the capability of communities to comply with substantial damage regulations, including the development of FEMA 758, Substantial Improvement/Substantial Damage Desk Reference; FEMA 784, Substantial Damage Estimator (SDE 2.0); the FEMA 784 CD, which includes the SDE 2.0 tool; training for how to use the SDE 2.0 tool; and the SDE 2.0 User’s Manual and Field Workbook.

Selection Criteria: FEMA HM floodplain management specialist trainees, and qualified HM floodplain management specialists who have not already completed the course. HM floodplain management specialist experts and HM floodplain management substantial damage crew leaders who have not completed the course will also benefit from the training, but are not the primary audience.

CECs: 4 (CORE)

Course Objectives:
At the end of this course, participants will be able to:
Identify the Position Task Book (PTB) tasks for HM floodplain management specialists related to substantial damage technical assistance., Differentiate among the post-disaster responsibilities of communities, states, and FEMA in ensuring that NFIP substantial damage requirements are implemented., Assess community need for technical assistance to meet post-disaster substantial damage requirements., Explain the responsibilities of FEMA HM floodplain management specialists in implementing the “Operating Procedure for Supporting Communities in Substantial Damage Data Collection.”., Identify options communities may select to make substantial damage determinations., Explain the Substantial Damage Estimator (SDE 2.0) as a tool that can be used as part of the process of substantial damage determination., Explain the use of substantial damage data to make decisions about flood hazard mitigation., Apply principles of effective verbal and written communication to explain substantial damage topics to local officials., Explain how to coordinate with contractor staff to assure quality substantial damage data collection that meets contract scope requirements.

Prerequisite(s): Core Principles for Floodplain Management Specialists  (E0272), Using the Substantial Damage Estimator 2.0 Tool  (IS0284)

Primary Core Capability:
Intelligence and Information Sharing

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Local Volunteer and Donations Management

Training Provider: Emergency Management Institute

Course Level: N/A

Delivery Type: Residential

Duration (in Hours): 10.0

Duration (in Days): 1.5

Continuing Education Units:
General: 1

Course Description:
The course is designed to strengthen the abilities of local jurisdictions to successfully prepare for and handle volunteer and donations management issues that may arise. The course content and activities may also serve as a template, thereby enhancing uniformity in addressing areas of donated unsolicited goods, unaffiliated volunteers, and undesignated cash. This training also provides information regarding the state’s volunteer and donations management responsibilities, which are designed to help build relationships between government and non-governmental organizations.

Selection Criteria: Local emergency managers and representatives of voluntary organizations

CECs: 10

Course Objectives:
At the end of this course, participants will be able to:
- Develop an effective public education and information structure to support the successful management of unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.
- Identify how to effectively manage the surge of unsolicited goods.
- Gather information from organizations, agencies, volunteers, media, and others for donations intelligence purposes.
- Facilitate the matching of unaffiliated volunteers with appropriate organizations or agencies during program implementation.
- List the planning considerations for cash donations.
- Incorporate technology needed to successfully manage information on unaffiliated volunteers and unsolicited goods.
- Relate volunteer and donations management program responsibilities to the planning components of the annex.
- Identify key organizations and individuals who have a role in managing unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.
- Identify specific agencies and organizations and how they collaborate to form a Volunteer and Donations Coordination Team (VDCT).

Other Prerequisites:
Recommended: IS0100.b; IS0288.a; IS0700.a

Primary Core Capability:
Logistics and Supply Chain Management

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**State Volunteer and Donations Management**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential  
**Duration (in Hours):** 25.0  
**Duration (in Days):** 3.5

**Continuing Education Units:**  
General: 2.5

**Course Description:**  
This course teaches the components of a volunteer and donations management program to be administered at the state level during a large-scale disaster. Course participants will be equipped to prepare a program for their state to effectively manage unaffiliated volunteers, unsolicited donations of goods, and offers of undesignated cash. The course content and activities also serve as a plan template, thereby increasing continuity among states and their voluntary agency partners. This training also provides information regarding FEMA’s volunteer and donations management responsibilities and helps build relationships between government and non-profit organizations.

**Selection Criteria:** Priority will be given to states that send a team of participants: the state Volunteer/Donations Coordinator and leading stakeholders of statewide voluntary organizations. Each FEMA region is invited to send a human services staff member. Other invitees include Federal, state, tribal, and territorial emergency managers.

**CECs:** 12

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Gather information from organizations, agencies, volunteers, media, and others for donations intelligence purposes.  
- Facilitate the matching of unaffiliated volunteers with appropriate organizations or agencies during program implementation.  
- List the planning considerations for cash donations.  
- Incorporate technology needed to successfully manage data and information on unaffiliated volunteers and unsolicited goods.  
- Relate volunteer and donations management program responsibilities to the planning components of the annex.  
- Identify key organizations and individuals who have a role in managing unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.  
- Identify specific agencies and organizations and how they collaborate to form a Volunteer and Donations Coordination Team (VDCT).  
- Develop an effective public education and information structure to support the successful management of unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.  
- Identify how to effectively manage the surge of unsolicited goods.

**Prerequisite(s):** The Role of Voluntary Organizations in Emergency Management (IS0288.a)

**Other Prerequisites:**  
Recommended: IS 0100.b, Introduction to the Incident Command System; IS 0230.d, Fundamentals of Emergency Management; and IS 0700.a, National Incident Management System, An Introduction

**Primary Core Capability:** Planning

**Secondary Core Capability(s):** Community Resilience, Economic Recovery, Health and Social Services, Intelligence and Information Sharing, Logistics and Supply Chain Management, Operational Communications, Operational Coordination, Public Information and Warning, Situational Assessment

**Mission Areas:** Prevent, Respond, Recover, Mitigation

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**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Community Dam Safety, Preparedness and Mitigation

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Mobile/Non-Resident, Residential
Duration (in Hours): 32.0
Duration (in Days): 4.0

Continuing Education Units:
General: 3.2

Course Description:
Dam safety is not just the responsibility of the owner and operator of the dam. The best way to reduce, mitigate, or eliminate the risks of flooding resulting from normal dam operations and dam failure is for the entire community to work together to reduce the effects of a potential dam failure by increasing preparedness, reducing potential consequences, improving communications, and land use planning.

This course will teach dam owners; emergency service providers; emergency planners and managers; land use and transportation planners; community leaders; and other members of the community to work together through upfront planning to reduce the risks and mitigate the consequences resulting from a dam failure, and to recover more effectively in the event of a failure.

Selection Criteria: This course is designed for stakeholders in communities that could be affected by a dam breach or failure. Applicants should have experience in one or more of the following areas: dam ownership, dam operations, emergency action planning, emergency response, land use planning, or transportation planning.

ACE: Level: Vocational Certificate
ACE: Credit Hours: 4
CECs: 12 (CORE)

Course Objectives:
At the end of this course, participants will be able to:
Identify the steps necessary for an effective Dam Safety Emergency Action Planning Process., Identify the key stakeholders, their roles and responsibilities in contributing to effective Dam Safety Emergency Action Planning, and community resilience to dam flood risk. (Key stakeholders include but may not be limited to dam owners, dam safety officials, emergency managers, first responders, local officials, land use professionals, and planners.), Recognize the importance of the National Incident Management System and its role within Dam Safety Emergency Action Planning, Response Planning, and Recovery Planning., Recognize the importance that effective monitoring and emergency level determination have on local emergency response activities., Identify tools and resources commonly available to the local dam safety community, emergency management community, and local government officials to identify populations and critical infrastructure and resources at risk from dam-related flooding., Recognize how information from dam inundation studies and dam risk assessments is used to identify populations and critical infrastructure at risk from dam-related flooding as well as to inform evacuation planning, shelter-in-place strategies, and response and recovery planning efforts., Develop an evacuation plan based on information drawn from dam inundation studies and dam risk assessments., Recognize the importance of effective dam safety tabletop and functional Emergency Action Plan activities.

Primary Core Capability:
Planning

Mission Areas: Common
Discipline(s): Emergency Management


Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
ICS 300: Intermediate Incident Command System for Expanding Incidents

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential, Indirect

Course Level: N/A
Duration (in Hours): 18.0
Duration (in Days): 3.0

Continuing Education Units:
General: 1.8

Course Description:
This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS 100 and ICS 200 courses.

Selection Criteria: Individuals who may assume a supervisory role in 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.

Course Objectives:
At the end of this course, participants will be able to:
Describe how the National Incident Management System Command and Management component supports the management of expanding incidents., Describe the Incident/Event Management process for supervisors and expanding incidents as prescribed by the ICS., Implement the Incident Management process on a simulated Type 3 incident., Develop an Incident Action Plan for a simulated incident.

Other Prerequisites:
The most current versions of: IS0100, Introduction to the Incident Command System, ICS 100; IS0200, Incident Command System for Single Resources and Initial Action Incidents; IS0700, National Incident Management System, An Introduction; and IS0800, National Response Framework, An IntroductionRecommended: Experience using concepts and principles from ICS 100 and ICS 200 in a response or exercise

Primary Core Capability:
Planning

Secondary Core Capability(s): Operational Coordination

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**FEMA Division Supervisor**

**E0302**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Residential

**Course Level:** N/A

**Duration (in Hours):** 35.0

**Duration (in Days):** 5.0

**Continuing Education Units:**
General: 3.5

**Course Description:**
This activity-based, 5-day course provides requisite technical knowledge for FEMA personnel fulfilling the role of Division Supervisor (DIVS) at the incident management level. The course provides the target audience training opportunities to identify and practice the essential behaviors required when performing the duties of the DIVS position, in alignment with the FEMA DIVS Position Task Book, the FEMA Incident Management Handbook, and FEMA incident management doctrine. This course is one of the required steps to becoming an FQS-qualified FEMA DIVS.

**Selection Criteria:** FEMA Division Supervisor Trainee or Candidate; other positions may attend with permission from the Operations Cadre Management.

**Course Objectives:**
At the end of this course, participants will be able to:
- Describe the relationship among the FEMA DIVS, local officials, and the disaster staff.
- Describe how information is shared within a division and with the disaster staff.
- Describe resource management within a division.
- Describe how a division is established and organized.
- Describe the relevant authorities and doctrine for a FEMA Division Supervisor.

**Other Prerequisites:**
Current FQS status as either a Division Supervisor Trainee or Candidate

**Primary Core Capability:**
Operational Coordination

**Secondary Core Capability(s):** Operational Communications

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**Fundamentals of Building Science**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident, Residential

**Duration (in Hours):** 28.0

**Duration (in Days):** 4.0

**Course Level:** N/A

**Continuing Education Units:**
- General: 2.8

**Course Description:**
This course is designed to present information on the risks posed by natural hazards, and the basic scientific and engineering concepts for hazard-resistant buildings and facilities. The course reviews information pertaining to impacts of wind, flood, earthquake, and wildland/urban interface fire on the constructed environment, and explains key performance and construction issues related to floods, wind, wildfires, and earthquakes.

**Selection Criteria:** The primary audience for this course is engineers and architects. Floodplain managers and building code officials are also encouraged to attend. Hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge and also those from the private sector, such as engineering firms, may also apply.

**CECs:** 12 (CORE)

**Course Objectives:**
At the end of this course, participants will be able to:
- Understand the characteristics of each hazard.
- Identify sources of information concerning critical properties of each hazard; e.g., hazard size and intensity classification systems.
- Recognize the damage risk to the constructed environment for each hazard.
- Recognize hazard-resistant design provisions in the model building codes for each hazard.
- Identify mitigation options and technologies for each hazard.
- Identify current and emerging critical issues for each hazard.
- Identify resources of technical information helpful in developing and evaluating proposed mitigation strategies for each hazard.
- Describe FEMA Building Sciences Branch roles and responsibilities in advancing hazard-resilient communities, its programs, and activities for pre- and post-disaster hazard mitigation.
- Recognize key issues of wind, flood, earthquake, and wildland/urban fire hazards and respective hazard mitigation.
- Describe potential risk synergies present in multi-hazard environments, key issues in recognizing and managing risk associated with multi-hazard environments.

**Other Prerequisites:**
Recommended: Basic knowledge of natural hazards, building science, and hazard area designations.

**Primary Core Capability:**
Long-term Vulnerability Reduction

**Mission Areas:** Prevent, Protect, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Basic Hazus  E0313

Training Provider: Emergency Management Institute  
Course Level: N/A

Delivery Type: Mobile/Non-Resident, Residential  
Duration (in Hours): 32.0

Duration (in Days): 4.0

Continuing Education Units:
General: 3.2

Course Description:
This course offers a hands-on introduction to Hazus, FEMA’s GIS-based tool for analyzing the social and economic impacts from natural hazards including hurricanes, earthquakes, and floods (riverine and coastal). Impact assessments for each hazard include shelter needs, short- and long-term economic losses, and debris estimations. Hazus can also assess impacts on transportation and utilities, agricultural losses, and vehicle losses for selected hazards.

Topics addressed in this course include overviews of building and population inventory components; options for describing the magnitude and extent of modeled hazards; loss estimation methodologies; and options for creating maps, tables, and reports that describe hazard impacts. Particular emphasis is given to exploring and interpreting the outputs that Hazus can generate as well as discussing how that information can be applied to support emergency management needs and goals. All activities are based on Hazus provided inputs.

After completing this course, participants can optionally take additional Hazus courses to learn to refine loss estimations by adjusting model parameters or by integrating their own inventory and hazard data.

Selection Criteria: Federal, state, local, and tribal specialists, researchers, insurance companies, utilities, and others who are involved with or interested in understanding the social and economic impacts associated with floods, hurricanes, or earthquakes.

ACE: Level: Vocational Certificate
ACE: Credit Hours: 4
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Learn the types of information that Hazus can produce as well as how that information relates to emergency management., Know how to navigate the Hazus software user interface., Develop a basic understanding of how Hazus generates information about exposure and losses related to flood, earthquake, and hurricane hazards.

Other Prerequisites:
Skills equivalent to those taught in E0190, ArcGIS for Emergency Managers

Primary Core Capability:
Risk and Disaster Resilience Assessment

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Comprehensive Data Management for Hazus

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential
Duration (in Hours): 32.0
Duration (in Days): 4.0

Continuing Education Units:
General: 3.2

Course Description:
This course provides an in-depth exploration of the Hazus inventory, which describes the buildings, infrastructure, and populations that are at risk from hurricanes, floods, and earthquakes. It includes an overview of the methodologies that were used to develop and compile the Hazus-provided inventory. However, the focus of the course is on developing the technical skills for updating and maintaining the inventory with user-provided data.

Participants will work extensively with a variety of data management tools including ArcGIS. It is expected that they will have experience with ArcGIS prior to attending the course. Those without this experience will be challenged to successfully engage in course activities.

Selection Criteria: Federal, state, local, and tribal emergency managers, planners, and GIS specialists who want to learn how to integrate user-developed building and other non-hazard inventory data into the Hazus modeling process. A working knowledge of ArcGIS, including the ability to create and manipulate data, is required.

ACE: Level: Vocational Certificate
ACE: Credit Hours: 4
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Describe the structure of Hazus inventory including file locations and contents.
Know how to use the Comprehensive Data Management System to improve the Hazus inventory with user-provided data.
Prioritize the most important parts of the Hazus inventory that require updating based on project needs.
Identify typical sources of information that can be used to update the Hazus inventory.

Prerequisite(s): Basic Hazus (E0313)

Other Prerequisites:
Skills equivalent to those taught in E0190, ArcGIS for Emergency Managers

Primary Core Capability:
Risk and Disaster Resilience Assessment

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Management of Individual Assistance

Training Provider: Emergency Management Institute
Delivery Type: Residential

Course Level: N/A
Duration (in Hours): 32.0
Duration (in Days): 4.0

Continuing Education Units:
General: 3

Course Description:
This course gives participants the tools needed to provide the best service to disaster survivors based on the New FEMA vision of being the Nation’s pre-eminent Emergency Management Agency. The primary audience for this course is FEMA nationwide Individual Assistance (IA) staff, including IA Branch Directors and IA Group Supervisors, as well as Operations Section Chiefs and Federal Coordinating Officers.

Selection Criteria: Participants should have served in one disaster operations field position as Group Supervisor or Team Lead or Task Force Lead and Crew Lead.

Course Objectives:
At the end of this course, participants will be able to:
Locate, describe, and/or apply laws, regulations, and policies authorizing IA programs and services.,
Describe the relationship between IA programs with regards to the “Whole Community” concept.,
Discuss the structure and roles of IA at the Division, Branch, and Field Operations levels.,
Describe IA programs and services.,
Identify IA planning and reporting requirements.,
Demonstrate software applications and resource tools necessary to support the management of IA programs and services.

Primary Core Capability:
Economic Recovery

Secondary Core Capability(s): Housing, Mass Care Services

Mission Areas: Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Course Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Mobile/Non-Resident, Residential
Duration (in Hours): 32.0
Duration (in Days): 5.0

Continuing Education Units:
General: 3.2

Course Description:
The course goal is to equip participants with the skills needed to manage Individual Assistance (IA) disaster operation activities as an IA Group Supervisor or IA Branch Director (IABD) Type 2. Selection Criteria: FEMA personnel who are candidates for the IA Group Supervisor or IA Branch Director Type 2 position within the FEMA Qualification System.

Course Objectives:
At the end of this course, participants will be able to:
Describe the different organizational structures, timelines, and checklists that an IABD can use to lead the branch effectively. (Unit 2), Identify sources of information that the IABD uses to implement IA programs and manage the IA operation. (Unit 3), Analyze the roles and activities related to IA operations prior to a disaster declaration (pre-declaration phase). (Unit 4), Identify key responsibilities and actions necessary to successfully conduct IA operations during the implementation phase of a disaster operation. (Unit 5), Identify key responsibilities and actions necessary to successfully conduct IA operations during the management phase of a disaster operation. (Unit 6), Analyze the roles and activities related to IA operations in the close-out phase. (Unit 7), Apply the information provided in this course to create future self-development plans. (Unit 8)

Prerequisite(s): Management of Individual Assistance (E0321)

Primary Core Capability:
Economic Recovery

Secondary Core Capability(s): Housing, Mass Care Services

Mission Areas: Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Posting Integrated Financial Management Information System Transactions**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Course Level:** N/A  
**Duration (in Hours):** 14.0  
**Duration (in Days):** 2.0

**Continuing Education Units:**  
General: 1.4

**Course Description:**  
This course trains participants to post financial transactions to the Integrated Financial Management Information System (IFMIS). Classes are conducted using the computer laboratory. Participants will be instructed by an expert system user about transactions for the following: disaster assistance, travel advances, receiving reports, invoices, expenditures, approvals, reports, and more. For each type of transaction, participants will be guided through an activity, and then given a similar activity to perform on their own. Successful completion of the course is required before access to the system will be granted.

**Selection Criteria:** Required for any FEMA financial staff member who needs to record transactions to the accounting system as part of his or her duties. Reservists who have the course on their FEMA Qualification Sheet have first priority.

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

- Use the IFMIS system in performing their jobs.

**Primary Core Capability:**  
Operational Coordination

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
Mission Assignment Processing

Training Provider: Emergency Management Institute
Delivery Type: Residential

Course Level: N/A
Duration (in Hours): 32.0
Duration (in Days): 5.0

Continuing Education Units:
General: 3.2

Course Description:
This 5-day course is intended to provide FEMA staff with the skills, tools, and competencies to become proficient in processing and managing mission assignments (MAs).

Selection Criteria: Those who have the course on their FEMA Qualification Sheet.

Course Objectives:
At the end of this course, participants will be able to:
Describe and demonstrate the process of requesting Federal assistance using the resource request process.
Describe and demonstrate skills in the use of WebEOC to create and process a resource request.
Describe and demonstrate skills in the use of Enterprise Coordination and Approval Processing (eCAPS) to create and process a mission assignment.
Define authorities, guidance, and criteria for mission assignments.
Construct, organize, and maintain mission assignment records for the lifecycle of a mission assignment.
Describe the major steps in the billing and closeout process.
Demonstrate understanding of key concepts of the course through participation in a capstone activity.

Prerequisite(s): Mission Assignment Overview (IS0293)

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules/aspx
State Individual Assistance Operations

Training Provider: Emergency Management Institute

Duration (in Hours): 32.0
Duration (in Days): 4.0

Course Level: N/A

Delivery Type: Residential

Continuing Education Units:
General: 3.2

Course Description:
This course is designed for state-level staff responsible for coordinating and administering individual assistance (IA) to those affected by emergencies or disasters. It is intended to enable participants to coordinate state response and recovery operations for individuals and families. Selection Criteria: Target audience are for state personnel who will perform the role of State Individual Assistance Officer (or back-up) during disaster operations.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Define IA operations during response to and recovery from Presidentially declared emergencies and disasters., Differentiate between short- and long-term disaster assistance., Describe IA programs and administration requirements., Demonstrate program authority and eligibility., Demonstrate the sequence of service delivery., Highlight partnerships and information-sharing.

Other Prerequisites:
Recommended: IS 0403, Introduction to Individual Assistance; IS 0405, Mass Care/Emergency Assistance Overview

Primary Core Capability:
Economic Recovery

Secondary Core Capability(s): Housing, Mass Care Services, Operational Coordination

Mission Areas: Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Individual Assistance Branch Director-Type 1**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential  
**Duration (in Hours):** 32.0  
**Duration (in Days):** 5.0

**Continuing Education Units:**  
General: 3.2

**Course Description:**  
This course is specifically designed for FEMA employees who have held the position of Individual Assistance Branch Director (IABD). 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 IABDs are fully able to successfully perform in a high-profile or catastrophic event.  
*Selection Criteria:* IABDs Type 2 and Type 3; other operations management personnel assigned to complete the course.

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Demonstrate the ability to assess requirements for assistance.  
- Demonstrate the ability to prepare strategic and tactical plans of action.  
- Demonstrate the ability to coordinate with state, local, and tribal governments; other Federal agencies; partner organizations; and the private sector.  
- Demonstrate the ability to communicate both strategic and tactical information at the appropriate level to all team members involved.  
- Demonstrate the ability to implement components of the developed strategic plan.  
- Demonstrate the ability to publically communicate accurate information to a wide variety of audiences.

**Prerequisite(s):** Management of Individual Assistance (E0321)

**Other Prerequisites:**  
Recommended: E0322, Individual Assistance Group Supervisor/Individual Assistance Branch Director Type 2

**Primary Core Capability:**  
Economic Recovery

**Secondary Core Capability(s):** Housing, Mass Care Services, Operational Coordination

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**Individual Assistance Other Needs Assistance Crew Leader**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A

**Delivery Type:** Residential  
**Duration (in Hours):** 32.0

**Duration (in Days):** 4.0

**Continuing Education Units:**  
General: 3.2

**Course Description:**  
This course provides training to FEMA Individual Assistance (IA) personnel to enable them to initiate, operate, and transition Other Needs Assistance (ONA) during a Presidentially declared event in a joint option state.

**Selection Criteria:** The primary audience for this course is FEMA IA ONA specialists and trainees, Human services managers, and state ONA (joint option states only).

**Course Objectives:**  
At the end of this course, participants will be able to:
- Describe the legislation that provides FEMA the authority for ONA.
- Identify the sequence of delivery and how it impacts ONA.
- List the administrative options and funding for ONA.
- List ONA setup requirements.
- Describe responsibilities of inspection services and how they relate to ONA.
- Describe main organizations listed in the Joint Field Office (JFO) organizational structure and ONA partners.
- List the responsibilities of ONA specialists.
- Describe case processing procedures for a FEMA option.
- Describe case processing procedures for a joint option.

**Other Prerequisites:**  
Recommended: E/L0836 IA Applicant Services Program Specialist

**Primary Core Capability:**  
Economic Recovery

**Secondary Core Capability(s):** Community Resilience

**Mission Areas:** Recover

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
Preparing for Emergencies: What School Staff Need to Know

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 19.0
Duration (in Days): 3.0

Continuing Education Units:
General: 1.9

Course Description:
This course provides school staff with the knowledge, skills, and tools needed to prepare for school emergencies before, during and after a school emergency. Staff will have an opportunity to improve school emergency preparedness efforts by providing them with the preparedness skills necessary to strengthen both school and classroom-level prevention, mitigation, protection, response and recovery capabilities.

Selection Criteria: This course is intended for certified and non-certified staff to include teachers, substitute teachers, teacher’s aides, teachers representing their school safety committees, school secretaries, guidance counselors, food service workers, coaches, and nurses in kindergarten through grade 12. This course is not intended for school administrators.

Course Objectives:
At the end of this course, participants will be able to:
Obtain the basic knowledge, skills, and tools needed to strengthen school and classroom-level emergency preparedness through prevention, mitigation, protection, response, and recovery actions., Identify natural, technological, and human-caused hazards most likely to impact their classroom, school, and surrounding community., Explain best practices for classroom-level emergency preparedness before, during, and after an emergency., Identify the staff’s role in drills and exercises to improve school preparedness., Describe the staff’s role in working with school officials, parents, community members, and other stakeholders before, during, and after an emergency.

Other Prerequisites:
Recommended: IS0362.a, Multi-Hazard Emergency Planning for Schools

Primary Core Capability:
Situational Assessment

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Multi-Hazard Emergency Planning for Schools**

<table>
<thead>
<tr>
<th>Training Provider:</th>
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<tr>
<td>Delivery Type:</td>
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<tr>
<td>Course Level:</td>
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<tr>
<td>Duration (in Days):</td>
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</tbody>
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**Continuing Education Units:**
General: 2.6

**Course Description:**
This course provides school district teams with the knowledge, skills, and tools needed to review, enhance, and sustain an all-hazards/threats emergency operations plan (EOP). In every unit, emphasis is placed on working with the whole community—including parents/guardians and outside agencies such as law enforcement, fire, and emergency management—on planning for and mitigating all threats and hazards, including active shooter/mass casualty incidents. Through this course, participants will learn how to leverage existing relationships and build new working relationships with community-based protection, response, and recovery organizations to help their schools better plan for, protect against, mitigate, respond to, and recover from emergencies.

**Selection Criteria:** School district/county/state teams. Teams consist of the following: First Responders: Police/SRO; Fire; Emergency Management; Emergency Medical Services/Public Health. School Administrators: Superintendent/Assistant Superintendent/Risk Manager; School Board member; Principal/Assistant Principal; Public Information Officer; Security Official/School Safety Coordinator/School Safety Team member; IT; Facility Manager/Building Engineer; Transportation Coordinator; Food Service Coordinator; and School Nurse/School Counselor/Psychologist.

CECs: 12

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

- Leverage working relationships with community organizations for planning.
- Conduct assessments to identify threats, hazards, and vulnerabilities.
- Develop or refine your district/school EOP.
- Develop response and recovery protocols.
- Conduct effective training and exercises.
- Develop an action plan for sustaining your district/school EOP.

**Other Prerequisites:**
Teams must bring their school district/school Emergency Operations Plan to training. Recommended: Completion of IS 0100.SCa (or ICS 0100.SC or ICS 0100), Introduction to the Incident Command System (ICS 100) for Schools; and IS 0700.a, National Incident Management System, An Introduction

**Primary Core Capability:**
Planning

**Secondary Core Capability(s):** Operational Communications, Operational Coordination, Public Information and Warning, Situational Assessment

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Train-the-Trainer for G0364, Multi-Hazard Emergency Planning for Schools

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 19.0
Duration (in Days): 3.0

Continuing Education Units:
General: 1.9

Course Description:
This course introduces G0364, Multi-Hazard Emergency Planning for Schools, field course materials, and prepares participants to deliver G0364 in their state or at the local level. Participants may have venue-specific issues that need to be included in the presentation of materials or activities that they feel would be appropriate for their jurisdictions. A worksheet is provided that gives a mechanism for participants to recognize key issues of the course and make venue-specific comments that would be useful in their course delivery.

Selection Criteria: Participants must demonstrate a working knowledge of school planning through experience and training, and must be experienced in adult education.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Demonstrate an awareness of the G0364 course materials., Identify appropriate instructional techniques for the delivery of the G0364 course., Identify critical teaching points, participant challenges, and desired outputs for the G0364 course., Explain how to coordinate and execute G0364 course deliveries in their state.

Prerequisite(s): Multi-Hazard Emergency Planning for Schools (E0361), Multihazard Emergency Planning for Schools (E0364), Multi-Hazard Emergency Planning for Schools (IS0362.a)

Other Prerequisites:
G0364, Multi-Hazard Emergency Planning for Schools can be substituted for E0364. Recommended: Completion of IS 0100.b, Introduction to the Incident Command System, ICS 0100; or IS 0100.SCa, Introduction to the Incident Command System (ICS 100) for Schools; IS 0700.a, National Incident Management System, An Introduction

Primary Core Capability:
Planning

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Multihazard Emergency Planning for Schools

Training Provider: Emergency Management Institute

Delivery Type: Mobile/Non-Resident, Residential

Continuing Education Units:
General: 2.4

Course Description:
This course provides individuals and school teams with the knowledge and tools needed to update their all-threats/hazards school emergency operations plan (EOP), and to identify how to train and exercise the school EOP. This course follows the guidance set forth in FEMA’s Comprehensive Preparedness Guide (CPG 101) for developing an EOP and explains how to engage the whole community—including parents/guardians and outside agencies such as law enforcement, fire, public health, and emergency management—in school preparedness and planning for and mitigating all threats and hazards. Throughout the course, participants will have the opportunity to review their existing EOP and identify areas for improvement and have an opportunity to build partnerships and develop positive working relationships among first responders and school staff.

Selection Criteria: This course is designed for school and emergency management personnel who are interested in comprehensive planning for grades K–12. Examples of potential participants include: Local first responders (SRO/Law Enforcement, Fire, and Emergency Management), School personnel: Superintendents/Assistant Superintendents; Principals/Assistant Principals; Risk Managers; School Board Members; School Safety Coordinators; Transportation Coordinators; Food Service Coordinators; Facility Managers; IT; Nurses/Counselors. School teams consisting of 3–5 individuals are encouraged to apply.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Refine or update the school's emergency operations plan (EOP) or procedural document., Identify how to train and exercise their school EOP.

Other Prerequisites:
Individuals/school teams must bring their school emergency operations plan (EOP) to training. Recommended: IS 0100.SCa (or IS 0100.SC, or IS 0100.b), Introduction to the Incident Command System (ICS 100) for Schools; and IS 0700.a, National Incident Management System, An Introduction

Primary Core Capability:
Planning

Mission Areas: Prevent, Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**State Public Assistance Operations**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential  
**Duration (in Hours):** 24.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**
General: 2.4

**Course Description:**
This course provides state, local, and tribal staff with an overview of FEMA’s Public Assistance (PA) Program, process, and policies. Course topics include introduction to program laws, regulations, and policies; PA process; grants management; eligibility; hazard mitigation in the PA Program; compliance with other Federal laws and regulations; and project formulation.

**Selection Criteria:** State, local, and tribal government personnel responsible for administering PA grants

CECs: 12

**Course Objectives:**
At the end of this course, participants will be able to:
- Identify, explain, and apply PA Program laws, regulations, and policies.
- Describe the milestones of the PA Program process and explain the Grantee’s role.
- Demonstrate basic knowledge of PA eligibility.

**Prerequisite(s):** Introduction to FEMA’s Public Assistance Program (IS0634)

**Primary Core Capability:**
Infrastructure Systems

**Mission Areas:** Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Defense Support of Civil Authorities-Phase II

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 32.0
Duration (in Days): 4.5

Continuing Education Units:
General: 3.2

Course Description:
This course is intended to provide the participants with an introduction to the national framework within which the Department of Defense (DoD) supports Federal, State, local, 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 and FEMA Operations Section Chiefs with disaster field experience involved in response activities. Selection is on a space-available basis. Contact the EMI Course Manager and the DoD Course Manager at http://www.dsca.army.mil/. DoD personnel need to enroll through http://www.dsca.army.mil/.

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

- Apply the information in the National Incident Management System (NIMS), National Response Framework (NRF), and the Strategy for Homeland Defense and Civil Support to determine: response agencies; the appropriate level of response for local, state, regional and federal agencies; the structures in place to coordinate the efforts of emergency activities; the steps that should be taken to control the impact of the incident; key authorities that apply; and DOD’s role in the mission.,
- Explain the procedures for requesting, validating, processing request for assistance and mission assignments including identification of all valid RFAs/MAcs, invalid RFAs/MAcs, requests for information, and implied tasks.,
- Given a scenario, plan, coordinate, execute and support DSCA operations.

Prerequisite(s): Mission Assignment Overview (IS0293), An Introduction to the National Incident Management System (IS0700.b), National Response Framework, An Introduction (IS0800.c)

Other Prerequisites:
Completion of Defense Support of Civil Authorities Phase I, an 8 hour Independent Study course at http://www.dsca.army.mil/

Primary Core Capability:
Operational Coordination

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Residential Coastal Construction

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Mobile/Non-Resident, Residential
Duration (in Hours): 28.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.8

Course Description:
This course is designed to train participants to effectively use FEMA P 55, Coastal Construction Manual (4th Edition). The course and publication provide a comprehensive approach to planning, siting, designing, constructing, and maintaining homes in the coastal environment. The course contains in-depth descriptions of design, construction, and maintenance practices that, when followed, will increase the durability of residential buildings in the harsh coastal environment and reduce economic losses associated with coastal natural disasters.

Selection Criteria: The primary audience for this course is engineers and architects. Floodplain managers and building code officials are also encouraged to attend. Hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge and those from the private sector, such as engineering firms, may also apply.

CECs: 12 (CORE)
ACE: Level: Upper Division
ACE: Credit Hours: 2

Course Objectives:
At the end of this course, participants will be able to:
Understand the basic principles of designing in a coastal environment: design premise, design framework, constraints, defining a "successful" building., Understand the differences in design requirements and expected performance between coastal construction and inland construction., Understand the significance and “lessons” of historical events at the coast., Describe minimum requirements and “best practices” for coastal construction., Identify coastal hazards at potential building sites and identify where to obtain pertinent information., Understand how to calculate design loads and conditions., Understand the continuous load path principle., Identify siting, design, construction, and maintenance defects that result in vulnerable buildings.

Other Prerequisites:
Recommended: Participants should complete IS 0279.a, Introduction to Retrofitting Flood-Prone Residential Buildings; and IS 0386.a, Introduction to Residential Coastal Construction. Taking these courses should also help potential participants establish whether they have the necessary level of building science knowledge to take the more advanced resident courses.

Primary Core Capability:
Long-term Vulnerability Reduction

Mission Areas: Prevent, Protect, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Advanced Public Information Officer

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident, Residential

**Course Level:** N/A

**Duration (in Hours):** 38.0

**Duration (in Days):** 5.0

**Continuing Education Units:**
- General: 3.8

**Course Description:**
The National Response Framework (NRF) and the National Incident Management System (NIMS) devote significant attention to the importance of emergency public information. Public information is one-third of one-fifth of NIMS under Command and Management, placing public information at the same level as the Incident Command System (ICS).

With public information included as a function within NIMS and ICS, it is critical to address and provide training for this important element of emergency management.

EMI’s Public Information Officer (PIO) training curriculum includes courses delivered at the awareness, basic, intermediate, advanced and master levels. The awareness, basic and intermediate level courses were developed by EMI and are managed by state emergency management trainers who teach basic skills and techniques for use during small, localized, single-agency responses; preparedness campaigns; and escalating localized responses.

The advanced level course is the fourth in the public information training series. It teaches participants additional skills for use during escalating incidents, including strategic communications and incident action planning as it relates to Joint Information Center (JIC) operations.

The goal of this course is to:
- Provide participants with the knowledge and skills to establish, manage and work within a JIC through multimedia lectures and individual and group activities.
- Provide participants the opportunity to apply advanced public information skills during a multi-day functional exercise (FE) designed to test the participants’ abilities to analyze, coordinate, process and create information in a fast-paced, realistic environment.
- Through a tabletop exercise (TTX), encourage participants to evaluate their processes to help them generate new ideas, products, or ways of viewing challenges or situations.
- Encourage participants to improve their processes and ensure every action has a measurable relevance for each identified audience, including senior leadership.

**Selection Criteria:**
- Full-time public information personnel who have completed the prerequisites.
- The “G” course requirements can be waived for those individuals who have extensive experience in public information activities.
- Waiver requests must be in writing and submitted to Admissions.
- Part-time public information officers with approval from course manager.
- Students who have not attended this training in the previous five years may also apply.

**Course Objectives:**
- At the end of this course, participants will be able to:
  - Relate the exercise scenario to their primary area of responsibility within the functional exercise by verbalizing their primary exercise role during the introductions. (Unit 1)
  - Apply current crisis communications methodologies to community audiences during an incident by completing three table group activities. (Unit 2)
  - Analyze the characteristics of the changing American family and how the media and fear play a role in shaping communication goals and messages by
participating in a group discussion and an activity. (Unit 3), Conduct an analysis of their personal and organizational disaster readiness based on current disaster readiness guidance. (Unit 4), Relate the Incident Action Planning (IAP) process to the External Affairs 8-Step Strategic Communications Model by completing a multi-level activity. (Unit 5), Demonstrate the ability to work in a JIC by actively contributing to exercise tasks and products as specified in the exercise objectives through functional exercise play. (Unit 6), Draft an 8-step strategic communication plan for each TTX scenario. (Unit 7), Share lessons learned during a whole class debriefing, and create individual professional development goals based on class experiences. (Unit 8)

Prerequisite(s): Social Media in Emergency Management (IS0042), An Introduction to the Incident Command System, ICS 100 (IS0100.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), Forms Used for the Development of the Incident Action Plan (IS0201), Integrated Public Alert and Warning System (IS0247.a), Emergency Support Function (ESF) #15-External Affairs: A New Approach to Emergency Communication and Information Distribution (IS0250.a), An Introduction to the National Incident Management System (IS0700.b), National Incident Management System Public Information Systems (IS0702.a), National Response Framework, An Introduction (IS0800.c)

Other Prerequisites:
G0289, Public Information Officer Awareness (or IS-29 PIO Awareness online course)G0290 Basic Public Information Officers Course (or S203 Public Information Officer or E/L0952 All Hazard Incident Management PIO)G0291, Joint Information System/Joint Information Center Planning for Tribal, State and Local PIOs (may be waived with written request of Course Manager)IS-0248, Integrated Public Alert and Warning System (IPAWS) for the American Public or IS-0251, Integrated Public Alert and Warning System (IPAWS) for Alerting Authorities) can be taken in place of IS-0247.a, Integrated Public Alert and Warning System (IPAWS)Recommended:ICS-300: Intermediate Incident Command System for Expanding IncidentsIS0120.a, An Introduction to ExercisesIS0242.b, Effective CommunicationIS0650.a, Building Partnerships with Tribal GovernmentsIS0660,Introduction to Public-Private PartnershipsIS0909, Community Preparedness: Implementing Simple Activities for Everyone

Primary Core Capability:
Public Information and Warning

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Continuing Education Units:
General: 3.2

Course Description:
The Master Public Information Officer Program (MPIOP) is the final component of the public information training series. MPIOP is a three-course series that prepares public information officers for an expanded role in delivering public information and warning using a strategic whole community approach. The program reinforces the qualities needed to lead whole community public information/external affairs programs, provides relevant management theories and concepts, and uses case studies to enhance public information/external affairs skill sets. MPIOP participants work within a collaborative environment on projects and establish a network of peers and contribute to the body of knowledge for emergency management related public information. This includes evaluation of leadership, group dynamics and functional best practices of joint information centers by monitoring student activity during advanced public information officer course offerings.

The goals of the MPIOP are to: Develop leaders who will advocate and be change agents for public information issues in their community and profession, Contribute to the public information body of knowledge through research, Develop leaders who will provide support, perspective and mentorship to PIOs around the country.

Selection Criteria: A formal application process will be published on the EMI website in the spring of 2018.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Describe how to use networking to influence programs, organizations and environments. (Unit 1),
Describe how to explain to stakeholders the importance of engaging community executives in communications planning. (Unit 2),
Discuss science-based research methods available to grow the Public Information body of knowledge. (Unit 3),
Discuss leadership lessons by participating in a group Executive Reading session. (Unit 4),
Apply the basic concepts of Disaster Behavioral Health by analyzing a case study. (Unit 5),
Promote training and exercises in the organization and community. (Unit 6),
Apply strategic and executive concepts to a public information case study. (Unit 7),
Describe the next steps of the Master Public Information Officer course. (Unit 8)

Prerequisite(s): Advanced Public Information Officer (E0388), An Introduction to the Incident Command System, ICS 100 (IS0100.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), An Introduction to the National Incident Management System (IS0700.b), National Incident Management System Public Information Systems (IS0702.a), National Response Framework, An Introduction (IS0800.c)

Other Prerequisites:
G0290, Basic Public Information Officers Course; G0291, Joint Information System/Center Planning for Tribal, State, and Local Public Information OfficersRecommended: E0952, NIMS ICS All-Hazards Public Information Officer Course; E0300, ICS 300, Intermediate Incident Command System for Expanding Incidents; ICS 400, Advanced Incident Command System for Command and General Staff—Complex Incidents; IS0241.a, Decision-Making and Problem-Solving; and
IS0250.a, Emergency Support Function (ESF) #15—External Affairs: A New Approach to Emergency Communication and Information Distribution

**Primary Core Capability:**
N/A - None

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Integrating Emergency Management Education into Your Institution

Training Provider: Emergency Management Institute

Delivery Type: Residential

Course Level: N/A

Duration (in Hours): 16.0

Duration (in Days): 2.0

Continuing Education Units:

General: 1.6

Course Description:
This workshop provides information about emergency management (EM) and the benefits of and resources available for integrating EM degree programs and EM course offerings at institutions of higher education. It is a facilitation-driven workshop focused on creating an Action Plan to be applied within each participant’s academic department. During the session, participants will be inspired to see the importance of EM and will create an Action Plan that they can use, along with a toolkit of additional resources that will be provided, when they return to their schools to increase their school’s EM-related offerings.

Selection Criteria: Department Chairs and faculty of emergency management-related disciplines (such as Sociology, Geography, Public Administration, Psychology, or Science and Technology, etc.) from Historically Black Colleges and Universities, Tribal Colleges and Universities, and Hispanic-Serving Institutions and Asian American Pacific Islander Institutions.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Examine the benefits for an institution and a community provided by EM-related offerings., Construct the process for creating a new certificate or degree program in EM., Estimate and perform a needs assessment based on the size and scale of course offerings., Describe the mutually beneficial relationship between an institution of higher education and the community it serves with regard to EM., Assess the cost and revenue impact associated with implementing EM program offerings., Discuss where EM courses can fit within an existing college curriculum and departmental structure., Develop cost-effective staffing strategies for initiating EM programs., Create a marketing approach suitable for EM programs within their communities., Identify opportunities particular to minority-serving institutions expanding their EM offerings., Create and practice an action plan customized to implementing EM course offerings at their institutions.

Primary Core Capability:
Planning

Secondary Core Capability(s): Community Resilience

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Master Public Information Officer - Part Two**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential  
**Duration (in Hours):** 32.0  
**Duration (in Days):** 5.0

**Continuing Education Units:**
General: 3.2

**Course Description:**
The Master Public Information Officer Program (MPIOP) is the final component of the public information training series.

MPIOP is a three-course series (E0389/E0393/E0394) that prepares public information officers for an expanded role in delivering public information and warning using a strategic whole community approach.

The program reinforces the qualities needed to lead whole community public information/external affairs programs, provides relevant management theories and concepts, and uses case studies to enhance public information/external affairs skill sets.

MPIOP participants work within a collaborative environment on projects and establish a network of peers and contribute to the body of knowledge for emergency management related public information. This includes evaluation of leadership, group dynamics and functional best practices of joint information centers by monitoring student activity during advanced public information officer course offerings.

The goals of the MPIOP are:
- To develop leaders who will advocate and be change agents for public information issues in their community and profession,
- To contribute to the public information body of knowledge through research,
- To develop leaders who will provide support, perspective and mentorship to PIOs around the country.

During this second part of the MPIOP series, participants will attend an on-campus offering of the E0388, Advanced Public Information Officer course to evaluate an active joint information center (JIC).

Using an objective driven evaluation plan, participants will review the organization, personnel management and interpersonal relationships of the JICs created during a functional exercise. At the beginning of the third part of the MPIOP (E0394), participants will compare after-action reports and develop a best practices report for inclusion in the public information officer body of knowledge project.

**Selection Criteria:** See criteria for E0389, Master Public Information Officer.

**CECs:** 12

**Course Objectives:**
At the end of this course, participants will be able to:
- Discuss organizational analysis in preparation for analysis of a joint information center functional exercise.
- Discuss techniques for analyzing interpersonal relationships within a Joint Information Center during a functional exercise.
- Design a process for analyzing a joint information center functional exercise.
- Analyze a functional exercise for personnel management trends, best practices leadership practice.
- Evaluate interpersonal relationships as they pertain to joint information center practice during a functional exercise.
- Design a report outlining results of the functional exercise analysis that will contribute to the public information body of knowledge.

**Prerequisite(s):** Master Public Information Officer (E0389)

**Primary Core Capability:**
N/A - None

**Secondary Core Capability(s):** Planning, Situational Assessment
EMI

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**

NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**

https://training.fema.gov/emicourses/schedules.aspx
**Course Description:**
The Master Public Information Officer Program (MPIOP) is the final component of the public information training series.

MPIOP is a three-course series (E0389/E0393/E0394) that prepares public information officers for an expanded role in delivering public information and warning using a strategic whole community approach.

The program reinforces the qualities needed to lead whole community public information/external affairs programs, provides relevant management theories and concepts, and uses case studies to enhance public information/external affairs skill sets.

MPIOP participants work within a collaborative environment on projects and establish a network of peers and contribute to the body of knowledge for emergency management related public information. This includes evaluation of leadership, group dynamics and functional best practices of joint information centers by monitoring student activity during advanced public information officer course offerings.

The goals of the MPIOP are:
- To develop leaders who will advocate and be change agents for public information issues in their community and profession,
- To contribute to the public information body of knowledge through research,
- To develop leaders who will provide support, perspective and mentorship to PIOs around the country.

At the beginning of this third part of the MPIOP, participants will compare after-action reports from observations conducted during MPIO part two (E0393) and develop a best practices report for inclusion in the public information officer body of knowledge project.

Also during this final segment of the MPIOP, participants will continue reviewing various factors to be considered when developing whole community strategic communications plans.

**Course Objectives:**
At the end of this course, participants will be able to:
- Develop body of knowledge report through consolidated review of multiple joint information center functional exercise analysis reports,
- Propose how strategic PIO leaders coordinate the actions of stakeholders and emergency management agencies to achieve a common purpose,
- Design, develop and implement a research project to contribute to the public information body of knowledge.

**Primary Core Capability:**
N/A - None

**Mission Areas:**
Common
EMI

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
ICS 400: Advanced Incident Command System for Command and General Staff - Complex Incidents

Training Provider: Emergency Management Institute

Course Level: N/A

Delivery Type: Mobile/Non-Resident, Residential, Indirect

Duration (in Hours): 14.0

Duration (in Days): 2.0

Continuing Education Units:
General: 1.4

Course Description:
This course provides training 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, which are prerequisites for the ICS 400 course.

Selection Criteria: The target audience for this course is senior personnel who are expected to perform in a management capacity in an Area Command or Multi-Agency Coordination Entity.

Course Objectives:
At the end of this course, participants will be able to:
- Explain how major incidents engender special management challenges.
- Describe the circumstances in which an Area Command is established.
- Describe the circumstances in which Multi-Agency Coordination Systems are established.

Other Prerequisites:
The most current versions of: IS0100, Introduction to the Incident Command System, ICS 100; IS0200, Incident Command System for Single Resources and Initial Action Incidents; E/L/G0300, ICS 300: Intermediate Incident Command System for Expanding Incidents; IS0700, National Incident Management System, An Introduction; and IS0800, National Response Framework, An Introduction

Recommended: Experience using concepts and principles from ICS 100, ICS 200, and ICS 300 and use of skills in an operational environment

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Mass Care/Emergency Assistance Task Force Leaders

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential
Duration (in Hours): 20.0
Duration (in Days): 3.0
Course Level: N/A

Continuing Education Units:
General: 2

Course Description:
This new course is designed to enhance the knowledge and skills of experienced FEMA Mass Care staff. It will focus on expanding participants’ knowledge of mass care at the Federal, state, local, and non-governmental organization levels; providing practical mass care exercises; integrating best practices of mass care services; and assisting in the development and credentialing of FEMA Mass Care staff assigned to Area Field Offices, Joint Field Offices, and Regional Response Coordination Centers.
Selection Criteria: FEMA Mass Care Task Force Leaders

Course Objectives:
At the end of this course, participants will be able to:
- Explain the principles/doctrine that pertains to the Mass Care and Emergency Assistance (MC/EA) Group (Unit 1).
- Describe the primary tasks and activities the MC/EA Task Force Leader (MCTL) will be required to execute in order to manage the task force effectively (Unit 2).
- Develop and implement objectives to meet the strategic goals of the Mass Care Group (Unit 2).
- Identify reporting requirements for each MC/EA Task Force (Unit 2).
- Develop and maintain a staffing plan (Unit 3).
- Demonstrate how to develop and maintain a staffing plan (Unit 3).
- Demonstrate how to engage the whole community (Unit 4).
- Explain the characteristics of the various partners and their respective roles (Unit 4).
- Describe how MCTL can build and maintain successful working relationships with the whole community (Unit 4).
- Demonstrate how to use the Mission Assignment process to support the MC/EA mission (Unit 5).
- Demonstrate how to use the Federal procurement process and Decision Tree for MC/EA support (Unit 5).
- Identify various Federal partners who can provide resources (Unit 5).
- Describe the indicators for when to transition a task force (Unit 6).
- Demonstrate what to include in a transition plan (Unit 6).

Other Prerequisites:
Recommended: E0836, Individual Assistance Specialist

Primary Core Capability:
Mass Care Services

Secondary Core Capability(s): Community Resilience, Health and Social Services, Housing, Logistics and Supply Chain Management, Mass Care Services, Operational Coordination, Planning, Public Health, Healthcare, and Emergency Medical Services, Public Information and Warning, Situational Assessment

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Mass Care/Emergency Assistance Support for Field Operations

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 30.0
Duration (in Days): 4.0
Continuing Education Units:
General: 3

Course Description:
This course provides the history and context of mass care and emergency assistance (MC/EA), FEMA’s and other organizations’ roles in MC/EA, the roles and responsibilities of FEMA staff assigned to MC/EA missions, and provides training on the tasks performed by the MC/EA Specialist.
Selection Criteria: FEMA Mass Care Specialists

Course Objectives:
At the end of this course, participants will be able to:
Describe the history and development of MC/EA., Describe MC/EA support activities., Describe roles and responsibilities of FEMA, MC/EA staff, and stakeholders., Describe the tasks performed by and the tools available to MC/EA staff during disaster operations.

Primary Core Capability:
Operational Coordination

Secondary Core Capability(s): Mass Care Services

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Mass Care Group Supervisor  

Training Provider: Emergency Management Institute  
Delivery Type: Mobile/Non-Resident, Residential  
Course Level: N/A  
Duration (in Hours): 24.0  
Duration (in Days): 3.5

Continuing Education Units:  
General: 2.4

Course Description:  
This new course is designed to enhance the knowledge and skills of experienced FEMA staff serving in mass care (MC) leadership positions at the Joint Field Office (JFO) or Area Field Office (AFO). It will focus on providing tools to expand attendees’ knowledge of MC supervisory responsibilities. The course will include information on the integration of MC operations at the Federal, state, local, tribal, and non-governmental organization levels; focus on the functions of an MC group in a JFO setting; provide practical MC exercises for a hands-on instructional approach; and integrate best practices of MC services.

Selection Criteria: FEMA MCGSs

Course Objectives:  
At the end of this course, participants will be able to:  
- Lead the Mass Care and Emergency Assistance (MC/EA) Group in achieving operational goals.  
- Manage the MC/EA Task Force Leader who oversees function-specific task forces that support MC/EA services.  
- Establish goals and operational requirements for the MC/EA Group.  
- Oversee development of assigned personnel.  
- Coordinate, communicate, and report information between staff and leadership.  
- Develop supervisory-level knowledge of MC/EA programs and processes.  
- Engage the Whole Community stakeholders and facilitate coordination of the provision of MC/EA services.  
- Initiate, review, and monitor Federal resource requests.  
- Demonstrate the role of the Mass Care Group Supervisor (MCGS) during the demobilization of task forces and transition phase of the MC/EA operation.

Primary Core Capability:  
Mass Care Services

Secondary Core Capability(s): Health and Social Services, Housing, Logistics and Supply Chain Management, Mass Care Services, Operational Communications, Operational Coordination, Planning, Public Health, Healthcare, and Emergency Medical Services, Situational Assessment

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:  
https://training.fema.gov/emicourses/schedules.aspx
IA Individuals and Households Program Group Supervisor

Training Provider: Emergency Management Institute
Delivery Type: Residential

Duration (in Hours): 29.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.9

Course Description:
The goal of this course is to provide FEMA Housing Assistance staff with the practical knowledge, skills, and resources to satisfy position task book requirements in order to become a qualified Housing Task Force Leader or Housing Group Supervisor (HGS).

Selection Criteria: Housing Group Supervisor Candidates

Course Objectives:
At the end of this course, participants will be able to:
List governing laws for the Housing Provision of the Individual and Households Program (IHP).,
Define the major responsibilities of the HGS., Identify internal and external partners with whom the HGS coordinates., Describe the different types of financial projections., List the systems and resources the HGS uses for trend analysis., Define the Privacy Act and information sharing processes., Describe and list the elements of a housing plan., Identify direct housing options., Identify how to implement the recertification process., Describe the responsibilities of the HGS as it relates to implementation of sales and donation., Identify the process for terminating assistance.

Other Prerequisites:
Recommended: E/L0321, Management of Individual Assistance

Primary Core Capability:
N/A - None

Mission Areas: Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Mass Care/Emergency Assistance Shelter Field Guide Training

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential
Duration (in Hours): 7.0
Duration (in Days): 1.0
Course Level: N/A

Continuing Education Units:
General: .7

Course Description:
This course was developed by the American Red Cross and FEMA to train a variety of participants in sheltering practices and techniques. It is designed for use with its companion piece, the Shelter Field Guide.
Selection Criteria: Mass Care professionals

Course Objectives:
At the end of this course, participants will be able to:
Describe how to perform the following: Opening a shelter, Operating a shelter, Closing a shelter,
Special considerations surrounding sheltering, Ways you can prepare to open and operate a shelter

Primary Core Capability:
Mass Care Services

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Mass Care - Emergency Assistance Planning and Operations**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Course Level:** N/A  
**Duration (in Hours):** 16.0  
**Duration (in Days):** 2.5

**Continuing Education Units:**  
General: 1.6

**Course Description:**  
The purpose of this course is to prepare Mass Care/Emergency Assistance (MC/EA) Coordinators and their teams to develop MC/EA plans to support and/or coordinate MC/EA disaster responses.  
CECs: 12

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Describe MC/EA activities.  
- Identify key MC/EA planning steps.  
- Describe the roles and responsibilities of the Mass Care Coordinator and team.  
- Define the scale of the disaster and estimate needed resources to support a MC/EA disaster operation.  
- Discuss the primary elements of MC/EA information management.

**Other Prerequisites:**  
Recommended: IS0405, Mass Care/Emergency Assistance Overview

**Primary Core Capability:**  
Planning

**Secondary Core Capability(s):** Logistics and Supply Chain Management, Mass Care Services, Operational Coordination

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
Building a Roadmap to Resilience: A Whole Community Training

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential, Indirect
Course Level: N/A
Duration (in Hours): 18.0
Duration (in Days): 3.0

Continuing Education Units:
General: 1.8

Course Description:
This interactive course focuses on implementing inclusive emergency management principles in local communities, and how that approach can increase a community’s ability to mitigate, prepare for, respond to, and recover from a disaster. This course will provide tools to help community groups move beyond basic awareness and onto engaging activities that truly move the needle on resiliency. Students are expected to be active participants in this course to enhance their level of knowledge. As a course outcome, students will develop a roadmap to resiliency customized for their community, to include proven best practices for engagement and tested preparedness activities.

Selection Criteria: The target audience for this course includes community stakeholders interested in disaster resilience, as well as junior emergency management professionals who support or implement inclusive emergency management, community disaster planning, preparedness activities, and community outreach at the state and local levels. For the purposes of this course, junior emergency management professionals are considered those with less than three years of experience.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Introduce recent research linking social capital to Whole Community resiliency and then look for markers of both in students’ home communities., Examine the state of preparedness of the individual citizen, to include common motivations and barriers to getting prepared., Develop strategies to leverage Citizen Corps and other structures, such as interfaith councils, civic associations, chambers of commerce, and parent-teacher associations in order to facilitate community resiliency gains on the local and regional level. Consider the equities of each structure and the ancillary benefits that come from furthered resiliency., Build a roadmap to move each student’s community beyond awareness and toward action to increase levels of preparedness.

Other Prerequisites:
Students should have a basic understanding of the fundamentals of emergency management and community preparedness.

Primary Core Capability:
N/A - None

Mission Areas: Protect, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
hits://training.fema.gov/emicourses/schedules.aspx
**Community Emergency Response Team Program Manager**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident, Residential, Indirect

**Duration (in Hours):** 12.0

**Duration (in Days):** 2.0

**Course Level:** N/A

**Continuing Education Units:**
General: 1.2

**Course Description:**
This course prepares participants to establish and sustain an active local Community Emergency Response Team (CERT) program. The responsibilities of a local CERT Program Manager are various. This course defines the core components of a local CERT program and focuses on effective practices for: Planning and interacting with a broad range of stakeholders; Managing program resources; Sustaining the program course topics, including: Developing local CERT program goals and a related strategic plan; Promoting a local CERT program; Orienting, managing, and retaining CERT members; Recruiting, funding, managing, and retaining CERT trainers; Acquiring and managing program resources; Delivering and managing effective training and exercises; Developing policies and procedures for operating a local CERT program; and, Evaluating and sustaining the program. The CERT Program Manager course is delivered at EMI sequentially during the same week with E0428, Community Emergency Response Team Train-the-Trainer. Participants who wish to take both courses must submit a separate application for each course. Although either course may be taken separately, EMI encourages participants to take both courses the same week.

**Selection Criteria:** Professionals and volunteers who are designated to be or are interested in being appointed a local CERT Program Manager and those who are already in the CERT Program Manager position.

**Course Objectives:**
At the end of this course, participants will be able to:
Define the purpose and core components of a local CERT program.
Use strategic planning to define the mission and goals for a local CERT program.
Describe the purposes and strategies for promoting a local CERT program.
Establish a process for working with volunteers.
Establish a process for working with instructors.
Establish a process for acquiring and managing program resources.
Build a plan for delivering and managing safe training and exercises.
Describe the role of policies and procedures in operating a local CERT program.
Develop a process for evaluating a local CERT program.
Describe how to sustain a local CERT program.

**Other Prerequisites:**
A referral from a CERT-sponsoring agency, typically a state, local, or regional government agency, and completion of the CERT Basic Training course or IS0317, Introduction to Community Emergency Response Team, which can be found at www.citizencorps.fema.gov/cert/IS317

**Primary Core Capability:**
Planning

**Secondary Core Capability(s):** Operational Coordination, Risk Management for Protection Programs and Activities

**Mission Areas:** Respond, Mitigation

**Discipline(s):** Citizen/Community Volunteer, Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Community Emergency Response Team Train-the-Trainer

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential, Indirect

Course Level: N/A
Duration (in Hours): 18.0
Duration (in Days): 3.0

Continuing Education Units:
General: 1.8

Course Description:
This course prepares participants to deliver FEMA’s Community Emergency Response Team (CERT) Basic Training course. This Train-the-Trainer course focuses on preparing instructors to: Deliver CERT Basic Training., Convey the messages and intent of the CERT program (e.g., safety, teamwork, place in overall community Emergency Operations Plan)., Assure that participants achieve the objectives of CERT Basic Training., Create a comfortable yet managed learning environment., Course topics include:; CERT history, program purpose, and values., Materials and requirements for the CERT Basic Training course., Roles of the CERT instructor., Effective presentation of CERT Basic Training content., Effective coaching and demonstration of skills in the classroom., Practices to maximize learning., Effective evaluation of CERT training participants. The CERT Train-the-Trainer course is delivered at EMI sequentially during the same week with E0427, Community Emergency Response Team Program Manager. Participants who wish to take both courses must submit a separate application for each course. Although either course may be taken separately, EMI encourages participants to take both courses the same week.

Selection Criteria: Individuals who will serve as the Course Manager for the CERT Basic Training course and be CERT Basic Training course instructors.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to: Demonstrate knowledge of the CERT Basic Training course., Demonstrate the ability to present an assigned portion of the course (teach-back)., Communicate the core values of the program., Demonstrate classroom management techniques., Demonstrate effective teaching techniques., Model appropriate behavior as an instructor.

Other Prerequisites:
A referral from a CERT-sponsoring agency, typically a state, local, or regional government agency, and completion of CERT Basic Training or IS 0317, Introduction to Community Emergency Response Team, which can be found at www.citizencorps.fema.gov/cert/IS317

Primary Core Capability:
Planning

Mission Areas: Prevent, Respond, Mitigation
Discipline(s): Citizen/Community Volunteer, Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Understanding the Emergency Management Assistance Compact  E0431

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential  
**Duration (in Hours):** 24.0  
**Duration (in Days):** 4.0

### Continuing Education Units:
General: 2.4

### Course Description:
This course enables emergency management personnel and response and recovery personnel from all political jurisdictions to more effectively understand, activate, implement, and use the Emergency Management Assistance Compact (EMAC) system. This course introduces participants to the EMAC process and assists them in gaining familiarity and competency with the EMAC system so that when an event occurs that requires activation of the EMAC system, they know how to proceed, and what documentation and sources of information to use for guidance in order to maximize use of all available resources.

**Selection Criteria:** Emergency management personnel and response and recovery personnel from all political jurisdictions who can be legally deployed through the EMAC system; persons officially responsible for requesting and providing EMAC assistance; and those individuals desiring a more comprehensive working knowledge of the EMAC system.

CECs: 12

### Course Objectives:
At the end of this course, participants will be able to:
- Describe and apply the legal authorizations and stipulations in the EMAC law.
- Describe the EMAC governance structure and member states’ roles and responsibilities.
- Apply the processes for requesting and offering assistance through the EMAC system.
- Implement the mission-ready packaging and cost-estimation methodology.
- Apply the recommended actions during each phase of the EMAC process.
- Explain the EMAC levels of operation and EMAC Operations Management System.
- Apply the processes and procedures for reimbursing Resource Providers.

**Primary Core Capability:**
Operational Coordination

**Secondary Core Capability(s):** Operational Communications, Planning, Risk Management for Protection Programs and Activities

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Incident Command System Curricula Train-the-Trainer

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Residential
Duration (in Hours): 35.0
Duration (in Days): 5.0

Continuing Education Units:
General: 3.5

Course Description:
The emphasis is placed on classroom based deliveries, including compliance with the National Incident Management Training Program, adult education methodologies, deployment of course activities, pre- and post-testing, and ICS training program management.
Students will perform a teach back of an assigned unit from the ICS core curriculum as part of the course. Teach backs are conducted as part of the assessment of instructor competence.
Selection Criteria:
Participants must have successfully:
-Completed the prerequisite courses
-Completed recognized training to achieve qualifications in techniques of instruction and adult education methodologies
- Qualify as either a “Lead or Unit” instructor as noted in the NIMS Training Program, September 2011
The student must demonstrate a working knowledge of ICS principles. They must have worked as an Incident Commander, in a Command or General Staff position(s) on incidents, planned events, or exercises that went longer than one operational period or involved a written incident action plan and involved multipleagency and/or jurisdictionalcoordination.
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Explain the background of ICS training development., Identify key requirements and elements within the NIMS Training Program that relate to ICS training courses., Identify appropriate instructional techniques for the delivery of ICS curricula and facilitation of course activities., Identify critical teaching points, participant challenges, and desired outputs for each of the ICS training courses., Explain how to coordinate and execute course deliveries.

Other Prerequisites:
Participants must have successfully completed (the most current version(s)): - IS0100,Introduction to the Incident Command System- IS0200, Incident Command System for Single Resources and Initial Action Incidents; - ICS 300 (E/L/G0300), Intermediate Incident Command System for Expanding Incidents; - ICS 400 (E/L/G0400), Advanced Incident Command System for Command and General Staff—Complex Incidents; - IS0700, National Incident Management System, An Introduction; - IS0800, National Response Framework, An Introduction; - G0191, Emergency Operations Center/ICS Interface- Formal instructor training such as M-410, National Wildland Coordinating Group Facilitative Instructor, EMI Master Trainer Program, Fire Instructor I & 2,
ASTD, CTII, POST, FLETC, college, private industry, E0141, Instructional Presentation and Evaluation Skills, Office for Domestic Preparedness Instructor Course, valid teaching certificate, or equivalent. Include with your application: Copies of all course completion certificates or transcripts and a separate document describing, in detail, your operational experience and teaching experience.

**Primary Core Capability:**
Operational Coordination

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Duration (in Hours): 35.0
Duration (in Days): 5.0

Course Level: N/A

Continuing Education Units:
General: 3.5

Course Description:
The goal of E0451, A Survey of Advanced Concepts in Emergency Management (Advanced I), the first course of the National Emergency Management Advanced Academy curriculum, is to provide EM professionals with critical skills that are needed to perform responsibilities such as program management oversight, effective communication, research resources, applicable laws, policy considerations, collaboration, and strategic thinking. Advanced I is designed to provide participants with the skills to manage EM programs and will be essential to building the foundation for collaboration by bringing EM professionals together to share their experiences and establish a network.

This course provides knowledge in management qualities, management styles, strategic thinking, decision making, problem solving, evaluation, strategic planning, budgeting, vision and mission statements, research methodology, laws, policy considerations, program risk management, collaboration and communication, and change management, in addition to personal application and reflection. Sharing best practices, lessons learned, tools, and documentation provides a firm understanding of Federal, state, tribal, territorial, and local EM programs, as well as how those programs can be effectively leveraged to support community needs and requirements.

Selection Criteria: Participants are only admitted to the four course Academy series through the annual Advanced Academy selection process conducted in June each year. For more details, visit the EMPP Advanced Academy web page at http://training.fema.gov/empp/advanced.aspx.

ACE: Level: Upper Division

Course Objectives:
At the end of this course, participants will be able to:
Demonstrate an understanding of the following emergency management concepts: strategic thinking, problem-solving, decision-making, strategic planning, budgeting, mission/vision statements, resource and risk management, stakeholder communication/collaboration/coordination, public advocacy/communication, and change management.

Other Prerequisites:
Three or more years in an Emergency Management Leadership role or position. Recommended: Applications will be evaluated based on recommended prerequisites to include: At least three (3) years in an EM position, Project and working group in EM, Substantial continuing service commitment, Whole community representation

Primary Core Capability:
Planning

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
EMI
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Advanced II - Assessment and Application of Professional Style in Emergency Management

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential
Course Level: N/A
Duration (in Hours): 35.0
Duration (in Days): 5.0
Continuing Education Units:
General: 3.5

Course Description:
The goal of E0452, Advanced II, is to provide EM professionals with critical skills that are needed to be able to apply personal management styles in the context of EM. Advanced II will provide participants with the essential skills needed to lead EM programs at the mid-manager's level and will be essential to building the foundation for collaboration by bringing EM professionals together to share their experiences and establish a network.

Advanced II will enable participants to gain knowledge necessary for understanding and developing themselves as mid-level managers, develop critical thinking and decision-making skills, develop personal influence and communication skills, work through resiliency, and motivate and manage others.

In addition, Advanced II will provide an opportunity to explore the importance of ethics, values, and accountability. Sharing best practices, lessons learned, tools, and documentation to have a firm understanding of Federal, state, and local EM programs, as well as how those programs can be effectively leveraged to support state and local needs and requirements.

Selection Criteria: Participants are only admitted to the four course Academy series through the annual Advanced Academy selection process conducted in June each year. For more details, visit the EMPP Advanced Academy web page at http://training.fema.gov/empp/advanced.aspx.

ACE: Level: Upper Division

Course Objectives:
At the end of this course, participants will be able to:
Demonstrate a continued understanding of the cross-cutting EM concepts from E0451 Advanced I – A Survey of Advanced Concepts in Emergency Management, and apply during this course.,
Demonstrate an understanding of the following EM concepts: organizational management; organizational planning; decision-making and problem-solving; consensus building; collaboration and communication; private sector/NGO interfaces; resource management, planning, analysis, and evaluation; and ethics as related to all of the above., Based on work in E0541, Supervising in a Temporary Workplace, continue to build and refine Research Project thesis.

Other Prerequisites:
Three or more years in an Emergency Management Leadership role or position.Recommended: Applications will be evaluated based on recommended prerequisites to include: At least three (3) years in an EMposition· Project and working group on EM· Substantial continuing service commitment· Whole community representation

Primary Core Capability:
N/A - None

Mission Areas: Common
Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov
Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 35.0
Duration (in Days): 5.0

Continuing Education Units:
General: 3.5

Course Description:
The goal of E0453 Advanced III is to provide EM professionals with critical skills that are needed to be able to perform a key and successful role within the EM organization. In this context, the EM “organization” is the entire community of professionals with whom the emergency manager works during emergency planning, preparedness, response and recovery. This community includes immediate organizational staff, governmental peers and partners, and the network of public and private sector people and organizations that are engaged in supporting EM efforts. The goal of Advanced III is to provide students with the tools needed to be able to reach out to others to solve large, complex problems.

Participants will be varied in their skills. For example, an individual may be highly skilled at community outreach, but poor at building organizational support. A goal of this course is to approach these capabilities as skills that can be developed, and these skills will be honed in the exercises.

The EM “organization” is redefined in Advanced III as including not just the members of one’s own agency, but also “anyone with whom one works during emergency planning and emergency response,” i.e., “one’s network of colleagues and the people served.” While every jurisdiction’s definition of its organization is going to be different, the core competencies of EM professionals are ways to explore the issues that are common to organizations. Public advocacy and cultural competence are also addressed.

Selection Criteria: Participants are only admitted to the four course Academy series through the annual Advanced Academy selection process conducted in June each year. For more details, visit the EMPP Advanced Academy web page at http://training.fema.gov/empp/advanced.aspx.

ACE: Level: Upper Division
ACE: Credit Hours: 3

Course Objectives:
At the end of this course, participants will be able to:
Demonstrate a continued understanding of the cross-cutting EM concepts from E0451, and E0452 and apply during this course., Demonstrate an understanding of the following EM concepts: organizational management; decision-making and problem-solving; collaboration and communication; public communications; change communications; resource management; planning; and situational awareness, intelligence, and information., Based on work in E0541, Supervising in a Temporary Workplace, continue to build and refine Research Project thesis.

Other Prerequisites:
Three or more years in an Emergency Management Leadership role or position. Recommended:
Applications will be evaluated based on recommended prerequisites to include: At least three (3) years in an EM position· Project and working group in EM· Substantial continuing service commitment· Whole community representation

Primary Core Capability:
Operational Coordination
Mission Areas: Common
Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Advanced IV - Advanced Concepts and Issues in the Emergency Management Community and Profession

**Training Provider:** Emergency Management Institute

**Course Level:** N/A

**Delivery Type:** Mobile/Non-Resident, Residential

**Duration (in Hours):** 35.0

**Duration (in Days):** 5.0

**Continuing Education Units:**
General: 3.5

**Course Description:**
E0454, Advanced Concepts and Issues in the Emergency Management Community and Profession (Advanced IV), is the fourth and final course of the National Emergency Management Advanced Academy curriculum. The goal of Advanced IV is to provide EM professionals with critical skills that are needed to engage the challenges associated with the broader regional, national and international EM community. Advanced IV is designed to provide participants with an understanding of these broader issues and the opportunity to apply the knowledge and skill gained through the previous three courses and the research project work to the broader strategic EM arena.

**Selection Criteria:** Participants are only admitted to the four course Academy series through the annual Advanced Academy selection process conducted in June each year. For more details, visit the EMPP Advanced Academy web page at http://training.fema.gov/empp/advanced.aspx.

ACE: Level: Upper Division

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

Demonstrate a continued understanding of the cross-cutting EM concepts from E0451, E0452, and E0453, and apply during this course.

**Other Prerequisites:**
Three or more years in an Emergency Management Leadership role or position.

Recommended: Applications will be evaluated based on recommended prerequisites to include: At least three (3) years in an EM position; Project and working group in EM; Substantial continuing service commitment; Whole community representation

**Primary Core Capability:**
Operational Coordination

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
IA Applicant Services Program Specialist Surge/Refresher Training

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident, Residential

**Course Level:** N/A

**Duration (in Hours):** 12.0

**Duration (in Days):** 2.0

**Continuing Education Units:**
General: 1.2

**Course Description:**
This surge course will be a custom compilation of units from E0836, Applicant Services Program Specialist, based on the timeframe allowed for the training and the needs identified by the IA Program.

**Selection Criteria:** Member of DHS Surge Capacity Force or FEMA Corps.

**Course Objectives:**
At the end of this course, participants will be able to:
Objectives will be based on knowledge needs identified by IA Program Group at the time of the surge event.

**Other Prerequisites:**
Recommended: IS0403, Introduction to Individual Assistance

**Primary Core Capability:**
Operational Coordination

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
IA Mass Care Program Specialist Surge Training

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 14.0
Duration (in Days): 2.0

Continuing Education Units:
General: 1.4

Course Description:
This course is a compilation of units from the E0411, Mass Care/Emergency Assistance for Field Operations and E0417, Mass Care/Emergency Assistance Shelter Field Guide training courses. Units are selected based on time allocated for training surge staff and the tasks they are to perform on the surge assignment.
Selection Criteria: Personnel (FEMA and non-FEMA) assigned to a surge event in a Mass Care/Emergency Assistance capacity.

Course Objectives:
At the end of this course, participants will be able to:
Surge course-content will be determined at the time of the surge event. Objectives will be identified based on the knowledge needs identified by the IA Program Group.

Primary Core Capability:
Mass Care Services

Secondary Core Capability(s): Housing, Operational Coordination

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**FEMA Incident Workforce Academy Surge Capacity Force Surge Specialist Training**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 32.0  
**Duration (in Days):** 5.0

**Continuing Education Units:**  
General: 3.2

**Course Description:**  
This course trains Surge Capacity Force Specialists to expeditiously augment the FEMA disaster workforce as qualified employees, as described in the Post-Katrina Emergency Management Reform Act of 2006, Public Law 109–295, Section 624.  
Selection Criteria: Non-emergency FEMA staff who have been pre-identified to serve as Surge Capacity Force Surge Specialists during periods of extreme disaster activity.

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Describe DHS Surge Capacity Force history and purpose.  
- Discuss effective interpersonal, customer service, teamwork, and problem-solving skills in classroom exercises as they relate to the role of a Surge Capacity Force Surge Specialist.  
- Discuss the roles and responsibilities of the Surge Capacity Force Surge Specialist.  
- Apply Surge Capacity Force concepts in related activities.

**Primary Core Capability:**  
Operational Coordination

**Mission Areas:** Respond, Recover  
**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**Surge Capacity Staging Training**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident, Residential

**Duration (in Hours):** 14.0

**Duration (in Days):** 2.0

**Course Level:** N/A

**Continuing Education Units:**
- General: 1.4

**Course Description:**
Surge Capacity Force (SCF) Staging Areas are activated during periods of intense disaster activity or multiple events during which FEMA’s response capabilities, heavily dependent upon manpower, are severely stressed. In order to ensure FEMA’s ability to support disaster response and recovery efforts, the Agency may activate pre-identified, non-emergency FEMA staff (Surge Capacity Force Personnel). Pre-designated SCF Staging Areas are established to register, train, and deploy the Surge Capacity Force. The goal of this course is to teach the successful transport, in-processing, training, and out-processing of all identified Tiered personnel.

**Selection Criteria:** Participants in this course will be SCF members and specialists.

**Course Objectives:**
At the end of this course, participants will be able to:
- Understand the staging process that will enable them to complete their mission.

**Primary Core Capability:**
Operational Coordination

**Mission Areas:** Respond

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Surge Liaison Training

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 30.0
Duration (in Days): 4.5

Continuing Education Units:
General: 3

Course Description:
During a disaster, FEMA’s response operations must effectively acquire and distribute resources. In order to ensure FEMA’s ability to support disaster response and recovery efforts, the Agency may activate pre-identified, non-emergency Department of Homeland Security (DHS) component agencies’ employees as Surge Capacity Force Personnel. This course provides participants with the knowledge, skills, and tools needed to function as a Surge Capacity Force Liaison with DHS agencies.

Selection Criteria: Must have completed Automated Deployment Database Surge Capacity Force Training, E0463, Surge Capacity Force Surge Specialist Training, and be at the invitation of the Readiness Unit Branch Chief.

Course Objectives:
At the end of this course, participants will be able to:
Function as a Surge Capacity Force Liaison with DHS agencies.

Prerequisite(s): FEMA Incident Workforce Academy Surge Capacity Force Surge Specialist Training (E0463), An Introduction to the Incident Command System, ICS 100 (IS0100.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), An Introduction to the National Incident Management System (IS0700.b), National Response Framework, An Introduction (IS0800.c)

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover
Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
### External Affairs Specialist Training

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<tr>
<td>Delivery Type:</td>
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<tr>
<td>Course Level:</td>
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<tr>
<td>Duration (in Hours):</td>
<td>32.0</td>
</tr>
<tr>
<td>Duration (in Days):</td>
<td>4.0</td>
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</tbody>
</table>

**Continuing Education Units:**

General: 3.2

**Course Description:**

The External Affairs (EA) Specialist Training course provides participants with an overview of the Emergency Support Function #15 (ESF #15) components, enhancing knowledge of the EA critical functions at a Joint Field Office (JFO) in support of a disaster declaration. This course includes job title-specific breakout modules.

Selection Criteria: The primary audience for this course is EA staff—disaster reservists, cadre of on-call response/recovery employees, and permanent full-time employees with open Position Task Books at the Specialist level, designated as trainees. The ideal class size for this course is 30 to 40 participants.

Participants will be determined by the Workforce Development Division and the EA Cadre.

**Course Objectives:**

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

- Define terminology related to EA and ESF #15.,
- Describe the ESF #15 structure at the JFO.,
- Describe each EA component’s target customers and major activities.,
- Describe the challenges of communicating with each EA component’s customers.,
- Define what is meant by objective-driven communication.,
- During job title-specific training sessions, describe roles and responsibilities of a specialist working in a FEMA External Affairs operations.

**Other Prerequisites:**

E/L0604 FEMA Incident Workforce Academy (FIWA-Tier IV) for Specialists

**Primary Core Capability:**

Public Information and Warning

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**

NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**

https://training.fema.gov/emicourses/schedules.aspx
Management of Spontaneous Volunteers in Disasters

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential  
**Duration (in Hours):** 7.0  
**Duration (in Days):** 1.0

**Continuing Education Units:**  
General: .7

**Course Description:**  
This course introduces the skills and planning considerations required to manage large numbers of people who are not affiliated with an experienced relief organization, but who want to help in disasters. These helpers or “spontaneous volunteers” are generally well motivated and sincerely want to help, but if their efforts and resources are not coordinated effectively, they could be counterproductive, wasteful, and often place a strain on the disaster area.  
Selection Criteria: Emergency managers and voluntary organizations responsible for the management of spontaneous volunteers

**CECs:** 7

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Identify issues and challenges in the management of spontaneous volunteers.  
- Identify the elements of a spontaneous Volunteer Management Plan.  
- Identify best practices for the management of spontaneous volunteers in disasters.  
- Develop and implement a spontaneous Volunteer Management Plan.  
- Explain the role of the Volunteer Reception Center (VRC) and virtual VRC in the transition from response to recovery.

**Other Prerequisites:**  
Recommended: All course participants should be familiar with their own state and local government Emergency Operations Plan Annex, if one exists, on the use of spontaneous volunteers and volunteers affiliated with relief organizations. In addition, the individuals should have a working knowledge of the Incident Command System and National Incident Management Systems (IS 0100.b, Introduction to the Incident Command System; IS 0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS 0700.a, National Incident Management System, An Introduction; and IS 0800.b, National Response Framework, An Introduction).

**Primary Core Capability:**  
Planning

**Secondary Core Capability(s):** Operational Coordination

**Mission Areas:** Common

**Discipline(s):** Citizen/Community Volunteer, Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**Direct Housing Management**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Residential  

**Course Level:** N/A  
**Duration (in Hours):** 30.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**  
General: 3

**Course Description:**  
This course provides the Individual and Households Program/Direct Housing Assistance and other essential FEMA staff with the knowledge and skills necessary to manage a Direct Housing assistance mission.  

**Selection Criteria:** Direct Housing Management Personnel

**Course Objectives:**  
At the end of this course, participants will be able to:  
Complete pre-operations planning and coordination activities., Identify Direct Housing operational requirements, resources, and trigger points., Describe how to manage manufactured housing unit supply chain and Direct Housing at private, commercial, and group sites., Explain how to customize and manage installation, maintenance, and deactivation contracts., Outline Direct Housing Management’s role in the manufactured housing recertification process.

**Primary Core Capability:**  
Housing

**Secondary Core Capability(s):** Planning

**Mission Areas:** Recover

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**Direct Housing Specialist**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Residential

**Duration (in Hours):** 36.0

**Duration (in Days):** 5.0

**Course Level:** N/A

**Continuing Education Units:**

General: 3.6

**Course Description:**

This course will train Individual Assistance (IA) Direct Housing Specialists and Logistics Manufactured Housing Specialists on program planning; direct field operations on private sites, commercial sites, and group sites; contract technical monitoring; coordination of housing unit supply; and direct interaction with housing occupants for recertification and other administrative functions.

Selection Criteria: FEMA personnel performing DH Specialist tasks

**Course Objectives:**

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

- Explain how to complete program planning tasks.
- Demonstrate how to identify, inspect, and determine feasibility of commercial, private, and group sites.
- Demonstrate how to complete a site, unit, recertification, and move-out inspection.
- Describe floodplain management, and environmental and historic preservation requirements with respect to mobile home sites.
- Describe how to monitor the work of Disaster Housing contracts/contractors.
- Describe how to document inspections.
- Describe the importance of creating daily field logs on inspections and tasks.
- Describe how to conduct interviews with applicants and occupants and document results.
- Demonstrate how to perform a land-use assessment to determine feasibility of a potential group site location.
- List examples of liaison activities between a Direct Housing Specialist and others (Logistics staff, other agency staff, private sector representatives, state and local agencies, other external inquirers).

**Other Prerequisites:**

Recommended: E0836, Individual Assistance Specialist; and IS0403, Introduction to Individual Assistance

**Primary Core Capability:**

Housing

**Secondary Core Capability(s):** Economic Recovery

**Mission Areas:** Recover

**Discipline(s):** Emergency Management

**Course POC:**

NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**

https://training.fema.gov/emicourses/schedules.aspx
Direct Housing Support Specialist (HOMES)  
E0493  

Training Provider: Emergency Management Institute  
Course Level: N/A  
Delivery Type: Residential  
Duration (in Hours): 32.0  
Duration (in Days): 4.0

Continuing Education Units:  
General: 3.2

Course Description:  
This course will train Individual Assistance (IA) Direct Housing Support Specialists in their role in supporting Direct Housing missions. The main topics of this course will include ensuring all Temporary Housing Unit transactions are complete and documented in Housing Operations Management Enterprise System (HOMES), maintaining documentation supporting the mission, performing recertifications, and understanding how to fulfill program administration activities. Selection Criteria: FEMA personnel performing DH Support Specialist tasks

Course Objectives:  
At the end of this course, participants will be able to:  
Demonstrate the site administration and workflow processing actions required for providing Manufactured Housing Units (MHUs) at preplaced and non-preplaced sites., Demonstrate how to differentiate between preplaced and non-preplaced work orders and the appropriate use for both types., Demonstrate how to use the “Work Order Results” and “Unit History” modules in the HOMES to look up unit and work order information., Demonstrate the ability to interpret a request for information and provide it accurately using the status codes found in HOMES., Demonstrate how to locate and communicate the status of any given unit., Demonstrate how to provide accurate information on the status of any given site, including types and quantities of pads and units., Demonstrate the use of the MHU sales and rent collection calculators., Demonstrate how to identify the correct letter templates for each stage of the MHU license revocation process., Explain the consequences of performing tasks outside the established processes.

Primary Core Capability:  
Housing

Secondary Core Capability(s): Economic Recovery

Mission Areas: Recover  
Discipline(s): Emergency Management

Course POC:  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:  
https://training.fema.gov/emicourses/schedules.aspx
Continuing Education Units:
General: 2.8

Course Description:
This course will provide FEMA employees with the knowledge, skills, and abilities necessary to support volunteer and donations management.
Selection Criteria: FEMA employees

Course Objectives:
At the end of this course, participants will be able to:
- Explain that volunteer and donations management principles have been developed over several decades.
- Explain the principles of volunteer and donations management.
- Explain characteristics and purpose of physical components that support volunteer and donations management.
- Differentiate among the roles of internal and external partners relative to volunteer and donations management.
- Analyze a state plan or annex on volunteer and donations management.

Primary Core Capability:
Operational Coordination

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Religious and Cultural Literacy and Competency in Disaster Train the Trainer

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential
Course Level: N/A
Duration (in Hours): 6.5
Duration (in Days): 1.0
Continuing Education Units:
General: .7

Course Description:
The purpose of the Train-the-Trainer for E/G/L0505 (Religious and Cultural Literacy and Competency) course is to provide a sound and consistent basis for training instructors on how to provide students with religious/cultural literacy and competency in disasters.
Selection Criteria: Successful completion of the IS0505 or Flexible Delivery IS0505 course, and preferably should have a background in both emergency management and religious and cultural literacy.

Course Objectives:
At the end of this course, participants will be able to:
Present course content as a subject matter expert., Use effective instructional practices to engage the learner., Facilitate rich discussion and engaging activities to enable learning., Integrate peer and instructor feedback to improve training skills.

Other Prerequisites:
IS0505 or Flexible Delivery IS0505

Primary Core Capability:
Community Resilience

Secondary Core Capability(s):
Economic Recovery, Health and Social Services, Mass Care Services, Natural and Cultural Resources, Public Health, Healthcare, and Emergency Medical Services

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Strategic Problem-Solving for the Workplace**

**Course Description:**
This course guides participants in the use of strategic problem-solving skills that they can apply to various workplace situations that require analysis and/or planning as well as solving workplace disputes at the lowest level and at the earliest opportunity. The benefits of using strategic problem-solving include more efficient use of time and energy, a more satisfied workforce, and a better work environment.

Selection Criteria: FEMA employees, either managerial or staff, who must apply strategic problem-solving skills in various workplace situations that require analysis and/or planning as well as solving workplace disputes at the lowest level and at the earliest opportunity.

CECs: 12

**Course Objectives:**
At the end of this course, participants will be able to:
- Define strategic problem-solving,
- Describe the process of “strategic problem solving."
- Demonstrate basic communication skills,
- Explain the role of non-verbal communications,
- Distinguish between positions and interests,
- Generate and evaluate options when practicing strategic problem-solving,
- Explain the concepts of best alternative to a negotiated agreement and worst alternative to a negotiated agreement,
- Evaluate options when practicing strategic problem-solving.

**Primary Core Capability:**
Operational Coordination

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**Course Title:** Basic Mediation Skills  
**Course Code:** E0542  
**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential  
**Duration (in Hours):** 36.0  
**Duration (in Days):** 4.5  

**Continuing Education Units:***  
General: 3.6

**Course Description:**
To excel in the workplace and in the world, people must have command of sophisticated conflict management strategies. This course explores the skills of mediation that are applicable to dispute resolution in any workplace. Participants will practice successful problem-solving and collaboration techniques.  
The teaching methodology will include interactive exercises, demonstrations, lectures, supervised role-plays, and group debriefings. Conflict resolution processes, principles, and theories will be presented.  
The five different conflict coping styles will be discussed, and participants will identify their own style. All participants will understand how to reduce and transform conflict in the workplace.  
**Selection Criteria:** FEMA permanent full-time employees and cadre of on-call response/recovery employees  
**CECs:** 12

**Course Objectives:**
At the end of this course, participants will be able to:
- Identify personal conflict resolution style.  
- Implement skills alone or in a co-mediation setting.  
- Facilitate the eight stages of a mediation.  
- Perform a mediation from inception to finish.

**Primary Core Capability:**  
Operational Coordination

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
Continuity Exercise Design

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 18.0
Duration (in Days): 3.0

Continuing Education Units:
General: 1.8

Course Description:
This course is designed to provide participants with the tools and hands-on experience necessary to develop continuity exercises for their organization. This course begins by explaining the unique aspects of continuity exercise design. The course also provides instruction on how to develop a continuity exercise and allows participants to use what they learn to create continuity exercises in class.

Selection Criteria: Participation is open to Federal, state, local, territorial, and tribal government employees responsible for Continuity of Operations Programs, planning, and planning continuity exercises. This also includes information technology (IT) managers, training and exercise managers and planners, security managers, and emergency managers.

Course Objectives:
At the end of this course, participants will be able to:
- Explain the viable elements and phases of continuity.
- Apply the Homeland Security Exercise and Evaluation Program (HSEEP) methodology to develop continuity exercises.
- Explain the key aspects of designing a continuity exercise.
- Design continuity exercises.
- Create continuity exercise documents.

Other Prerequisites:
Recommended: IS0546.a, Continuity of Operations Awareness; IS0547.a, Introduction to Continuity of Operations; E0550, Continuity of Operations Planning, or IS0524, Continuity of Operations Planner's Workshop; E0548, Continuity of Operations Planning Program Manager Train-the-Trainer Course; or IS0548, Continuity of Operations Program Manager Primary Core Capability:
N/A - Exercises

Secondary Core Capability(s): Planning

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Continuity of Operations Planning Program Manager Course

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident, Residential

**Duration (in Hours):** 13.0  
**Duration (in Days):** 2.0

**Course Level:** N/A

**Continuing Education Units:**
General: 1.3

**Course Description:**
The purpose of this course is to provide continuity training for Program Managers at the Federal, state, territorial, tribal, and local levels of government. It is critical that Continuity Managers understand their role, responsibilities, and resources available to help them develop a viable continuity capability for their organization.

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for Continuity of Operations.

**Course Objectives:**
At the end of this course, participants will be able to:
- Define Continuity of Operations.
- Explain the benefits of a viable continuity program.
- Identify the roles and responsibilities of key personnel.
- Identify essential elements of a viable continuity program.
- Identify continuity processes, resources, and tasks necessary to implement and manage a successful COOP program.

**Other Prerequisites:**
Participants must have knowledge of COOP Programs and the Federal Continuity Directives 1 and 2. Recommended: IS0547.a, Introduction to Continuity of Operations

**Primary Core Capability:**
Planning

**Mission Areas:** Protect, Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Continuity of Operations Planning

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential
Course Level: N/A
Duration (in Hours): 18.0
Duration (in Days): 3.0

Continuing Education Units:
General: 1.8

Course Description:
This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. COOP Plans facilitate the performance of essential functions during any situation which may disrupt normal operations. This course provides the skills and knowledge to improve the overall quality and workability of COOP Plans.

Selection Criteria: Participation is open to Federal, state, local, territorial, and tribal government employees responsible for managing a COOP Program.
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Correctly recognize the background and policy regarding continuity that affects development of continuity plans for reference in plan development., Develop a strategy to create a continuity plan using available requirements, guidance, and tools., Recognize and incorporate all the key elements of a viable continuity capability into an outline for their continuity plan., Explain the four phases of continuity and relate their application to the continuity planning process in your organization., Recognize factors that affect plan maintenance and distribution strategies based upon factors identified through best practices, requirements, and guidance., Demonstrate knowledge of key concepts and strategies for developing, implementing, and updating a continuity plan and adhering to requirements and guidance by passing the final exam with a score of at least 70%.

Other Prerequisites:
IS0547.a, Introduction to Continuity of Operations; or E0548, Continuity of Operations Planning Program Manager Train-the-Trainer CourseRecommended: IS0235.b, Emergency Planning

Primary Core Capability:
Planning

Mission Areas: Protect
Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Resilient Accord Cyber Security Planning Workshop  

Training Provider: Emergency Management Institute  
Delivery Type: Mobile/Non-Resident, Residential  
Course Level: N/A  
Duration (in Hours): 6.0  
Duration (in Days): 1.0

Continuing Education Units:  
General: .6

Course Description:  
This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. The purpose of the Resilient Accord Workshop is to increase Federal department and agency, state, local, territorial, and tribal jurisdictional continuity of operations awareness and discuss how to execute continuity operations resulting from a cyber security event.

Selection Criteria: Participation is open to Federal, state, local, territorial, and tribal government employees responsible for managing a Continuity of Operations Program.

Course Objectives:  
At the end of this course, participants will be able to:  
Define the importance of an increased organizational awareness of incorporating cyber security into continuity planning. Discuss how critical essential functions will continue through a cyber-security emergency and the planning required to perform those functions. Review the essential elements of a viable continuity capability. Identify solutions or alternative actions to challenges, gaps, or vulnerabilities in organizational continuity plans and procedures.

Other Prerequisites:  
Recommended: IS0546.a, Continuity of Operations Awareness; IS0524, Continuity of Operations Planner’s Workshop; or E/L0550, Continuity of Operations Planning

Primary Core Capability:  
Cybersecurity

Mission Areas: Protect, Respond, Mitigation

Discipline(s): Emergency Management

Course POC:  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:  
https://training.fema.gov/emicourses/schedules.aspx
**Determined Accord Workshop**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 6.0  
**Duration (in Days):** 1.0

**Continuing Education Units:**
General: .6

**Course Description:**
This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. The goal of the Determined Accord tabletop exercise is to assist in increasing a department or agency’s continuity readiness for a pandemic event. It also focuses on mitigating vulnerabilities during a continuity influenza pandemic outbreak and identifying gaps or weaknesses in pandemic planning in the organization of continuity plans, policies, and procedures.

**Selection Criteria:** Participation is open to Federal, state, local, territorial, and tribal government employees responsible for managing a Continuity of Operations Program.

**Course Objectives:**
At the end of this course, participants will be able to:
- Increase the Federal, state, territorial, tribal, and local government agencies’ awareness of the requirement to incorporate pandemic considerations and procedures into continuity planning,
- Identify special considerations for protecting the safety and health of employees and using community mitigation measures while maintaining essential government functions and services during a pandemic outbreak,
- Discuss continuity plans and procedures for telework and social distancing during a pandemic and identify best practices and areas requiring improvement,
- Review the essential elements of a viable continuity capability and explore how they correspond to continuity pandemic planning,
- Identify solutions or alternative actions to address challenges, gaps, or weaknesses for continuity presented during a pandemic event.

**Primary Core Capability:**
Public Health, Healthcare, and Emergency Medical Services

**Secondary Core Capability(s):** Planning

**Mission Areas:** Protect, Respond, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Guardian Accord Terrorism-Based Planning Workshop

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential
Course Level: N/A
Duration (in Hours): 6.0
Duration (in Days): 1.0

Continuing Education Units:
General: .6

Course Description:
This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. The purpose of the Guardian Accord Workshop is to increase Federal department and agencies, state, local, territorial, and tribal jurisdictions’ awareness about the importance of incorporating the specific risks of terrorism into continuity planning.

Selection Criteria: Participation is open to Federal, state, local, territorial, and tribal government employees responsible for managing a Continuity of Operations Program.

Course Objectives:
At the end of this course, participants will be able to:
Increase awareness of the sources, methods, and targets of terrorism., Explore the unique implications of a terrorist event on continuity programs and the ability to continue essential functions., Provide a forum to identify and correct gaps or vulnerabilities in organizational continuity plans and procedures.

Primary Core Capability:
Threats and Hazard Identification

Mission Areas: Protect, Respond, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
### Mission Essential Functions Workshop (Continuity Guidance)

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 12.0  
**Duration (in Days):** 2.0

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### Continuing Education Units:
- General: 1.2

### Course Description:
This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. The Mission Essential Functions Workshop is to assist Federal, state, local, territorial, and tribal levels of government continuity personnel to develop essential functions to support continuity of essential operations during and following a significant disruption to normal operations and reconstitution.

### Selection Criteria:
Participation is open to Federal, state, local, territorial, and tribal government employees responsible for managing a COOP Program.

### CECs: 12

### Course Objectives:
At the end of this course, participants will be able to:
- Begin the process to identify essential functions.
- Recognize and incorporate all the key elements of a viable continuity capability into an outline for their continuity plan.
- Identify mission essential functions.
- Identify essential supporting activities.
- Recognize factors that affect plan maintenance and distribution strategies based upon factors identified through best practices, requirements, and guidance.
- Conduct a business process analysis.
- Conduct a business impact analysis.
- Develop a mitigation strategy to reduce risk.

### Primary Core Capability:
Risk and Disaster Resilience Assessment

### Secondary Core Capability(s):
Planning

### Mission Areas:
Protect

### Discipline(s):
Emergency Management

### Course POC:
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

### Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Introduction to Information Management for Individual Assistance**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential

**Duration (in Hours):** 21.0  
**Duration (in Days):** 3.0

**Continuing Education Units:**  
General: 2.1

**Course Description:**
Information management is a critical component of an Individual Assistance (IA) operation, across all IA program areas. The goal of this course is to equip participants with the knowledge and tools to collect, record, disseminate, and manage information to provide the best possible situational awareness on all aspects of the IA program. Effective information management will result in proactive planning and decision-making, which provides the best service to disaster survivors. Selection Criteria: This course is designed for qualified Applicant Services Program Specialists with an open Task Book in one of the following positions: IA Reports Specialist, IA Planning Specialist or IA Liaison Specialist (inclusion of the IA Liaison Specialist is dependent on anticipated revisions to the FEMA Qualification System). IA Information Management Group Supervisors, Managers, Task Force Leaders, and Crew Leaders are encouraged to attend if space is available.

**Course Objectives:**
At the end of this course, participants will be able to:
- Describe the importance of IA information management. (Unit 2),
- Identify information needed and provided by various internal and external stakeholders. (Unit 3),
- Describe the shared and distinct responsibilities of the IA Reports Specialist and IA Planning Specialist. (Unit 5),
- Identify the purpose, source, and process to obtain required IA reports and plans. (Units 2, 4, and 6),
- Describe how to collect, analyze, and present data. (Units 2, 4, and 6)

**Prerequisite(s):** IA Applicant Services Program Specialist (E0836), Introduction to Individual Assistance (IS0403), Building Partnerships with Tribal Governments (IS0650.a), Emergency Support Functions (ESF) #6-Mass Care, Emergency Assistance, Housing, and Human Services (IS0806)

**Primary Core Capability:**
Housing

**Secondary Core Capability(s):** Operational Communications

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**Train the Trainer for Recovery from Disaster: The Local Community Role**

**Training Provider:** Emergency Management Institute

**Course Level:** N/A

**Duration (in Hours):** 28.0

**Duration (in Days):** 4.0

**Continuing Education Units:**
General: 2.8

**Course Description:**
This course will train SLTT representatives who will be teaching the G/L0205 or E0210 Recovery from Disaster: The Local Community Role course.

Selection Criteria: Course Manager approval

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

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

**Other Prerequisites:**
G/L0205 or E0210, Recovery from Disaster: The Local Community Role

**Primary Core Capability:**
N/A - Training and Education

**Mission Areas:** Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Emergency Management Framework for Tribal Governments

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 24.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.4

Course Description:
This 4-day course will provide tribal representatives with the information and strategies to develop or improve emergency management programs and systems within their tribal community. The course promotes the integration of all aspects of emergency management—from preparedness, response, recovery, and mitigation—into the planning process. The course will provide the knowledge and skills needed to improve the overall response to emergencies regardless of hazard, size, or complexity, and improve the sustainability of their tribal community and better protect tribal citizens, lands, culture, and sovereignty.

Selection Criteria: The target audience for this course includes, but may not be limited to: Tribal personnel who are responsible for overseeing the emergency planning and emergency management processes., Tribal personnel who may be assigned to a leadership or support position in emergency management or operations., Tribal council members, tribal leaders, and others who are responsible for the safety and security of the tribal population. The course will be limited to federally or state-recognized tribal government representatives. Exceptions are authorized by the Course Manager only.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
- Describe the legal and financial responsibilities for emergency planning and management.,
- Identify each emergency management phase and describe the tasks that are appropriate for each phase.,
- Describe how each emergency management phase fits into the emergency planning process.,
- Conduct a hazard analysis to quantify the risk to the tribe from the most common hazards.,
- List critical capabilities required to minimize the risk to tribal members from identified hazards.,
- Develop a list of areas in their emergency management systems that require updating based on the information and strategies.

Other Prerequisites:
Recommended: IS0100.b, Introduction to the Incident Command System, ICS 100; IS0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS0700.a, National Incident Management System, An Introduction; and IS0800.b, National Response Framework, An Introduction

Primary Core Capability:
Planning

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Emergency Operations for Tribal Governments

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 24.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.4

Course Description:
This 4-day course will provide tribal representatives with the information, skills, and strategies to improve overall emergency operations and make tribal governments more capable and self-sufficient during emergency operations. The course also promotes the integration of emergency operations across all functional lines in order to enhance the tribes’ overall response for all emergencies, regardless of hazard, size, or complexity.

Selection Criteria: The target audience for this course includes, but may not be limited to: Tribal personnel who are responsible for overseeing the emergency planning and emergency management processes., Tribal personnel who may be assigned to a leadership or support position in emergency management or operations., Tribal council members, tribal leaders, and others who are responsible for the safety and security of the tribal population. The course will be limited to federally or state-recognized tribal government representatives. Exceptions are authorized by the Course Manager only.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Describe the advantages of developing and implementing an integrated emergency management and operations program., Describe operational activities for each phase of emergency management., Identify the key players in each operational activity and the role that each would have., Explain the process for implementing critical operational components of the Emergency Operations Plan (EOP)., List the principles of the Incident Command System (ICS) and give one example of how each is applied., Describe the NIMS standard for resource management.

Prerequisite(s): Emergency Management Framework for Tribal Governments (E0580)

Other Prerequisites:
Recommended: IS0100.b, Introduction to the Incident Command System, ICS 100; IS0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS0700.a, National Incident Management System, An Introduction; and IS0800.b, National Response Framework, An Introduction

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management, Emergency Medical Services, Fire Service, Governmental Administrative, Law Enforcement, Public Health

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Mitigation for Tribal Governments**

*Training Provider:* Emergency Management Institute  
*Delivery Type:* Mobile/Non-Resident, Residential  
*Duration (in Hours):* 24.0  
*Duration (in Days):* 4.0

**Continuing Education Units:**  
General: 2.4

**Course Description:**
This 4-day course will provide tribal representatives with an understanding of mitigation opportunities and techniques, examples of mitigation success stories to reduce future losses from natural or other hazards, and an overview of available FEMA mitigation programs. Primary emphasis is on helping tribal emergency managers and planners recognize a successful planning process, identify planning team members, identify mitigation planning requirements and effective mitigation opportunities to improve the sustainability of their tribal community, and better protect tribal citizens, lands, culture, and sovereignty.

Selection Criteria: Tribal representatives involved in emergency management, planning, economic development, and tribal leaders/elected officials. The course will be limited to federally or state-recognized tribal government representatives. Exceptions are authorized by the Course Manager only.

CECs: 12

**Course Objectives:**
At the end of this course, participants will be able to:
- Identify and organize technical experts and mitigation stakeholders to participate in the mitigation planning process.
- Identify hazards that pose a threat to the tribe and determine the probable degree of damage from each.
- Develop a tribal mitigation plan that prioritizes hazards and identifies, evaluates, and prioritizes mitigation actions and activities.
- Prepare an implementation strategy, implement the mitigation plan, and monitor its effectiveness over time.

**Prerequisite(s):** Emergency Management Framework for Tribal Governments (E0580)

**Other Prerequisites:**
Recommended: E0581, Emergency Operations for Tribal Governments

**Primary Core Capability:**
Planning

**Mission Areas:** Common

**Discipline(s):** Emergency Management, Emergency Medical Services, Fire Service, Governmental Administrative, Law Enforcement, Public Health

**Course POC:**
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Human Resources Basic  

Training Provider: Emergency Management Institute  
Delivery Type: Mobile/Non-Resident, Residential  
Course Level: N/A  
Duration (in Hours): 32.0  
Duration (in Days): 5.0

Continuing Education Units:
General: 3.2

Course Description:
This 5-day course is designed to help participants prepare for success as a Human Resources (HR) Specialist at a Joint Field Office. The course provides HR Specialists with the basics in five main areas including: Deployment Function, Recruiting and Hiring Function, Time and Attendance Function, Employee Relations, Employee Services.

Selection Criteria: The course is limited to FEMA HR cadre employees with the FQS title of HR Specialist Trainee and to Finance and Admin Chief Candidates.

Course Objectives:
At the end of this course, participants will be able to:
1. List the 7 Department of Homeland Security (DHS) components.
2. Describe the Surge Capacity Force.
3. Describe at least 2 legislative documents that give FEMA the authority to operate.
4. Identify FEMA's core values as documented in FEMA Publication 1 (Pub 1).
5. Discuss FEMA’s Incident Management and Support Keystone.
6. List 4 temporary disaster facilities used by FEMA.
7. Distinguish between FEMA's employee types.
8. Identify FEMA's core values as documented in FEMA Publication 1 (Pub 1).
10. List 4 temporary disaster facilities used by FEMA.
11. Distinguish between FEMA's employee types.
12. List 3 of FEMA's Disaster Functional Groups (Cadres).
13. Describe the organization structure of FEMA's HR Unit at a Joint Field Office (JFO).
14. Recite the mission of the HR Unit.
15. List the major responsibilities of the HR Unit.
16. List some of the immediate tasks performed when setting up the HR Unit.
17. Describe the purpose of the Administrative Memorandum (Admin Memo).
18. Establish an HR Information Center at a JFO.
19. Access the HR Toolkit from the HR SharePoint site.
20. Explain the policies for rotation and non-rotation leave requests.
22. List the steps in the HR close-out process at the JFO.
23. Identify the purpose of the Local Hire program.
24. List the requirements of the Local Hire program, including considerations for Reservists transferring to Local Hires.
25. Initiate and execute the Local Hire process.
26. Determine wages for various positions.
27. Apply the interview process.
28. Organize a Local Hire orientation.
29. Welcome the Local Hire.
30. List the handouts for Local Hires.
31. Complete the forms for the Local Hire packet.
32. Describe the process for termination.
33. Define the different titles associated with a timekeeper.
34. List time and attendance responsibilities.
35. Discuss key things an HR Specialist should check.
36. Discuss payroll processing cycle vs. the pay period cycle.
37. Discuss pay issues, waivers, and administrative duties.
38. Discuss delegation of authority.
39. Navigate webTA.
40. Discuss Deployment Directive.
41. List event SPOC responsibilities.
42. Navigate through Deployment Tracking System.

Primary Core Capability:
N/A - None

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov
Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Human Resources Intermediate**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 32.0  
**Duration (in Days):** 5.0  

**Course Level:** N/A  

**Continuing Education Units:**  
General: 3.2

**Course Description:**  
This 4-day course is designed to help participants prepare for success as a Human Resources (HR) Manager at a Joint Field Office (JFO). The course provides HR Managers with information on serving as a first-line supervisor to HR Specialists who execute the deployment, time and attendance, and recruiting and hiring functions.  
Selection Criteria: The course is limited to FEMA HR cadre employees with the FQS title of HR Manager Trainee.

**Course Objectives:**  
At the end of this course, participants will be able to:  
Describe the roles and responsibilities of an HR Manager at the JFO.,  
Provide oversight over HR Specialists who execute the deployment function, recruitment and hiring function, and the time and attendance function.,  
Explain the process for organizing and staffing an HR Unit within the JFO.,  
Demonstrate effective leadership and supervision practices in accordance with HR policies.,  
Troubleshoot HR issues and devise solutions in accordance with policies and acceptable practices.

**Primary Core Capability:**  
N/A - None

**Mission Areas:** Common  
**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**Human Resources Advanced**  
**E0592**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 32.0  
**Duration (in Days):** 5.0

### Continuing Education Units:
- General: 3.2

### Course Description:
This 5-day course provides advanced training for Human Resources (HR) Unit Leaders to establish and implement strategies in a catastrophic disaster to:
- Foster HR integrity,
- Ensure consistency,
- Deliver excellent customer service,
- Promote team unification

**Selection Criteria:** The course is limited to FEMA HR cadre employees with the FQS title of HR Unit Leader Trainee.

### Course Objectives:
At the end of this course, participants will be able to:
- Identify and apply HR policies and regulations.,
- Assess disaster situation and staffing needs.,
- Determine responsibility assignments.,
- Identify critical relationships.,
- Follow Office of the Chief Component Human Capital Officer procedures for addressing issues related to employee relations in disaster operations.,
- Describe how the HR Unit Leader demonstrates effective leadership of the HR Unit during disaster operations.,
- Exhibit effective verbal and written communication skills while conducting HR business in a disaster.,
- Given a disaster scenario and specific requirements, make decisions to effectively manage HR activities during catastrophic disaster operations.

**Prerequisite(s):** Leadership & Influence (IS0240.b), Decision-Making and Problem-Solving (IS0241.b)

**Other Prerequisites:**
- E0603, FEMA Incident Workforce Academy (FIWA-Tier 3) for First-Line Supervisors

**Primary Core Capability:**
- N/A - None

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
- NETC Admissions  
- POC Work Phone: 301-447-1035  
- POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
- [https://training.fema.gov/emicourses/schedules.aspx](https://training.fema.gov/emicourses/schedules.aspx)
FEMA Incident Workforce Academy (FIWA) Surge Capacity Force  

Training Provider: Emergency Management Institute  
Course Level: N/A  
Delivery Type: Residential  
Duration (in Hours): 21.0  
Duration (in Days): 3.0

Continuing Education Units:  
General: 2.1

Course Description:  
This course provides Surge Capacity Force Volunteers from other Federal agencies the general knowledge needed to work effectively in the FEMA disaster workplace.

Course Objectives:  
At the end of this course, participants will be able to:  
Have the general knowledge of the FEMA organizational structure, programs, and procedures needed to perform in a FEMA disaster workplace environment.

Primary Core Capability:  
Operational Coordination

Secondary Core Capability(s): Logistics and Supply Chain Management

Mission Areas: Protect, Respond, Recover

Discipline(s): Emergency Management

Course POC:  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:  
https://training.fema.gov/emicourses/schedules.aspx
Continuing Education Units:
General: 3.2

Course Description:
This 4-day course provides instruction and exercise of the skills and abilities that FEMA Command and General Staff must possess in order to be successful leading disaster operations. The leadership competencies that will be addressed in this course have been grouped into three overarching topics: Strategic and Critical Thinking; Collaboration and Communication; and Program Management. This course includes a Gettysburg Battlefield staff ride, led by a certified Gettysburg guide, focusing on the historical elements of Civil War campaigns and leadership competencies as they apply to FEMA leadership of the Joint Field Office.

Selection Criteria: The primary audience for this course is FQS Positions: Tier 1 Staff Positions: All Section Chiefs Type 1, 2, 3, Branch Directors Type 1, 2, All Officers Type 1, 2

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

Describe the knowledge and/or skills the Command and General Staff need to master to successfully manage the obligations set forth in the Stafford Act for incident management operations focusing on situational analysis and reasoning, political savvy, and external awareness elements of disaster operations leadership., Describe collaboration and communication techniques enabling reaching mutual understanding with stakeholders with the goal of delivering services to disaster survivors focusing on leading teams and working with joint teams; planning, managing, and conducting joint operations; and techniques for Intelligence and Information sharing and dissemination., Describe the knowledge and/or skills the Command and General Staff need to master in order to be successful incident managers focusing on incident management, crisis management, and financial management issues in delivering services to disaster survivors., Analyze and discuss the historical implications of Civil War events presented during the battlefield staff ride as they pertain to current Command and General Staff position leadership responsibilities., Participate in the panel discussion, sharing best practices involving actual disaster operations experiences, informing the policies, procedures, statutes, etc., used in facilitating the outcome to benefit delivering services to disaster survivors.

Prerequisite(s): FEMA Incident Workforce Academy (FIWA-Tier 2) for Middle Managers (E0602), FEMA Incident Workforce Academy (FIWA-Tier 3) for First-Line Supervisors (E0603), Emergency Manager Orientation (E0604)

Other Prerequisites:
Recommended Prerequisites: Advanced Reading Requirement: The Killer Angels by Michael Shaara (1974): An historical novel about the Gettysburg Battle of the Civil War; awarded the Pulitzer Prize for Fiction in 1975. Advanced Suggesting Viewing: Gettysburg (1993) from the novel The Killer Angels by Michael Shaara. Follows the Battle of Gettysburg during the American Civil War, starring Tom Berenger, Jeff Daniels, and Martin Sheen. Gettysburg runs 254 minutes (4 hours, 14 minutes) on VHS and DVD. E/L/B0565 was recently transitioned to E/L0601. If an individual has completed E/L/B0565 previously, he/she need not apply for E/L0601. These courses are considered equivalent in the FEMA Deployment Tracking System (DTS)/Qualification Management Portal (QMP).
Primary Core Capability:
N/A - None

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Continuing Education Units:
General: 3.5

Course Description:
This course provides instruction and exercise on middle management leadership goals, procedures, policies, and strategies to develop the participants’ leadership abilities so they serve effectively as middle-managers in a disaster operation. In addition, participants will receive instruction in ICS 300: Intermediate Incident Command System for Expanding Incidents, and ICS 400: Advanced Incident Command System for Command and General Staff—Complex Incidents, during the first week of this 2-week course schedule.

Selection Criteria: The primary audience for this course is FQS Positions: Tier 2 Staff Positions: All Officers Type 3, All Titled Group Supervisors, Division Supervisors, All Unit Leaders, Coordinators, All Assistants, All Leads

Course Objectives:
At the end of this course, participants will be able to:
Identify operational architecture and organizational structure issues that will be encountered., Explore leadership theories and establish personal leadership goals., Identify issues of importance in staffing a JFO, and ways to work harmoniously and effectively with the staff., Address the communication issues that middle manager could encounter during disaster operations., Identify effective strategies for managing interpersonal challenges: conflict, team culture, and stress management., Identify discrimination, retaliation, harassment, and accommodation issues that middle manager may encounter., Provide an opportunity for problem-solving performance management challenges., Describe the role of the middle manager in practicing good stewardship of Federal resources.

Other Prerequisites:
Recommended: E0604, FEMA Incident Workforce Academy—Specialist Series; IS0100.b, Introduction to the Incident Command System, ICS 100; IS0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS0700.a, National Incident Management System, An Introduction; and IS0800.b, National Response Framework, An Introduction

Primary Core Capability:
N/A - None

Mission Areas: Respond, Recover
Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
FEMA Incident Workforce Academy (FIWA-Tier 3) for First-Line Supervisors

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 35.0
Duration (in Days): 5.0

Continuing Education Units:
General: 3.5

Course Description:
This course provides the first-line supervisor in an incident management position tools to be successful. It includes strategies, opportunities to practice leadership skills, and best practices. Selection Criteria: The primary audience for this course is FEMA FQS Positions: Tier 3 Staff Positions: All Task Force Leaders, All Crew Leaders, All Managers, All Assistant Managers, Advisors

Course Objectives:
At the end of this course, participants will be able to:
Describe the role of the first-line supervisor as a leader in disaster operations., Identify effective strategies for managing interpersonal challenges., Demonstrate understanding of policies and procedures and where to locate them., Identify a first-line supervisor’s responsibility regarding Employee Rights., Review Incident Command System., Demonstrate an understanding of how the interaction of the first-line supervisor and Command and General Staff are key components of successful JFO operations., Describe the role of the first-line supervisor in practicing good stewardship of Federal resources., Identify and demonstrate effective oral and written communication strategies., Describe competencies critical to effectively managing subordinate performance.

Other Prerequisites:
Recommended: E0604, FEMA Incident Workforce Academy—Specialist Series; IS0100.b, Introduction to the Incident Command System, ICS 100; IS0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS0700.a, National Incident Management System, An Introduction; and IS0800.b, National Response Framework, An Introduction

Primary Core Capability:
N/A - None

Mission Areas: Respond, Recover
Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Sunflower Asset Management System (SAMS)**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 60.0  
**Duration (in Days):** 10.0

**Continuing Education Units:**  
General: 6

**Course Description:**  
This course introduces Logistics Managers to the most widely used functions of the Sunflower Asset Management System (SAMS) software and prepares all participants to use SAMS in real-world scenarios through lectures, discussions, and hands-on activities.

The goal of this course is to provide participants with the knowledge and skills necessary to use SAMS during a disaster to effectively manage the routing and tracking of supplies.

Selection Criteria: The audience for this course consists of FEMA Logistics Personnel such as Accountable Property Officer, Accountable Property Specialist, Property Management Officer, Ordering Unit Lead, Logistics Chief (in case they came through a different route than APO).

**Course Objectives:**  
At the end of this course, participants will be able to:
- Describe the roles and responsibilities of the Accountable Property Officer (APO) and the Property Management Officer (PMO).
- Demonstrate how to effectively navigate and use the functionality of the SAMS dashboard.
- Demonstrate how to use SAMS to enter and modify catalog records.
- Explain the basic processes, procedures, and best practices pertaining to each of the three event types (Initial, Ongoing, and Final).
- Describe the key processes, best practices, and procedures related to Initial Events and Assets.
- Demonstrate how to modify stock records.
- Demonstrate how to generate hand receipts for single and multiple assets.
- Demonstrate how to create a shipment and container.
- Explain the key procedures and processes of receiving shipments and containers within SAMS.
- Identify key processes, best practices, and procedures for handling Ongoing Events in SAMS.
- Describe key features of the fleet and maintenance functionality.
- Describe the key aspects of materials management.
- Demonstrate how to run inventory campaigns in SAMS.
- Describe key features and processes related to running SAMS-generated reports.
- Complete administrative and course evaluation tasks.

**Other Prerequisites:**  
IS0023, Custodial OfficerIS0024, Receiving OfficerIS0025, Basic Property Management

**Primary Core Capability:**  
N/A - FEMA Employee Training

**Secondary Core Capability(s):** Logistics and Supply Chain Management

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**Introduction to Federal Staging Area (FSA) Operations**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident, Residential

**Course Level:** N/A

**Duration (in Hours):** 14.0

**Duration (in Days):** 2.0

**Continuing Education Units:**
General: 1.4

**Course Description:**
This course trains FEMA, Other Federal Agency (OFA), and other key personnel in the setup, management, and operations of a Federal Staging Area (FSA).

**Selection Criteria:** The class is open to Operations, Logistics, and Planning personnel in FEMA and OFAs who have or who will operate in a FEMA Staging Area.

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

Learn and practice standard procedures in the areas essential to the success of FSA operations, including:
- Identifying Federal Staging Areas (ISB-FSA-MHU),
- Activating the site,
- Establishing the Staging Area,
- Establishing communications,
- Explaining Receiving and Distribution,
- Creating a Site Layout,
- Staging Manufactured Housing Units,
- Demobilization and Retrograde,
- Strategic partners.

**Prerequisite(s):** Mission Assignment Overview (IS0293)

**Other Prerequisites:**
Recommended: IS0026, Guide to Points of Distribution

**Primary Core Capability:**
N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Single Point Order Tracking

**Training Provider:** Emergency Management Institute

**Course Level:** N/A

**Delivery Type:** Mobile/Non-Resident, Residential

**Duration (in Hours):** 12.0

**Duration (in Days):** 2.0

Continuing Education Units:

- General: 1.2

**Course Description:**

Single Point Order Tracking (SPOT) is defined as an Agency-wide integrated and standardized process to manage and track all resource orders for disaster supplies, equipment, services, personnel, and teams; from order to delivery to the end user or customer. This course provides the step-by-step process and business practices for SPOT and will provide opportunities to practice working in teams to apply the SPOT process.

Selection Criteria: The audience for this course consists of FEMA Logistics Personnel with ordering responsibilities at a disaster. Positions include Logistics Section Chiefs; Support, Service, and External Branch Directors; Ordering Unit Lead; Ordering Manager; Ordering Specialist; Logistics Systems Manager; and Logistics Systems Specialist.

**Course Objectives:**

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

- Describe the objectives and expectations of the course,
- Identify the purpose, background, and advantages of the SPOT process,
- Describe the major stakeholders, roles, and responsibilities involved in the SPOT process,
- Describe the 8-step SPOT process from the point of request to delivery,
- Demonstrate how to complete the SPOT process for assigned role(s) given a scenario and working as part of a team,
- Complete administrative and course evaluation tasks.

**Other Prerequisites:**

Field experience in support of multiple disaster field operations and pre-course reading assignment of the Single Point Order Management and Tracking Directive.

**Primary Core Capability:**

- Critical Transportation

**Secondary Core Capability(s):** Planning

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**

NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**

https://training.fema.gov/emicourses/schedules.aspx
Managing Logistics Fiscal Responsibilities

Training Provider: Emergency Management Institute  
Course Level: N/A
Delivery Type: Mobile/Non-Resident, Residential, Indirect  
Duration (in Hours): 18.0
Duration (in Days): 3.0

Continuing Education Units:
General: 1.8

Course Description:
The goal of this course is to identify the financial functions and actions of the Logistics Section at the Incident Management level, to understand the necessity of coordination amongst incident stakeholders, and to enable participants to apply sound principles and practices involving fiscal management and accountability.
Selection Criteria: The audience for this course consists of FEMA Logistics personnel with financial responsibilities at a disaster. Positions include Logistics Section Chiefs, Support, Service, and External Branch Directors, Ordering Unit Lead, Ordering Manager, Ordering Specialist, Logistics Systems Manager, Logistics Systems Specialist.
Note: Students with credentials in multiple disciplines are prime student candidates.

Course Objectives:
At the end of this course, participants will be able to:
Describe the objectives and expectations of the course., Define basic criteria for obligating government funds., Describe the roles and responsibilities involved in Logistics fiscal management., Describe the requisition process., Identify the appropriate order method for a given resource request., Determine how funding requirements are met., Demonstrate an understanding of the spend plan generation process.

Prerequisite(s): Single Point Order Tracking (E0662)

Primary Core Capability:
N/A - None

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Examining Emergency Management Policy and Doctrine

Training Provider: Emergency Management Institute
Delivery Type: Residential

Course Level: N/A
Duration (in Hours): 32.0
Duration (in Days): 4.0

Continuing Education Units:
General: 3.2

Course Description:
EMI, partnering with our Nation's best and brightest, will convey cutting edge models and approaches to the core competencies areas of systems thinking for emergency management, leading complex systems, methodologies to take ideas from inception to innovation, net centric visioning and designing, presenting for impact. The course is highly interactive and includes relevant case studies and realistic simulation exercises for emergency management executives.

Selection Criteria: Formal acceptance into the Executive Academy is required.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Lead and coordinate across jurisdictions, agencies, public, non-profit, and private sectors in order to significantly enhance the ability to prepare for, protect against, respond to, recover from, and mitigate all hazards using the Whole Community systems approach., Shape emergency management policy, decision-making, and execution by providing subject matter expertise and other specialized advice and analysis to those higher in the chain of command., Hone individual executive critical thinking, understand and practice approaches for effective innovation implementation and presentation for impact reports., Assess unique challenges facing the emergency response system to enhance situational awareness during an emergency., Understand one’s reactions to an emergency and that of other people in order to effectively manage the fast-changing, emotionally charged situations in a major crisis and direct oneself and others toward meaningful response activity., Identify and assess complex relationships among organizations with competing interests and develop policies, strategies, and processes to resolve disputes and better coordinate mutually interdependent activities., Apply different levels of “connectivity” (integrated, parallel, and competitive) and models such as the meta-leadership model to enhance organizational and inter organizational performance.

Other Prerequisites:
Acceptance into the National Emergency Management Executive Academy

Primary Core Capability:
N/A - None

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Leading Complex Systems**

*Course Provider:* Emergency Management Institute  
*Delivery Type:* Residential  
*Course Level:* N/A  
*Duration (in Hours):* 32.0  
*Duration (in Days):* 4.0

**Continuing Education Units:**
General: 3.2

**Course Description:**
This course provides the emergency management leader current research and experiential activities to refine the competency areas of critical thinking, applying decision making models and theory, continuous learning, emergency management ethics, conflict management, leadership and collaboration and social intelligence. Participants to further develop critical thinking skills and novel problem-solving techniques when dealing with the complexity and pressures that are associated with emergency management executive-level decision-making, specifically applying these competency areas to the program final project.

**Selection Criteria:** Formal acceptance into the Executive Academy is required.

**Course Objectives:**
At the end of this course, participants will be able to:
- Apply emergency management historical knowledge to better build, sustain, and improve the capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.
- Leverage knowledge of economic factors, demographic drivers, political considerations, and emerging issues to shape emergency management policy and decision-making.
- Assess and apply societal factors, including sociology and social responsibility, when developing emergency management policies and strategies for disaster preparedness, mitigation, protection, response, and recovery.
- Establish communication strategies for developing and maintaining high-value partnerships across disciplines and sectors.
- Evaluate and apply concepts of complexity and strategy to address disasters and disaster preparedness.

**Other Prerequisites:**
Acceptance into the National Emergency Management Executive Academy

**Primary Core Capability:**
N/A - None

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Interpreting the Contemporary Emergency Management Environment

Training Provider: Emergency Management Institute  
Course Level: N/A  
Delivery Type: Residential  
Duration (in Hours): 32.0  
Duration (in Days): 4.0

Continuing Education Units:
General: 3.2

Course Description:
This course will focus on the tools and techniques for understanding and managing emergencies and disasters by examining the executive level competencies areas of disaster risk management, scientific, geographic and sociocultural considerations and emerging technology application and adoption.
Selection Criteria: Formal acceptance into the Executive Academy is required.

Course Objectives:
At the end of this course, participants will be able to:
Understand risk analysis, decision-making theory and application., Understand the special requirements of infrequent, cascading, ill-characterized, long-lived, and escalating events., Recognize ways to improve popular perceptions of risk and influence public behavior during hazard crises., Describe how science/technology is communicated and interpreted within the scientific community., Describe how emergency management executives can leverage science and technology to prepare for, prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risks., Identify, prioritize, engage, and use scientific and technology resources to enhance policy and decision-making in all key emergency management mission areas., Apply scientific and predictive modeling, data collection and analysis techniques, and technology to policy and decision-making., Tailor science and technology-based messaging to various segments of the Whole Community., Interpret and communicate science and technology information in a way that effectively informs and influences senior officials and other decision makers at the Federal, state, local, tribal, and global levels.

Other Prerequisites:
Acceptance into the National Emergency Management Executive Academy

Primary Core Capability:
N/A - None

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
### Creating the Emergency Management Stakeholder Community

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential  
**Duration (in Hours):** 32.0  
**Duration (in Days):** 4.0

#### Continuing Education Units:
- General: 3.2

#### Course Description:
This course will cover the executive level core competencies of facilitating community risk ownership, civics/governance considerations, political skills and influence skills. Management and leadership behaviors, including policy and strategy-level decisionmaking, are emphasized throughout the week. Final culminating academy projects will be presented during this final course to high-level emergency management and/or homeland security officials.

**Selection Criteria:** Formal acceptance into the Executive Academy is required.

#### Course Objectives:
At the end of this course, participants will be able to:
- Lead and coordinate using a Whole Community emergency management approach towards risk management.
- Establish, maintain, interpret, and apply situational awareness in political situations and effectively exercise influence.
- Manage emotionally charged situations.
- Implement effective strategies for leading up, down, and across organizational boundaries.
- Apply critical thinking, innovation, and adaptive strategies to solve problems as demonstrated in final academy project product and presentation.

#### Other Prerequisites:
Acceptance into the National Emergency Management Executive Academy

**Primary Core Capability:**  
N/A - None

**Mission Areas:** Common  
**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
Disability Integration Advisor Lead

Training Provider: Emergency Management Institute
Delivery Type: Residential

Course Level: N/A
Duration (in Hours): 28.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.8

Course Description:
This course will equip participants with the skills needed to perform effectively as a Disability Integration Advisor Lead.

Selection Criteria: Identified Disability Integration Advisor Leads who require this course under the FEMA Qualification System

Course Objectives:
At the end of this course, participants will be able to:
- Explain crucial issues, decisions, and actions the DIA Lead must oversee during each phase and/or transition of disaster operations as outlined in all official guidance, policies and directives, and the DIA Lead FQS Position Task Book (PTB).
- Describe the key laws, regulations, policy, and guidance that apply to civil rights, disability-inclusive emergency management, and FEMA.
- Demonstrate the characteristics of a collaborative leader in terms of the DIA Lead’s role and responsibilities.
- Describe a system for managing the Disaster Integration Advisor’s team and developing DIA staff.
- Describe how the DIA Lead works within the JFO environment while maintaining a collaborative and open relationship with the region, headquarters, and the affected community.
- Explain the DIA Lead’s role as advisor and change agent in advancing principles of equal access and full inclusion across disaster operations. “Equal access and full inclusion” include physical access, program access, effective communication access, and reasonable modifications.

Prerequisite(s): FEMA Disability Integration Advisor (E0692)

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**FEMA Disability Integration Advisor**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Course Level:** N/A  
**Duration (in Hours):** 21.0  
**Duration (in Days):** 3.0

**Continuing Education Units:**  
General: 2.1

**Course Description:**  
This course will provide the participant with the skills needed to perform effectively as a trainee Disability Integration Advisor (DIA).  
Selection Criteria: Participants will be FEMA DIAs.

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Model disability-inclusive behavior.  
- Identify the roles and structures of field operations.  
- Relate the role of a DIA to FEMA’s and the Office of Disability Integration and Coordination’s (ODIC’s) missions.  
- Describe the types of internal and external actions a DISA trainee is likely to perform during the initial days of a disaster deployment.  
- Describe how to function effectively as a DIA during daily operations.

**Primary Core Capability:**  
Operational Coordination

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**FEMA Resources Unit Leader**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident, Residential

**Course Level:** N/A

**Duration (in Hours):** 24.0

**Duration (in Days):** 4.0

**Course Description:**
This course provides participants with the knowledge and skills to successfully perform Resources Unit Leader (RESL) position-specific tasks when assigned to a Joint Field Office (JFO).

**Selection Criteria:** Must be a trainee in this position (RESL) and have been issued the Position Task Book by a certifying official, as outlined in the FEMA Qualification System.

**Course Objectives:**
At the end of this course, participants will be able to:
- Describe the purpose and appropriate use of the FEMA Position Task Book (PTB).
- Describe the Incident Command System (ICS) organization for a FEMA response, including the Planning Section and the Resources Unit.
- Identify the roles and responsibilities of the Resources Unit Leader (RESL) during all phases of the incident action planning process and all parts of the incident.
- Demonstrate how to fill out FEMA ICS forms to which the Resources Unit contributes.
- Demonstrate how to establish the check-in process, including acquiring, transmitting, and reporting information about resources.
- Demonstrate the ability to validate resource information obtained during the incident.
- Describe the planning process, including the Planning “P.”
- Identify the required information and RESL activities for a Unit transition, demobilization, or closeout.

**Other Prerequisites:**
Proficiency in Microsoft Word, Excel, and PowerPoint, and an active Homeland Security Information Network account

**Recommended:** E/G0300, ICS 300: Intermediate Incident Command System for Expanding Incidents; IS0700.a, National Incident Management System, An Introduction; and IS0800.b, National Response Framework, An Introduction

**Primary Core Capability:** Planning

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**FEMA Planning Section Chief**

*Training Provider:* Emergency Management Institute  
*Delivery Type:* Mobile/Non-Resident, Residential  
*Duration (in Hours):* 24.0  
*Duration (in Days):* 4.0  
*Course Level:* N/A

**Continuing Education Units:**  
General: 2.4

**Course Description:**  
This course provides participants with the knowledge and skills to successfully perform Planning Section Chief (PSC) position-specific tasks when assigned to a Joint Field Office.  
*Selection Criteria:* Must be a trainee in the PSC position and have been issued the Position Task Book by a certifying official, as outlined in the FEMA Qualification System.

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Describe the purpose of the Position Task Book (PTB) and its relationship to the FEMA Qualification System (FQS).  
- Identify PSC roles and responsibilities.  
- Identify an appropriate leadership approach to given situations.  
- Explain Phase 1 of the incident action planning process.  
- Describe the coordination of meeting schedules.  
- Identify the Planning Section roles, responsibilities, and functions.  
- Determine Planning Section needs specific to an incident.  
- Identify Planning Section forms responsibilities.  
- Describe the various plans produced by the Planning Section.  
- Assess Emergency Support Functions (ESFs) needs specific to an incident.  
- Demonstrate the facilitation of the Unified Coordination Group Incident Objectives Meeting.  
- Describe mobilization procedures.  
- Demonstrate knowledge for organizing and establishing a high-performance Planning Section.  
- Explain the process for maintaining quality assurance within the Planning Section.  
- Demonstrate the ability to delegate work.  
- Explain the key factors to facilitating the Command and General Staff Meeting.  
- Describe the difference between formal and informal communications.  
- Identify interactions within the Planning Section.  
- Recognize and properly handle protected and sensitive information.  
- Identify interactions external to the Planning Section.  
- Describe operations planning during an incident.  
- Demonstrate the Planning Section Chief’s role in the various meetings and briefings for Phases 3-5 of the incident action planning process.  
- Explain how changes are made to the Incident Action Plan (IAP) by the Planning Section.  
- Establish an After-Action Report (AAR) and lessons learned process.  
- List the components of the final documentation package.  
- Prepare for an agency executive debriefing.  
- Recognize other reports and narratives that may be required.

**Other Prerequisites:**  
Proficiency in Microsoft Word, Excel, and PowerPoint  
Recommended: E/G0300, ICS 300: Intermediate Incident Command System for Expanding Incidents; ISwe0700.a, National Incident Management System, An Introduction; and IS0800.b, National Response Framework, An Introduction

**Primary Core Capability:**  
Planning

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov
Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**FEMA Planning Support Unit Leader**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident, Residential

**Course Level:** N/A

**Duration (in Hours):** 18.0

**Duration (in Days):** 3.0

**Continuing Education Units:**

General: 1.8

**Course Description:**
This course provides participants with the knowledge and skills to successfully perform Planning Support Unit Leader (PLSL) position-specific tasks when assigned to a Joint Field Office (JFO).

Selection Criteria: FEMA personnel who will serve as PLSLs.

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

- Describe the roles and responsibilities of the PLSL and the Planning Support Unit (PSU).
- Demonstrate briefing skills given various scenarios.
- Staff a PSU for a given scenario.
- Describe the FEMA Incident Action Planning process.
- Describe and develop various incident plans that are the responsibility of the PSU.

**Other Prerequisites:**
Proficiency in Microsoft Word, Excel, and PowerPoint, an active Homeland Security Information Network (HSIN) account, and a WebEOC account

Recommended: E/G0300, ICS 300: Intermediate Incident Command System for Expanding Incidents; IS0700.a, National Incident Management System, An Introduction; and IS0800.b, National Response Framework, An Introduction

**Primary Core Capability:**
Planning

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**Fundamentals of Grants Management Train the Trainer**

**Course Level:** N/A

**Delivery Type:** Mobile/Non-Resident, Residential

**Duration (in Hours):** 16.0

**Duration (in Days):** 2.0

**Training Provider:** Emergency Management Institute

**Continuing Education Units:**
General: 1.6

**Course Description:**
To provide participants with knowledge related to training adults, skills to present and facilitate training, and an opportunity to apply this knowledge during classroom activities.

**Selection Criteria:**
This course provides FEMA Grants Management subject matter experts with the skills they need to effectively present units in the E/L0705 Fundamentals of Grants Management course. The target audience for this course are subject matter experts who are responsible for delivering the E/L0705 Fundamentals of Grants Management course.

**Course Objectives:**
At the end of this course, participants will be able to:
- Demonstrate the ability to establish a conducive learning environment during an effective 20-minute presentation of a Fundamentals of Grants Management unit.
- Demonstrate effective instructional presentation skills.
- Demonstrate skills for facilitating classroom interactions.
- Deliver one instructional presentation from the Fundamentals of Grants Management course.

**Other Prerequisites:**
Attend E0705 Fundamentals of Grants Management. Teach back assignments for the participants will be made prior to or during the E0705 Fundamentals of Grants Management course.

**Primary Core Capability:**
N/A - Training and Education

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions

POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Fundamentals of Grants Management

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential
Course Level: N/A
Duration (in Hours): 24.0
Duration (in Days): 3.0

Continuing Education Units:
General: 2.4

Course Description:
This course is designed for FEMA grantees and sub-grantees. It includes discussion and activities to improve the ability of FEMA grantees to administer Federal grant funding.

Selection Criteria: Participants must be FEMA grantees or sub-grantees ONLY. Invitations and course announcements are sent to grantees directly from the Grants Programs Directorate.

NOTE: NO STIPEND OR TRAVEL REIMBURSEMENT WILL BE PROVIDED FOR THIS COURSE. Students must be grant recipients, and are allowed to use Management and Administrative (M&A) grant funds for training with approval from Program Analyst (Headquarters or Region).

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Improve collaboration across disciplines to integrate grants management functions., Review applicable cost principles and navigate and apply the FEMA Code of Federal Regulations and FEMA Information Bulletins., Apply sound business practices to increase efficiency and meet grants management priorities., Develop or revise policies, procedures, and practices in critical areas of grants management., Prepare for Federal monitoring and conduct sub-grantee monitoring.

Other Prerequisites:
Participants must be FEMA grantees or sub-grantees.

Primary Core Capability:
Long-term Vulnerability Reduction

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Disaster Contracting**

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<tr>
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**Continuing Education Units:**
- General: 3.2

**Course Description:**
This course is designed to provide Acquisitions-specific disaster field operations training for members of the FEMA Acquisitions Cadre.

**Selection Criteria:** The course is available to personnel with the Incident Management FEMA Qualification System (FQS) titles of Contracting Specialist, Purchasing Specialist, Procurement Specialist, or Quality Assurance Specialist or any other FQS position maintained within a cadre other than the Acquisitions Cadre that requires the course as part of that position’s FQS Qualification Sheet training requirements. FEMA personnel who wish to attend that do not meet said requirements may be considered for attendance on an individual, program justified basis. Approval to attend this course is given by the Acquisitions Cadre Coordinator or by a designated member the Acquisitions Cadre Management team. The approval signature of one of the aforementioned is required.

**Course Objectives:**
At the end of this course, participants will be able to:
- Describe responsibilities of key players in the disaster contracting process.
- Explain general operations of the FEMA JFO and Procurement Unit.
- Explain the regulations and authorities that govern disaster contracting.
- Analyze procurement requests to determine which method should be used.
- Procure needed goods and services during a disaster.
- Document disaster contract files.
- Review procedures for contract closeout and checking out of a disaster.
- Manage Individual Purchase Cards.

**Other Prerequisites:**
Recommended: IS0100.b, Introduction to the Incident Command System, ICS 100; IS0101.c, Preparing for Federal Disaster Operations: FEMA; IS0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS0700.a, National Incident Management System, An Introduction; and IS0800.b, National Response Framework, An Introduction

**Primary Core Capability:**
- Operational Coordination

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**Introductory Alternative Dispute Resolution Advisor Training**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential

**Duration (in Hours):** 26.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**  
General: 2.6

**Course Description:**  
This training will provide the knowledge and skills necessary for Alternative Dispute Resolution (ADR) Advisors to perform fully their ADR functions at a high level. The result will be a team of ADR professionals who are able to deploy to disaster sites; heighten awareness of the benefits of ADR; anticipate and prevent problems; provide conflict coaching, mediation, and facilitation services; resolve and reduce the number of complaints and conflicts; and help create an atmosphere of open communication.

Selection Criteria: Newly hired FEMA ADR Reservists, Cadre of On-Call Response/Recovery Employees, and Permanent Full-Time members, and incumbent ADR members with limited field experience

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Describe the role and impact of ADR at disaster workplace sites.  
- Operate as an embedded resource within the organization served.  
- Identify and prioritize areas that may benefit from ADR services.  
- Conduct outreach about ADR.  
- Build capacity of personnel to operate and interact more effectively.  
- Provide ADR services at disaster workplace sites.  
- Apply professional standards of ADR practice to ensure confidentiality, neutrality, and privacy.  
- Document and maintain records, reports, and database metrics.

**Primary Core Capability:**  
Operational Coordination

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**Annual Intermediate ADR Advisor Training**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential  
**Duration (in Hours):** 32.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**  
General: 3.2

**Course Description:**  
The goal of this course is to build expertise across FEMA's Alternative Dispute Resolution Advisors (ADRs). The course will enhance the ability of ADRA members to support the FEMA mission and increase the recognition of the crucial role of ADR. The course seeks to deepen and strengthen success in disaster field operations by exploring the nuances of embedded practice. An important focus will be the use of best practices in workplace ADR. The course will provide participants with a dynamic and interactive learning experience. It is an annual continuing education event for all cadre members. Each year the theme and focus will be formulated to meet current ADR requirements.

Selection Criteria: ADR program staff—Reservists, COREs, and PFTs with deployment experience

**Course Objectives:**  
At the end of this course, participants will be able to:  
Support the FEMA mission., Recognize the crucial role of ADR.

**Other Prerequisites:**  
Recommended: E0717, Introductory Alternative Dispute Resolution Advisor Training

**Primary Core Capability:**  
Operational Coordination

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses.schedules.aspx
Continuing Education Units:
General: 3.2

Course Description:
This training is intended to enable senior financial disaster staff to perform their duties in a more uniform and unified manner by increasing technical skills and reinforcing lessons learned from on-the-job training; providing measurable milestones in recognizing increased skill level; increasing consistency in quality of work, clean-up, and close-out of Joint Field Offices; and providing for consistent performance and qualification of resources.

Selection Criteria: This course is open to the Finance Management Cadre's Cost Unit Leaders; the Finance and Administration Cadre’s Finance/Administration Section Chief Type II; Regional Financial Management Specialists and Grants Management Specialists; the Finance/Administration Section Chief Type II; Cost Unit Leader; and the Finance/Administration Section Chief Type II (FSC2).

Course Objectives:
At the end of this course, participants will be able to:
- Identify the legislation and policy documents that apply to JFO disaster operations.
- Apply regulations, legislation, and policy to common funding issues at a JFO.
- Describe techniques for managing financial documentation over an incident lifecycle.
- List strategies for applying internal controls during FEMA operations.
- Describe the leadership skills required for managing financial activities during disaster operations.

Prerequisite(s): Posting Integrated Financial Management Information System Transactions (E0337), An Introduction to the Incident Command System, ICS 100 (IS0100.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), An Introduction to the National Incident Management System (IS0700.b), National Response Framework, An Introduction (IS0800.c)

Primary Core Capability:
Economic Recovery

Mission Areas: Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Executive Orders 11988 and 11990: Floodplain Management and Wetlands Protection

Training Provider: Emergency Management Institute
Delivery Type: Residential

Course Level: N/A
Duration (in Hours): 21.0
Duration (in Days): 3.0

Continuing Education Units:
General: 2.1

Course Description:
Executive Orders (EOs) 11988 and 11990 on Floodplain Management and Wetlands Protection require Federal agencies to avoid actions in or adversely affecting floodplains and wetlands unless there is no practicable alternative. 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.

Selection Criteria: This course is only open to EHP and Non-EHP Cadre members who have approval from the Office of Environmental Planning and Historic Preservation Headquarters and/or FEMA Regional Environmental Officers.

CEC's: 12

Course Objectives:
At the end of this course, participants will be able to:
Understand the principles of EOs 11988 and 11990 and apply the requirements of 44 CFR Part 9 to FEMA programs and activities. Compliance with EOs 11988 and 11990 is a requirement of all FEMA-funded programs and activities.

Other Prerequisites:
E0253, Introduction to Environmental and Historic Preservation Compliance or IS 0253.a, Overview of FEMA's Environmental and Historic Preservation Review; and working knowledge of FEMA's programs

Primary Core Capability:
Natural and Cultural Resources

Secondary Core Capability(s): Planning

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Logistics Section Chief-Type II

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 24.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**  
General: 2.4

**Course Description:**  
This course is designed to prepare participants to serve as Type II Logistics Section Chiefs in a complex (Type 2) incident.

**Selection Criteria:** The target audience for this course includes experienced Type III Logistics Section Chiefs. However, the course will be open to Federal Coordinating Officers (FCOs) and Regional or National Response Coordination Center (RRCC/NRCC) support staff.

**Course Objectives:**  
At the end of this course, participants will be able to:
- Define the Logistics mission and organizational complexities in a large-scale incident and describe the role of the Logistics Section Chief.,
- Explain the processes and procedures for assessing and addressing logistical needs for an incident.,
- Describe the requirements for managing the Logistics Section during initial response.,
- Describe the strategies for managing resources to support disaster operations in the field.,
- Describe the necessary information to establish a Joint Field Office (JFO) and associated facilities.,
- Describe the additional/expanded management requirements of the support and service functions in larger-scale operations (as they apply to Type II) of the Logistics Section.,
- Describe how to staff, manage, and measure performance in the Logistics Section.,
- Describe effective leadership techniques essential to the Logistics Section Chief.,
- Define the financial responsibilities of the Logistics Section Chief on a large-scale incident.,
- Identify the processes and procedures for coordinating, communicating, and reporting information.,
- Describe the closeout procedures for the Logistics Section.

**Prerequisite(s):** National Disaster Recovery Framework: Federal Operations (E0080), National Disaster Recovery Support-Mission and Outreach Support Specialists (E0081), National Disaster Recovery Framework-Coordination (E0084), National Disaster Recovery Support (NDRS) Specialist (E0088)

**Other Prerequisites:**  
EO083, National Disaster Recovery Support—Community Recovery Assistance Specialist E0085, Leading the Community Planning and Capacity Building Mission E0086, National Disaster Recovery Support Management Team Course

**Primary Core Capability:**  
Planning

**Secondary Core Capability(s):** Operational Coordination

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**Intermediate External Affairs**

**Training Provider:** Emergency Management Institute

**Course Level:** N/A

**Duration (in Hours):** 32.0

**Duration (in Days):** 4.0

**Continuing Education Units:**
- General: 3.2

**Course Description:**
FEMA External Affairs (EA) includes five functional areas: Congressional Affairs, Intergovernmental Affairs, Joint Information Center, Planning and Products, and Private Sector. Each of these areas is led by an Assistant External Affairs Officer (AEAO) charged with creating a strategic plan for the individual function while supporting the overall EA mission. To enhance management of personnel and facilitate the EA mission, managers are assigned to various components. These managers specialize in specific sub-functions of EA, managing staff within an Incident Command System-designated span of control.

This course builds on the technical foundation established in E0475, External Affairs Specialist Training. This course will prepare participants to serve as a manager within the EA structure at the Joint Field Office.

**Selection Criteria:** Participants in this course will be members of the External Affairs Cadre. They will be designated by FEMA Headquarters EA Training and Cadre Management and must possess an open FEMA Qualification System Task Book for a Manager or Assistant Manager position.

**Course Objectives:**
At the end of this course, participants will be able to:
- Demonstrate a working knowledge of the ESF #15 SOP.
- Demonstrate management skills and techniques that managers may use to create a constructive working environment.
- Develop, prioritize, and communicate SMART objectives that support the mission.
- Demonstrate the ability to implement ESF #15 as an External Affairs manager.
- Describe the manager’s role and responsibilities to advise and support the AEAO.
- Describe the manager’s responsibilities related to transition and closeout.
- Discuss current topics and issues that affect FEMA External Affairs.

**Prerequisite(s):** External Affairs Specialist Training (E0475)

**Primary Core Capability:**
- Public Information and Warning

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
- NETC Admissions
- POC Work Phone: 301-447-1035
- POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
- [https://training.fema.gov/emicourses/schedules.aspx](https://training.fema.gov/emicourses/schedules.aspx)
Continuing Education Units:
General: 3.2

Course Description:
FEMA External Affairs (EA) includes five functional areas: Congressional Affairs, Intergovernmental Affairs, Joint Information Center, Planning and Products, and Private Sector. Each of these areas is led by an Assistant External Affairs Officer (AEAO) charged with creating a strategic plan for the individual function while supporting the overall EA mission. To be successful, the AEAO must be skillful in managing programs, leading people, and working collaboratively. While several FEMA courses touch on these subject areas and, in fact, may be required training for AEAOs, this course relates these competencies to the EA environment. This course builds on the technical foundation established in E0475, External Affairs Specialist Training, as well as E0739, Intermediate External Affairs, and other FEMA management training. This course will prepare participants to serve as an AEAO at the Joint Field Office.
Selection Criteria: Participants in this course will be members of the EA Cadre. They will be designated by FEMA Headquarters EA Training and Cadre Management and must possess an open FEMA Qualification System Position Task Book for an Assistant External Affairs Officer position.

Course Objectives:
At the end of this course, participants will be able to:
- Describe the course purpose and relate the Office of Personnel Management Executive Core Qualifications to achieving success as an EAO.
- Describe leadership competencies and how personal preferences (i.e., MBTI results) impact effectiveness.
- Identify the relationship between ethical decision-making and effective leadership as an EAO.
- Identify the AEAO’s opportunities to lead horizontally and vertically and to be a catalyst for organizational development.
- Describe the organization and operation of EA at FEMA Headquarters and explain how it relates to field operations.
- Complete simulated required reports and forms.
- Identify the sources of conflict and techniques for averting and handling conflict.
- Identify resources and develop a personal plan for continued professional development.
- Describe how ICS supports EA organization and operation during incident response.
- Summarize key points from this training.

Other Prerequisites:
Recommended: E0739, Intermediate External Affairs

Primary Core Capability:
Public Information and Warning

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses.schedules.aspx
### Planning Section Specialist

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<td>Duration (in Days):</td>
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**Continuing Education Units:**

General: 3.2

**Course Description:**

This course serves as a training opportunity for FEMA personnel to identify and practice the essential core competencies required when performing the duties of the Planning Specialist (PLSP) in a Joint Field Office (JFO) Planning Section, and is aligned with FEMA Position Task Books and Qualification Sheets. The goal of this course is to provide new and entry-level planners with the foundational tools, skills, and knowledge to support the development of plans and products for each of the Planning Section Units (Documentation, Situation, Resources, and Planning Support). This course lays out required behaviors and activities and provides opportunities to practice and demonstrate skills needed at an incident or event. This course is one of the initial steps towards becoming a certified and qualified PLSL.

**Selection Criteria:**

The primary audience for this training is all entry-level planners new to FEMA and/or hired into the PLSP position as Reservists. This includes personnel who may have some on-the-job experience but have not taken this introductory course.

**Course Objectives:**

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

- Describe the organizational structure, roles, and responsibilities of the FEMA Planning Section.
- Identify the roles and responsibilities of the Planning Section Specialist within each Planning Section unit.
- Demonstrate the ability to use the FEMA incident action planning process to develop an Incident Action Plan (using ICS forms).
- Demonstrate the ability to develop various types of plans, products, and document actions taken to achieve the mission using the approved tools and templates.
- Collect and analyze information using appropriate sources of information in order to create Situational Awareness and a Common Operating Picture.

**Prerequisite(s):**

An Introduction to the Incident Command System, ICS 100 (IS0100.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), Forms Used for the Development of the Incident Action Plan (IS0201), An Introduction to the National Incident Management System (IS0700.b), National Response Framework, An Introduction (IS0800.c), Fundamentals of Management and Support Coordination of Federal Disaster Operations (IS0822)

**Other Prerequisites:**

Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint), and WebEOC accounts are required.

**Primary Core Capability:**

Planning

**Mission Areas:** Prevent, Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**

NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**

https://training.fema.gov/emicourses/schedules.aspx
Continuing Education Units:
General: 3.6

Course Description:
This course guides the entire External Affairs (EA) operation, managing the Strategic Communications Plan for an incident working with the five functional areas: Congressional Affairs, Intergovernmental Affairs, Joint Information Center, Planning and Products, and Private Sector. To be successful, the External Affairs Officer (EAO) must be skillful in managing programs, leading people, and working collaboratively. The EAO often works directly with FEMA Regional leadership as well as leadership from FEMA Headquarters, the Department of Homeland Security, and even the Office of the President. Several FEMA courses touch on Command and General Staff leadership subject areas and, in fact, may be required training for Assistant EAOs. This course relates these competencies to the EA environment. This course builds on the technical foundation established in E0475, External Affairs Specialist Training, as well as in E0739, Intermediate External Affairs; E0748, Assistant External Affairs Officer; and other FEMA management training. This course will prepare participants to serve as an EAO.

Selection Criteria: Participants in this course will be members of the EA Cadre. They will be designated by FEMA Headquarters EA Training and Cadre Management and must possess an open FEMA Qualification System Position Task Book for an EAO.

Course Objectives:
At the end of this course, participants will be able to:
- Describe the course purpose and relate the Office of Personnel Management Executive Core Qualifications to achieving success as an EAO.
- Describe leadership competencies and how personal preferences (i.e., MBTI results) impact effectiveness.
- Describe the organization and operation of EA at FEMA Headquarters and explain how it relates to field operations.
- Explain the FEMA Strategic Communications process.
- Explain incident action planning as it relates to the EA strategic communications plan.
- Identify metrics and evaluation practices used in an ESF #15 environment.
- Discuss current topics in FEMA EA.
- Summarize key points from this training.

Prerequisite(s):
External Affairs Specialist Training (E0475)

Other Prerequisites:
Recommended: E0739, Intermediate External Affairs; and E0748, Assistant External Affairs Officer

Primary Core Capability:
Public Information and Warning

Secondary Core Capability(s): Operational Coordination

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Interagency Consultation for Endangered Species

Training Provider: Emergency Management Institute
Delivery Type: Residential

Course Level: N/A
Duration (in Hours): 21.0
Duration (in Days): 3.0

Continuing Education Units:
General: 2.1

Course Description:
Section 7 of the Endangered Species Act (ESA) requires all Federal agencies to prevent or modify any project authorized, funded, or carried out by the Agency that is likely to jeopardize the continued existence of any endangered species or threatened species or their habitats. In order to determine if a proposed activity will jeopardize endangered or threatened species, FEMA must consult with either the U.S. Fish and Wildlife Service or the National Marine Fisheries Service. Compliance with ESA is a requirement for all FEMA-funded programs and activities. This course provides training on the implementation of ESA Section 7 within the context of FEMA’s programs and trains Environmental and Historic Preservation (EHP) staff on proper consultation procedures and strategies for streamlining compliance with ESA.

Selection Criteria: This course is only open to EHP and Non-EHP Cadre members who have approval from the Office of Environmental Planning and Historic Preservation Headquarters and/or FEMA Regional Environmental Officers.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Implement ESA Section 7 within the context of FEMA’s programs., Streamline compliance with ESA using proper consultation procedures and strategies.

Prerequisite(s): Introduction to Environmental and Historic Preservation Compliance (E0253), Overview of FEMA's Environmental and Historic Preservation Review (IS0253.a)

Other Prerequisites:
Working knowledge of FEMA’s programs.

Primary Core Capability:
N/A - None

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**FEMA Situation Unit Leader**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Residential  
**Course Level:** N/A  
**Duration (in Hours):** 24.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**  
General: 2.4

**Course Description:**  
This course provides participants with the knowledge and skills to successfully perform Situation Unit Leader (SITL) position-specific tasks during a disaster operation.  
Selection Criteria: Must be a candidate in this position (SITL) and have been issued the Position Task Book by a certifying official, as outlined in the FEMA Qualification System

**Course Objectives:**  
At the end of this course, participants will be able to:  
Describe the organizational structure, roles, and responsibilities of the FEMA Planning Section.,  
Identify the roles and responsibilities of the Planning Section Specialist within each Planning Section unit.,  
Demonstrate the ability to use the FEMA incident action planning process to develop an Incident Action Plan (using ICS forms).,  
Demonstrate the ability to develop various types of plans, products, and document actions taken to achieve the mission using the approved tools and templates.,  
Collect and analyze information using appropriate sources of information in order to create Situational Awareness and a Common Operating Picture.

**Prerequisite(s):** An Introduction to the Incident Command System, ICS 100  (IS0100.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), An Introduction to the National Incident Management System  (IS0700.b), National Response Framework, An Introduction (IS0800.c)

**Other Prerequisites:**  
Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Visio), and WebEOC accounts.Recommended: ICS 300, Intermediate Incident Command System for Expanding Incidents

**Primary Core Capability:**  
Planning

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**FEMA Air Operations Management**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 26.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**  
General: 2.6

**Course Description:**  
This course is designed to prepare FEMA employees to serve as Air Operations Branch Directors and Air Operations Coordinators. In order to be successful in their jobs, Branch Directors and Coordinators must understand FEMA’s responsibilities related to air operations and coordinate with relevant FEMA, Federal, and state, local, tribal, and territorial (SLTT) partners to achieve incident objectives.

**Selection Criteria:** FEMA personnel who require this course as part of their FQS required training candidates/trainees from the OPS, LOG and PA Cadres.

**Course Objectives:**  
At the end of this course, participants will be able to:
- Describe FEMA’s role in the coordination of air operations during disasters in the CONUS and OCONUS.
- Assign appropriate job functions within the FEMA Air Operations Branch to meet the needs of a given incident.
- Describe the partnership between FEMA air operations management and the FAA.
- Describe the FEMA coordination required to arrange air assets to satisfy incoming requests.
- Generate required reports related to FEMA air operations.
- Initiate a Resource Request Form for appropriate aviation resources in response to an incoming request.
- Apply FEMA and other authorities as they relate to the use of Government aviation resources.
- Given a scenario-based exercise, prioritize requests for aviation assets and manage other workload similar to that which FEMA Air Operations Branch personnel encounter at an Interim Facility (IOF) or Joint Field Office (JFO).

**Prerequisite(s):** An Introduction to the Incident Command System, ICS 100 (IS0100.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), Mission Assignment Overview (IS0293), An Introduction to the National Incident Management System (IS0700.b), National Response Framework, An Introduction (IS0800.c)

**Other Prerequisites:**  
AOBD and AOBO candidates must complete:WebEOC tutorialISXXXX (TBD), Introduction to Aviation (a proposed awareness-level course)In addition, AOBD candidates must complete the following courses within 6 months of assignment:ICS-300, Intermediate Incident Command System for Expanding IncidentsICS-400, Advanced Incident Command System for Command and General Staff—Complex Incidents

**Primary Core Capability:**  
Critical Transportation

**Secondary Core Capability(s):** Critical Transportation, Operational Communications, Operational Coordination, Situational Assessment

**Mission Areas:** Respond

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov
Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Continuing Education Units:
General: 0

Course Description:
This 4-hour course is designed to teach fundamental coaching and evaluation skills to FEMA Qualification System (FQS) Coach-Evaluators. The course limits lecture and emphasizes facilitated discussion, demonstration of desired behaviors and strategies, and skill practice with role-playing activities. The course goal is to familiarize participants with the responsibilities of the FQS Coach-Evaluator and to provide skill practice training for individuals who will serve as FQS Coach-Evaluators.

Selection Criteria: The audience for this course consists of FEMA personnel, identified by their cadre managers, who will serve as FQS Coach-Evaluators.

Course Objectives:
At the end of this course, participants will be able to:
Describe the importance of the FQS Coach-Evaluator in supporting FEMA’s goal to create a qualified disaster workforce., Explain the role and responsibilities of an FQS Coach-Evaluator., Identify key skills for effective coaching and evaluating., Explain a preliminary Trainee meeting, covering the key points from the Coach-Evaluator Job Aid., Identify effective observation and evaluation strategies., Explain an exit evaluation debrief, covering the key points from the Coach-Evaluator Job Aid., Identify the kinds of communication that should occur between the Coach-Evaluator and the Trainee, the Trainee’s supervisor, and other relevant staff., Describe how to effectively conduct a preliminary meeting with a Trainee., Describe the importance of developing and maintaining a timeline for evaluations., Summarize the coaching and evaluation responsibilities., Describe how to effectively debrief a Trainee., Summarize the information contained in the guidance materials related to the FQS evaluation process., Define the role of an FQS Coach., Define the role of an FQS Evaluator., Describe the process by which a Coach-Evaluator may get deployed and assigned to an FQS Trainee., Identify the key points of a preliminary meeting with the Trainee., Identify effective strategies for:., Creating a collaborative atmosphere;., Providing constructive feedback to Trainees;., Observing Trainees perform tasks from the Position Task Book (PTB);., Asking questions for clarity associated with observing and evaluating tasks; and., Questioning, listening, and note-taking as part of evaluating Trainees., Correctly evaluate performance and determine competency of given tasks in a PTB through the use of video vignettes., Describe common challenges and solutions associated with:., Conducting an evaluation.;., Coordinating with Supervisors and other relevant staff; and., Debriefing the Trainee., Identify the key points of the exit debrief with the Trainee.

Prerequisite(s): Overview of the FEMA Qualification System (FQS) and Qualification Review Boards (QRBs) (IS0207)

Other Prerequisites:
Students must also have a completed FQS task book.

Primary Core Capability:
N/A - FEMA Employee Training

Mission Areas: Common

Discipline(s): Emergency Management
Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov
Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Partner Coordination in Disaster Response and Recovery  
E0824

Training Provider: Emergency Management Institute  
Course Level: N/A

Delivery Type: Residential  
Duration (in Hours): 28.0

Duration (in Days): 4.0

Continuing Education Units:
General: 2.8

Course Description:
This course provides participants with an understanding of partner coordination in disaster response and recovery, and with the knowledge and tools needed to work more effectively with state, local, tribal, volunteer agency, private sector, FEMA and other Federal agency partners as a unified team to conduct more effective disaster operations.

Selection Criteria: The audience for this course includes professionals in the field of emergency management at the state, local, tribal, volunteer agency, private sector, FEMA and other Federal agency partner levels who are assigned responsibilities to participate in response and recovery. In order to maximize the benefit of participant discovery learning in the course activities, it is recommended that individual offerings of the course include a mix of these audience professional groups rather than just all participants from one group. For recruitment purposes, the recommended balance of target audience professional group representation in any given delivery of the course is no more than 50% of the participants from any one professional group (state, local, tribal, private sector, FEMA, etc.).

CECs: 12

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

Summarize the purpose and scope of the course., Define and describe the components and principles of FEMA’s Whole Community approach and National Response and Recovery Frameworks., Identify local disaster operational challenges and develop strategies to improve coordination of operations with local jurisdictions during declared disasters., Identify coordination challenges with voluntary organizations during disaster and develop strategies to improve coordination of operations with non-governmental organizations during declared disasters., Identify strategies to improve coordination of Federal, state, local, tribal, territorial, and private sector support in response and recovery operations., Identify coordination challenges with and within state organizations during disasters and develop strategies to improve coordination of operations with state organizations during declared disasters., Identify coordination challenges with tribal jurisdictions during disaster and develop strategies to improve coordination of operations with tribal jurisdictions during declared disasters., Identify coordination challenges with Federal disaster operations and develop strategies to improve coordination of operations with Federal response and recovery systems during declared disasters., Identify coordination challenges involved in transitioning from response to recovery operations and develop strategies to address the challenges and improve coordination during the transition from response to recovery operations., Demonstrate an understanding of the principle challenges impacting coordination of disaster operations and the optimal strategies for improving coordination.

Primary Core Capability:
N/A - Training and Education

Mission Areas: Prevent, Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**FEMA Incident Action Planning**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 12.0  
**Duration (in Days):** 2.0

### Continuing Education Units:
General: 1.2

### Course Description:
This course provides participants with the knowledge and skills to apply the phases of the incident action planning process effectively when assigned to a Joint Field Office during an incident requiring FEMA assistance. This is a performance-based course, where the attendees participate in meetings during a planning “P” operational period and critique components of an Incident Action Plan (IAP).

**Selection Criteria:** The target audience is for any Planning Section Unit Leader or above and is strongly recommended for all other Command and General Staff members. In addition, the following Incident Command System positions are encouraged to attend: Operational Branch Director and/or Division/Group Supervisor, Chief of Staff, State Coordinating Officer, Tribal Leadership, Liaison Officer, External Affairs—e.g., Public Information Officer, Communications Unit Leader, Finance Section Chief, Logistics Section Chief

### Course Objectives:
At the end of this course, participants will be able to:
- Describe the purpose and outcomes of the various components of the incident action planning process.
- Participate in and organize the appropriate information for briefings and meetings.
- Explain the process and components needed to develop an IAP.
- Perform various functional roles and responsibilities within the incident action planning process.

**Prerequisite(s):** An Introduction to the Incident Command System, ICS 100 (IS0100.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b)

**Other Prerequisites:**
Recommended: E/G0300, ICS 300: Intermediate Incident Command System for Expanding Incidents; IS0700.a, National Incident Management System, An Introduction; and IS0800.b, National Response Framework, An Introduction

### Primary Core Capability:
Planning

### Secondary Core Capability(s):
Operational Communications, Operational Coordination

### Mission Areas:
Respond, Recover, Mitigation

### Discipline(s):
Emergency Management

### Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

### Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Geospatial Information System Managers and Unit Leaders

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Continuing Education Units:
General: 2.4

Course Description:
This course serves as a training opportunity for FEMA personnel to identify and practice the essential core competencies required when performing the duties of the Geospatial Information System Manager (GIMG) and the Geospatial Information System Unit Leader (GIUL) positions, in alignment with the FEMA Position Task Books (PTBs) and Qualification Sheets. The goal of this course is to prepare participants to effectively assume the role of GIMG or GIUL and to start building the skills required for that position. This course lays out the behaviors and activities for each position and provides opportunities to practice and demonstrate skills needed at an incident or event. This course is one of the initial steps towards becoming a certified and qualified GIMG and GIUL.

Selection Criteria: Recommended for GIMG or GIUL trainees that have been issued a PTB by a certifying official, as outlined in the FEMA Qualification System. Or, state and local GIS employees that have equivalent experience.

Course Objectives:
At the end of this course, participants will be able to:
- Identify approaches and best practices that enable FEMA GIS Managers and Unit Leaders to effectively support incident response and recovery efforts.
- Describe techniques for effectively managing a GIS Unit.
- Identify examples of valuable GIS products and services.
- Discuss the importance of coordinating and communicating with internal and external partners.

Prerequisite(s): An Introduction to the Incident Command System, ICS 100 (IS0100.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), An Introduction to the National Incident Management System (IS0700.b), National Response Framework, An Introduction (IS0800.c)

Other Prerequisites:
Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint) and ArcGISRecommended: NCA-Basic Management/Supervision Training; NCA-Intermediate Management/Supervision Training (Unit Leaders only); E/G0300, ICS 300: Intermediate Incident Command System for Expanding Incidents; E0825, FEMA Incident Action Planning; IS0922, Applications of Geospatial Information Systems for Emergency Management

Primary Core Capability:
Planning

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
IA Applicant Services Program Specialist

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Continuing Education Units:
General: 3.2

Course Description:
This course will train individuals assigned to the role of Applicant Services Program Specialist (ASPS) in disaster operations to provide face-to-face contact with disaster survivors, providing information about FEMA disaster assistance, and guiding them to other government and private organizations who offer disaster assistance-related services.
Selection Criteria: FEMA personnel assigned to learn the basics of Individual Assistance

Course Objectives:
At the end of this course, participants will be able to:
- Provide an overview of the Individual Assistance (IA) disaster response and recovery process.
- Identify shared responsibilities of all IA staff.
- Articulate the ASPS’s role in IA disaster response.
- Describe the functions of a Disaster Recovery Center.
- Explain the Registration Intake process.
- Describe how to respond to applicant inquiries and research, populate, update, and manage applicant cases.
- Describe the steps to identify Rental and Temporary Housing Assistance options for applicants using Recovery Information Management System, National Emergency Management Information System, and Housing Operations Management System.
- Describe how to communicate with people in a crisis and manage difficult situations.

Prerequisite(s): Introduction to Individual Assistance (IS0403)

Primary Core Capability: Economic Recovery

Secondary Core Capability(s): Housing

Mission Areas: Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Individual Assistance Crew Leader**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 29.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**  
General: 2.9

**Course Description:**  
The purpose of the training is to enable course participants to provide accurate and up-to-date information to disaster survivors regarding all Individual Assistance (IA) programs and how to mentor less experienced IA field staff.  
Selection Criteria: FEMA personnel that are candidates for the following positions: IA Applicant Services Crew Lead, IA Disaster Recovery Center Manager, Other Needs Assistance Specialist Expert, IA Housing Specialist Expert, and IA Voluntary Agency Liaison Crew Lead

**Course Objectives:**  
At the end of this course, participants will be able to:  
Employ knowledge of updated legislation, policy, and whole community to understand recovery options for the disaster survivor. (Unit 2), Interpret the roles, responsibilities, and methods of communications of both FEMA and its partners in disaster operations. (Unit 3), Demonstrate the use of IA web resources as they apply to answering disaster survivors’ questions and situations. (Units 4 and 8), Interpret the data displayed in Web NEMIS in order to provide accurate information to a disaster survivor for more complicated scenarios. (Units 5 and 6), Summarize housing options available to disaster survivors. (Unit 7), Apply the uses of various reports on disaster operations. (Unit 9)

**Other Prerequisites:**  
Recommended: E0836, Individual Assistance Specialist (formerly titled Applicant Services Support Specialist)

**Primary Core Capability:**  
Economic Recovery

**Mission Areas:** Recover

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
# National Emergency Management Information System-Mitigation Training

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## Continuing Education Units:
General: 2.8

## Course Description:
This course provides an overview of the National Emergency Management Information System (NEMIS) and a more in-depth overview of the mitigation training module.

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.

CECs: 12

## Course Objectives:
At the end of this course, participants will be able to:
- Use and manage the mitigation module.
- Enter and process HMGP project applications at the FEMA and state levels.
- Manage and close out projects in the HMGP program.

## Other Prerequisites:
Recommended: E0212, Unified Hazard Mitigation Assistance: Developing Quality Application Elements; working knowledge of Unified Hazard Mitigation Assistance guidance, Mitigation Program regulations, laws, etc., and grants management concepts and principles.

## Primary Core Capability:
N/A - Training and Education

## Mission Areas:
Mitigation

## Discipline(s):
Emergency Management

## Course POC:
- NETC Admissions
- POC Work Phone: 301-447-1035
- POC Work Email: netcadmissions@fema.dhs.gov

## Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Introduction to FEMA Disaster Emergency Communications

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident, Residential

**Course Level:** N/A

**Duration (in Hours):** 28.0

**Duration (in Days):** 4.0

**Continuing Education Units:**
General: 2.8

**Course Description:**
This course introduces the participants to the mission, roles, capabilities, and services of FEMA Disaster Emergency Communications (DEC) including coordination across the entire DEC mission space during incident operations, and requesting DEC capabilities and services to satisfy mission requirements.

Selection Criteria: Priority to Reservist employees of the FEMA Disaster Emergency Communications Division, Incident Management and Incident Support Unit Leaders and above. Also, FTE DEC staff, Federal interagency Emergency Support Function #2 partners, and state and tribal emergency communications officials may attend.

**Course Objectives:**
At the end of this course, participants will be able to:
Understand the mission, roles, capabilities, and services of FEMA DEC., Coordinate across the entire DEC mission space during incident operations., Request DEC capabilities and services to satisfy mission requirements.

**Primary Core Capability:**
Operational Communications

**Mission Areas:** Protect, Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**IT Disaster Operations Fundamentals**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 32.0  
**Duration (in Days):** 5.0

**Continuing Education Units:**  
General: 3.2

**Course Description:**  
This course will provide the technical and programmatic knowledge needed for FEMA Information Technology (IT) Specialists to perform their job in a disaster environment.  
Selection Criteria: FEMA IT Specialist trainees and candidates. All nominations will be submitted through the National IT Cadre Manager.

**Course Objectives:**  
At the end of this course, participants will be able to:  
Discuss basic disaster concepts., Describe the FEMA IT function as a part of FEMA’s organizational framework., Discuss the different types of FEMA disaster response facilities., Describe the pre-deployment coordination process., Describe the roles and functions of the Office of the Chief Information Officer (OCIO) Disaster Response Team in establishing communications at the disaster site., Demonstrate key disaster site setup functions., Demonstrate setup and configuration procedures for key IT devices while deployed to a disaster., Describe IT customer service structure, functions, and best practices., Utilize the Remedy system to manage service requests., Discuss best practices and procedures for maintaining and operating IT hardware and software at the disaster site., Describe key IT security concepts, policies, and challenges., Describe the disaster transition and closeout processes for IT personnel., Demonstrate key IT network and customer service functions in a simulated deployed environment.

**Other Prerequisites:**  
Member of the IT Cadre

**Primary Core Capability:**  
N/A - None

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**IT Disaster Operations Management**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 32.0  
**Duration (in Days):** 5.0

**Course Description:**
This course is designed to provide IT Manager trainees and candidates with the formal academic training needed to manage telephony, network, and end-user services at the disaster site, and to prepare ITMGs to complete their qualification requirements in a field environment. Topics include pre-deployment coordination, site setup, server and Private Branch Exchange (PBX) administration, personnel management, customer service quality control and assurance, and IT Security.

**Selection Criteria:** FEMA IT Manager trainees and candidates. All nominations will be submitted through the National IT Cadre Manager.

**Course Objectives:**
At the end of this course, participants will be able to:
- Describe the role of the ITMG in the context of FEMA’s IT Organizational Response Structure throughout the disaster life cycle.
- Discuss how the IT organization operates during the Pre-Declaration Phase.
- Describe the fundamental IT disaster functions during the Disaster Operations Phase.
- Demonstrate an understanding of telephony requirements during disaster operations.
- Demonstrate an understanding of server requirements during disaster operations.
- Describe the key principles of customer service as it relates to IT support services.
- Explain how IT service requests are managed using Remedy service request software.
- Describe IT-specific personnel management processes and procedures.
- Describe the IT security practices in place to defend the FEMA Enterprise Network.
- Demonstrate an understanding of IT laws, policies, and technical resources informing IT governance and best practices.
- Demonstrate an understanding of the IT disaster closeout process.

**Other Prerequisites:**
Member of the IT Cadre

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
IT Disaster Operations Leadership

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 32.0
Duration (in Days): 5.0

Continuing Education Units:
General: 3.2

Course Description:
This course will provide the technical and programmatic knowledge needed for FEMA Information Technology (IT) Leadership to perform their job in a disaster environment.
Selection Criteria: Selection is based on the need for the IT Leadership to fulfill all tasks as required in their Position Task Book.

Course Objectives:
At the end of this course, participants will be able to:
Ability for IT Leadership to perform all tasks in their Position Task Book., Attainment of the knowledge and skills necessary to enable IT Leadership to accomplish the IT mission to support FEMA deployments to the field.

Primary Core Capability:
Operational Communications

Secondary Core Capability(s): Cybersecurity

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Public Assistance Site Inspection**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Residential

**Duration (in Hours):** 35.0

**Duration (in Days):** 5.0

**Course Level:** N/A

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**Continuing Education Units:**
General: 3.5

**Course Description:**
This course is designed to prepare PA Site Inspectors to perform their roles and responsibilities related to the collection of essential elements of information necessary for the development of the DDD. This course introduces Site Inspectors to the basic PA grant delivery process and prepares all trainees to conduct site inspections and develop DDDs through lectures, discussions, and hands-on activities.

**Selection Criteria:** FEMA Public Assistance Site Inspectors

**Course Objectives:**
At the end of this course, participants will be able to:
- Describe the PA Program delivery process and roles and responsibilities associated with site inspection.
- Describe the Site Inspection Work Order cycle, including preparation, tools, process, and post-inspection/validation.
- Discuss and demonstrate how to approach a site inspection for each category of work.
- Generate the damage, description and dimensions (DDD) for work to be completed.
- Demonstrate how to use selected site inspection tools.
- Perform site inspections through training activities.

**Primary Core Capability:**
Infrastructure Systems

**Mission Areas:** Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Public Assistance Program Delivery Management  

Training Provider: Emergency Management Institute  
Delivery Type: Residential

Duration (in Hours): 35.0  
Duration (in Days): 5.0

Continuing Education Units:
General: 3.5

Course Description:
This course is required to train the Program Delivery Manager to ensure they understand their specific roles and responsibilities in administering the FEMA Public Assistance Program and their contribution in helping to facilitate and maximize an applicant’s recovery process. Customer service, program/project management, and operational planning serve as the organizational structure for this course. This course also includes instruction on effective communications and customer service techniques and introduces the participant to the principles of lean management.

Selection Criteria: Staff deployed in the position of a FEMA PA Program Delivery Manager.

Course Objectives:
At the end of this course, participants will be able to:
- Describe the essential Program Delivery Manager role and responsibilities.
- Utilize Grants Manager and Grants Portal functionality.
- Utilize the PAPPG and other resources to research and identify PA eligibility guidelines.
- Apply PA eligibility concepts to real-life situations.
- Identify the role of the PDMG in all four phases of the PA delivery process.
- Formulate projects for work to be completed.
- Conduct an Exit Briefing.
- Conduct an Exploratory Call and Recovery Scoping Meeting with an applicant.

Prerequisite(s): Public Assistance Site Inspection (E0865)

Primary Core Capability:
Infrastructure Systems

Mission Areas: Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Disaster Survivor Assistance Specialist**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Residential  
**Duration (in Hours):** 40.0  
**Duration (in Days):** 5.0

**Continuing Education Units:**  
General: 4

**Course Description:**  
This course is the foundation for the Disaster Survivor Assistance (DSA) workforce. It covers the role, responsibilities, and tasks associated with the FEMA Qualification System (FQS) Disaster Survivor Assistance Specialist.

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Describe the DSA mission.  
- Apply the AIR concept of Assessing, Informing, and Reporting.  
- Clarify the support role of DSA in disaster operations.  
- Demonstrate how to use Registration Intake and navigate Web Applicant Inquiry to respond to survivor inquiries using the tablet device.  
- Explain Individual Housing Program eligibility requirements.  
- Employ web resources and guide information to respond to survivor inquiries.  
- Demonstrate reporting application for delivery of survivor-centric needs and community trends.  
- Demonstrate knowledge of appropriate outcomes, using simulation exercises.

**Primary Core Capability:**  
Operational Coordination

**Secondary Core Capability(s):** Mass Care Services

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
Disaster Survivor Assistance Specialist Surge

**Training Provider:** Emergency Management Institute

**Course Level:** N/A

**Delivery Type:** Residential

**Duration (in Hours):** 16.0

**Duration (in Days):** 2.0

**Continuing Education Units:**

General: 1.6

**Course Description:**

This course is an abbreviated (2 day) surge version of the Disaster Survivor Assistance (DSA) Specialist Course (5 day). It focuses on abbreviated units of the DSA Mission, 5 Essential Functions, Assessing, Informing and Reporting (AIR), Support to Disaster Operations, Registration Intake, Applicant Inquiry and Web Resources. This course is NOT meant to take the place of the full DSA Specialist Course and is primarily designed to prepare Surge Capacity Force (SCF) personnel to undertake and support limited DSA functions during disaster operations.

**Selection Criteria:** Surge Capacity Training

**Course Objectives:**

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

- Describe the Disaster Survivor Assistance (DSA) mission and essential functions.
- Apply the AIR concept of Assessing, Informing and Reporting.
- Describe the role of DSA in support of disaster operations.
- Locate and apply DSA web resources and information when responding to survivor inquiries.
- Demonstrate how to use Registration Intake (RI) and navigate Web Applicant Inquiry to respond to survivor inquiries.
- Input survivor-centric needs, community trends, and situation awareness into reporting application.
- Select good communication practices when interacting with survivors.
- Differentiate between healthy and unhealthy ways of dealing with stress in crisis situations.
- Demonstrate proficiency in performing the five essential functions.

**Primary Core Capability:**

N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**

NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**

https://training.fema.gov/emicourses/schedules.aspx
**DSA Management: Task Force Leader and Crew Leader**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Residential

**Course Level:** N/A  
**Duration (in Hours):** 36.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**
General: 3.6

**Course Description:**
This course is designed to prepare management staff to perform their roles and responsibilities in leading DSA field operations.

Selection Criteria: Member of Disaster Survivor Assistance Cadre, FEMA Corps, or Surge Capacity Force. Priority goes to those with an open Disaster Survivor Assistance (DSA) Task Force Leader or Crew Leader task book.

**Course Objectives:**
At the end of this course, participants will be able to:
- Describe how the DSA Program aligns to the broader FEMA mission.
- Identify the cadre’s FEMA Qualification System (FQS) positions as well as other management and support functions.
- Describe how the TFL and CL plan and prepare staff for employment to field assignments.
- Demonstrate ability to perform standard processes, tools, technology, and best practices for the TFL and CL to manage DSA field activities.
- Identify best practices in actively partnering with internal and external stakeholders during disaster operations.
- Demonstrate the use of tools and templates for providing input to and producing reports during field missions.
- Develop and discuss implementation of a plan for staff demobilization.
- Apply TFL and CL knowledge, skills, and abilities to a capstone exercise.

**Primary Core Capability:**
N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**DSA Management: Branch Director and Group Supervisor**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Residential

**Course Level:** N/A

**Duration (in Hours):** 28.0

**Duration (in Days):** 4.0

**Continuing Education Units:**
General: 2.8

**Course Description:**
This course provides Branch Directors and Group Supervisors with the knowledge, skills, and tools necessary to lead the management, coordination, and oversight of the DSA mission on federal disaster operations.

**Course Objectives:**
At the end of this course, participants will be able to:
- Describe the objectives and expectations of the course.
- Apply knowledge of legislation and policy in explaining the DSA program and FEMA Qualification System (FQS) positions.
- Describe the strategic planning activities that define the DSA mission.
- Identify key aspects of resource management during the life cycle of a field mission.
- Explain how the BD contributes to and supports the planning cycle through Joint Field Office (JFO) coordination and partnerships.
- Demonstrate the ability to implement work assignments consistent with the DSA strategic plan and ensure that plan outcomes are met.
- Effectively utilize tools in managing the DSA program and informing the JFO and program leadership of critical disaster data.
- Develop and implement a right-sizing plan for staff demobilization.
- Complete assessment and course evaluation tasks.

**Primary Core Capability:**
N/A - None

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses.schedules.aspx
### IEMC: Preparing the Whole Community for a Complex Coordinated Attack

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Course Level:** N/A  
**Duration (in Hours):** 28.0  
**Duration (in Days):** 4.0

#### Continuing Education Units:

General: 2.8

#### Course Description:

The E/L0912 Community-Specific IEMCs are written to reflect the current threats and hazards facing the jurisdiction, and the organizations included in the jurisdiction’s emergency plans. Because the course is designed for whole communities, participation is not available for open-enrollment of individual applicants. Participants are immersed in practical applications which support the preparedness of state and local governments to respond to an attack in the United States, similar to those carried out by well-armed, well-trained, and highly motivated individuals assaulting soft targets in the United States and around the world.

The IEMC supports the development of Core Capabilities and achievement of the National Preparedness Goal. Exercises are built to test the jurisdiction’s planned approach to specific hazards and to surface issues for which the IEMC participants may need to re-evaluate and develop corrective action plans.

Using current information on evolving terrorist tactics and procedures, an attack scenario is developed for the city and its surrounding jurisdictions’ plans and response capabilities. The scenario is designed to overwhelm the city’s resources and forms the basis for discussions throughout the course.

Participants will review existing preparedness, response, and interdiction plans, policies, and procedures related to a complex coordinated attack and identify gaps in plans, operational capabilities, response resources, and authorities; best practices and lessons learned will be shared from a variety of current events around the world.

Selection Criteria: By Invitation

#### Course Objectives:

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

- Review existing preparedness, response, and interdiction plans, policies, and procedures related to a complex terrorist attack.
- Identify gaps in plans, operational capabilities, response resources, and authorities.
- Identify Federal, state, and local resources—including grants, training, exercises, and technical assistance—available to address potential gaps in capabilities.
- Improve situational awareness, recognize best practices, and encourage information sharing among all stakeholders in the event of a complex terrorist attack.
- Examine healthcare system and clinical challenges unique to a complex terrorist attack employing small arms and explosives.
- Examine the roles of the community and bystanders in a complex terrorist attack.
- Discuss a framework for immediate medical management of wounded in, or near, an attack site.
- Identify and share best practices and lessons learned from case studies in medical preparedness and response.

#### Other Prerequisites:

Recommended: ISO100.b, Introduction to the Incident Command System, ICS 100; ISO200.b, Incident Command System for Single Resources and Initial Action Incidents; ISO700.a, National Incident Management System, An Introduction; and ISO775, Emergency Operations Center Management and Operations

#### Primary Core Capability:

Operational Coordination
Secondary Core Capability(s): Fatality Management Services, Forensics and Attribution, Infrastructure Systems, Intelligence and Information Sharing, Interdiction and Disruption, Mass Care Services, On-scene Security, Protection, and Law Enforcement, Operational Communications, Physical Protective Measures, Public Health, Healthcare, and Emergency Medical Services, Public Information and Warning, Situational Assessment

Mission Areas: Prevent, Respond, Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
IEMC/Community-Specific

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential
Course Level: N/A
Duration (in Hours): 32.0
Duration (in Days): 4.0

Continuing Education Units:
General: 3.2

Course Description:
Community-Specific IEMCs place emphasis on a specific jurisdiction’s risks, response capability, Core Capabilities, and short-term recovery issues. They are tailored to fit the jurisdictions and are based on a selected hazard scenario. Course methodologies include classroom instruction, group planning sessions, and exercises that allow for structured decision-making in a learning environment. A key outcome of this IEMC is to provide participants with the awareness and skills to carry out emergency plans, policies, and procedures related to disaster response and assist with making the transition from response activities to short-term recovery.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Analyze community emergency plans, policies, and procedures., Identify additional planning needs., Clarify roles and responsibilities., Improve teams and coordination., Improve response/recovery capabilities.

Other Prerequisites:
Recommended: IS0100.b, Introduction to the Incident Command System, ICS 100; IS0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS0700.a, National Incident Management System, An Introduction; and IS0775, Emergency Operations Center Management and Operations

Primary Core Capability:
N/A - None

Mission Areas: Respond, Recover, Mitigation
Discipline(s): Emergency Management, Emergency Medical Services, Fire Service, Governmental Administrative, Law Enforcement, Public Health

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Situational Awareness and Common Operating Picture

Training Provider: Emergency Management Institute  
Delivery Type: Mobile/Non-Resident, Residential, Indirect

Duration (in Hours): 27.0  
Duration (in Days): 4.0

Continuing Education Units:  
General: 2.7

Course Description:  
Situational Awareness (SA) and Common Operating Picture (COP) support the Communications and Information Management Component of the National Incident Management System. This intermediate-level course on SA and COP is designed to improve the skills, knowledge, and capabilities of individuals and organizations involved in domestic emergency preparedness, response, and recovery.

Selection Criteria: Emergency management professionals who deal with SA and COP

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

Define SA and COP and the relationship between the two.,
Explain how SA and COP contributes to effective incident management and decision-making.,
Develop or contribute to plans, procedures, or processes supporting SA and COP in their own operating environment.,
Understand the impact of current and emerging technologies on SA and COP.

Prerequisite(s): An Introduction to the Incident Command System, ICS 100 (IS0100.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), An Introduction to the National Incident Management System (IS0700.b)

Primary Core Capability:  
Intelligence and Information Sharing

Secondary Core Capability(s): Planning

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:  
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:  
https://training.fema.gov/emicourses/schedules.aspx
Course Description:
The NIMS ICS All-Hazards Position Specific (AHPS) Train the Trainer (TtT) course is designed to assist the student in his or her preparation to function effectively as under the NIMS/Incident Command System.
Personnel selected to serve as instructors for this course will teach in the field to personnel representing the Nation’s First Responders and allied professions from various Federal, state, and local organizations.
The audience for the course includes people functioning within the environment of an Incident Management Team (IMT) as fully qualified and have a significant instructional delivery background.
The use of qualified, knowledgeable, and experienced instructors is an important aspect in the successful delivery of AHPS training. The learning experience is heightened when the instructors have real-world experience and have served in the capacity for which they are providing instruction. This experience should include service on a variety of incidents during major operations, planned events, and/or full scale Homeland Security Exercise Evaluation (HSEEP) compliant exercises as determined by the local authority having jurisdiction (AHJ).
Selection Criteria: All applicants for admission into the All-Hazards Position-Specific (AHPS) Train-the-Trainer (TtT) program must: Have completed the course they desire to teach prior to applying for acceptance into the Train-the-Trainer program, Be a fully qualified COML; completed Position Task Book (PTB), Have documented experience serving as a COML on Type 3, Type 2 or Type 1 AHIMT(S) ACE: Level: Lower Division/Associate
ACE: Credit Hours: 2
Course Objectives:
At the end of this course, participants will be able to:
Teach the All-Hazards Position-Specific Communications Unit Leader course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching., Review and conduct an exploration of the objectives of the E/L0969 course. The objectives of the course are to:, Explain the background of ICS training development., Identify key requirements and elements within the NIMS. Training Program that relate to AHPS training courses., Identify appropriate instructional techniques for the delivery of ICS curricula and facilitation of course activities., Identify critical teaching points, participant challenges, and desired outputs for each of the ICS training courses., Explain how to coordinate and execute course deliveries.
Other Prerequisites:
Completion of the E/L0969 and: The most current versions of: IS 100: Incident Command System (ICS), An IntroductionIS 200: ICS for Single Resource and Initial Action IncidentsE/L/G 300: Intermediate Incident Command System for Expanding Incidents (ICS 300)E/L/G 400: Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400)IS 700: National Incident Management System (NIMS), An IntroductionIS 800: National Response Framework (NRF) In conjunction with the above requirements, instructor candidates must also provide documentation that demonstrates successful completion of formal adult education and/or
instructor training to include at least one of the following or its equivalent:- National Fire Academy’s (NFA) Educational Methodology course- National Wildfire Coordinating Group’s (NWCG) Facilitative Instructor (M-410) course- Center for Domestic Preparedness (CDP) Instructor Training Certification Course- Equivalents (i.e. FEMA E/L0141, Instructional Presentation and Evaluation Skills, Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course, etc.)- State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)- State Certified Teaching Certificate- Advanced degree in education, educational psychology, technical education, or a related programRecommended:National Wildland Coordinating Group (NWCG) S-420 or S-520Integrated Emergency Management Course (IEMC)National Association of State Foresters (NASF) Complex Incident Management Course (CIMC)National Fire Academy (NFA) Command & Control or Command & Control of Natural and Manmade Disasters coursesNFA O-337, Command & General Staff courseNFA O-305, All-Hazards Incident Management Team course; U.S. Fire AdministrationNFA O-337, Command & General Staff Functions for Local Incident Management Team (US Fire Academy)

**Primary Core Capability:**
Operational Coordination

**Secondary Core Capability(s):** Operational Communications

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
NIMS ICS All-Hazards Incident Commander Course

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 35.0
Duration (in Days): 5.0

Continuing Education Units:
General: 3.5

Course Description:
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Incident Commander (IC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and command needs of the incident, and 2) effectively fulfilling the position responsibilities of an IC on an All-Hazards ICS IMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

ACE: Level: Upper Division
ACE: Credit Hours: 2

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

- Demonstrate, through exercises and a final exam, an understanding of the duties, responsibilities, and capabilities of an effective Incident Commander.

Other Prerequisites:
IS 100: Incident Command System (ICS), An Introduction
IS 200: ICS for Single Resource and Initial Action Incidents
E/L/G 300: Intermediate Incident Command System for Expanding Incidents
(ICS 300)
E/L/G 400: Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400)
IS 700: National Incident Management System (NIMS), An Introduction
IS 800: National Response Framework (NRF)
Recommnded: O-305 Type 3 AHIMT Training course (delivered by USFA)

Primary Core Capability:
Fire Management and Suppression

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Continuing Education Units:
General: 3.5

Course Description:
This course is designed to assist the student in his or her preparation to function effectively under the NIMS/Incident Command System.

Personnel selected to serve as instructors for this course will teach in the field to personnel representing the Nation’s first responders and allied professions from various Federal, state, and local organizations.

The audience for the course includes people functioning within the environment of an Incident Management Team (IMT) as fully qualified and have a significant instructional delivery background.

The use of qualified, knowledgeable, and experienced instructors is an important aspect in the successful delivery of AHPS training. The learning experience is heightened when the instructors have real-world experience and have served in the capacity for which they are providing instruction. This experience should include service on a variety of incidents during major operations, planned events, and/or full scale Homeland Security Exercise Evaluation (HSEEP) compliant exercises as determined by the local authority having jurisdiction (AHJ).

Selection Criteria: All applicants for admission into the All-Hazards Position-Specific (AHPS) Train-the-Trainer (TtT) program must:
- Have completed the course they desire to teach prior to applying for acceptance into the Train-the-Trainer program, Be a fully qualified IC; completed Position Task Book (PTB),
- Have documented experience serving as a IC on Type 3, Type 2 or Type 1 AHIMT(S)
- ACE: Level: Lower Division/Associate
- ACE: Credit Hours: 2

Course Objectives:
At the end of this course, participants will be able to:
- Teach the All-Hazards Incident Commander course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

Other Prerequisites:
Completion of the E/L0950 and:

In conjunction with the above requirements, instructor candidates must also provide documentation that demonstrates successful completion of formal adult education and/or instructor training to include at least one of the following or its equivalent:
- National Fire Academy’s (NFA) Educational Methodology course-
- National Wildfire Coordinating Group’s (NWCG) Facilitative Instructor (M-410) course-
- Center for Domestic Preparedness (CDP) Instructor Training Certification Course-
- Equivalents (i.e. FEMA E/L/0141, Instructional Presentation and Evaluation Skills, Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course, etc.)-
- State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)- State Certified
EMI

Teaching Certificate- Advanced degree in education, educational psychology, technical education, or a related program
Recommended: National Wildland Coordinating Group (NWCG) S-420 or S-520
Integrated Emergency Management Course (IEMC)
National Association of State Foresters (NASF) Complex Incident Management Course (CIMC)
National Fire Academy (NFA) Command & Control or Command & Control of Natural and Manmade Disasters courses
NFA O-337, Command & General Staff course
NFA O-305, All-Hazards Incident Management Team course; U.S. Fire Administration
NFA O-337, Command & General Staff Functions for Local Incident Management Team (US Fire Academy)

**Primary Core Capability:**
Planning

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
NIMS ICS All-Hazards Public Information Officer Course  

Training Provider: Emergency Management Institute  
Delivery Type: Mobile/Non-Resident, Residential  

Course Level: N/A  
Duration (in Hours): 35.0  
Duration (in Days): 5.0  

Continuing Education Units:  
General: 3.5  

Course Description:  
This course is designed for a Public Information Officer (PIO) assigned to an incident as a member of an All-Hazards Incident Management Team (AHIMT) and local IMTs, as well as for the PIO assigned to an incident as an Assistant PIO in a variety of capacities. This course will help participants develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it combines elements from both the basic and advanced functions to concentrate training on the fundamental duties and responsibilities of the PIO in an all-hazards environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.  

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.  
ACE: Level: Lower Division/Associate  
ACE: Credit Hours: 2  

Course Objectives:  
At the end of this course, participants will be able to:  
Develop a strong set of core PIO skills and apply them within the context of an All-Hazards Incident Management Team.  

Other Prerequisites:  

Primary Core Capability:  
Public Information and Warning  

Secondary Core Capability(s): Fire Management and Suppression, Intelligence and Information Sharing, Operational Communications, Operational Coordination  

Mission Areas: Respond, Recover, Mitigation  

Discipline(s): Emergency Management  

Course POC:  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov  

Course Schedule:  
https://training.fema.gov/emicourses/schedules.aspx
NIMS ICS All-Hazards Public Information Officer Train-the-Trainer

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 35.0
Duration (in Days): 5.0

Continuing Education Units:
General: 3.5

Course Description:
This course is designed to assist the student in his or her preparation to function effectively under the NIMS/Incident Command System.

Personnel selected to serve as instructors for this course will teach in the field to personnel representing the Nation’s first responders and allied professions from various Federal, state, and local organizations.

The audience for the course includes people functioning within the environment of an Incident Management Team (IMT) as a fully qualified IC and have a significant instructional delivery background.

The use of qualified, knowledgeable, and experienced instructors is an important aspect in the successful delivery of AHPS training. The learning experience is heightened when the instructors have real-world experience and have served in the capacity for which they are providing instruction. This experience should include service on a variety of incidents during major operations, planned events, and/or full scale Homeland Security Exercise Evaluation (HSEEP) compliant exercises as determined by the local authority having jurisdiction (AHJ).

Selection Criteria: All applicants for admission into the All-Hazards Position-Specific (AHPS) Train-the-Trainer (TtT) program must:

- Have completed the course they desire to teach prior to applying for acceptance into the Train-the-Trainer program,
- Be a fully qualified PIO; completed Position Task Book (PTB),
- Have documented experience serving as a PIO on Type 3, Type 2 or Type 1 AHIMT(S)

ACE: Level: Lower Division/Associate
ACE: Credit Hours: 2

Course Objectives:
At the end of this course, participants will be able to:
Teach the All-Hazards Public Information Officer course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

Other Prerequisites:
Completion of the E/L0952 and:
The most current versions of:
- IS 100: Incident Command System (ICS), An Introduction
- IS 200: ICS for Single Resource and Initial Action Incidents
- E/L/G 300: Intermediate Incident Command System for Expanding Incidents (ICS 300)
- E/L/G 400: Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400)
- IS 700: National Incident Management System (NIMS), An Introduction
- IS 800: National Response Framework (NRF)

In conjunction with the above requirements, instructor candidates must also provide documentation that demonstrates successful completion of formal adult education and/or instructor training to include at least one of the following or its equivalent:
- National Fire Academy’s (NFA) Educational Methodology course
- National Wildfire Coordinating Group’s (NWCG) Facilitative Instructor (M-410) course
- Center for Domestic Preparedness (CDP) Instructor Training Certification Course

Equivalents (i.e. FEMA E/L/0141, Instructional
Presentation and Evaluation Skills, Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course, etc.- State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)- State Certified Teaching Certificate- Advanced degree in education, educational psychology, technical education, or a related programRecommended: 0305 AHIMT Course National Wildland Coordinating Group (NWCG) S-420 or S-520Integrated Emergency Management Course (IEMC)National Association of State Foresters (NASF) Complex Incident Management Course (CIMC)National Fire Academy (NFA) Command & Control or Command & Control of Natural and Manmade Disasters coursesNFA O-337, Command & General Staff courseNFA O-305, All-Hazards Incident Management Team course; U.S. Fire Administration NFA O-337, Command & General Staff Functions for Local Incident Management Team (US Fire Academy)

**Primary Core Capability:**
Public Information and Warning

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
NIMS ICS All-Hazards Safety Officer Course

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Mobile/Non-Resident, Residential
Duration (in Hours): 28.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.8

Course Description:
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Safety Officer (SOFR) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the safety needs of the incident, and 2) effectively fulfilling the position responsibilities of an SOFR on an AHIMT.
Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

ACE: Level: Lower Division/Associate
ACE: Credit Hours: 2

Course Objectives:
At the end of this course, participants will be able to:
Describe the duties, responsibilities, and capabilities of an effective Safety Officer on an All-Hazards Incident Management Team.

Other Prerequisites:

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**NIMS ICS All-Hazards Safety Officer Train-the-Trainer**

**Course Level:** N/A

**Duration (in Hours):** 28.0

**Duration (in Days):** 4.0

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident, Residential

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**Continuing Education Units:**

General: 2.8

**Course Description:**

This course is designed to assist the student in his or her preparation to function effectively under the NIMS/Incident Command System.

Personnel selected to serve as instructors for this course will teach in the field to personnel representing the Nation’s first responders and allied professions from various Federal, state, and local organizations.

The audience for the course includes people functioning within the environment of an Incident Management Team (IMT) as fully qualified and have a significant instructional delivery background.

The use of qualified, knowledgeable, and experienced instructors is an important aspect in the successful delivery of AHPS training. The learning experience is heightened when the instructors have real-world experience and have served in the capacity for which they are providing instruction. This experience should include service on a variety of incidents during major operations, planned events, and/or full scale Homeland Security Exercise Evaluation (HSEEP) compliant exercises as determined by the local authority having jurisdiction (AHJ).

**Selection Criteria:** All applicants for admission into the All-Hazards Position-Specific (AHPS) Train-the-Trainer (TtT) program must:

- Have completed the course they desire to teach prior to applying for acceptance into the Train-the-Trainer program,
- Be a fully qualified SOFR; completed Position Task Book (PTB), Have documented experience serving as a SOFR on Type 3, Type 2 or Type 1 AHIMT(S)

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

**ACE: Credit Hours: 2**

**Course Objectives:**

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

Teach the NIMS ICS All-Hazards Safety Officer Course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

**Other Prerequisites:**

Completion of the E/L0954 and: The most current versions of: IS 100: Incident Command System (ICS), An Introduction IS 200: ICS for Single Resource and Initial Action Incidents E/L/G 300: Intermediate Incident Command System for Expanding Incidents (ICS 300) E/L/G 400: Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400) IS 700: National Incident Management System (NIMS), An Introduction IS 800: National Response Framework (NRF) In conjunction with the above requirements, instructor candidates must also provide documentation that demonstrates successful completion of formal adult education and/or instructor training to include at least one of the following or its equivalent:- National Fire Academy’s (NFA) Educational Methodology course- National Wildfire Coordinating Group’s (NWCG) Facilitative Instructor (M-410) course- Center for Domestic Preparedness (CDP) Instructor Training Certification Course- Equivalents (i.e. FEMA E/L/0141, Instructional Presentation and Evaluation Skills, Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course, etc.)- State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)- State Certified
Teaching Certificate- Advanced degree in education, educational psychology, technical education, or a related program
Recommended: National Wildland Coordinating Group (NWCG) S-420 or S-520
Integrated Emergency Management Course (IEMC)
National Association of State Foresters (NASF) Complex Incident Management Course (CIMC)
National Fire Academy (NFA) Command & Control or Command & Control of Natural and Manmade Disasters courses
NFA O-337, Command & General Staff course
NFA O-305, All-Hazards Incident Management Team course; U.S. Fire Administration
NFA O-337, Command & General Staff Functions for Local Incident Management Team (US Fire Academy)

**Primary Core Capability:**
Planning

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
NIMS ICS All-Hazards Liaison Officer Course

Training Provider: Emergency Management Institute

Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A

Duration (in Hours): 14.0

Duration (in Days): 2.0

Continuing Education Units:
General: 1.4

Course Description:
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Liaison Officer on an All-Hazards Incident Management Team (AHIMT). Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

ACE: Level: Lower Division/Associate
ACE: Credit Hours: 1

Course Objectives:
At the end of this course, participants will be able to:
Prepare for the duties, responsibilities, and capabilities of an effective Liaison Officer on an All-Hazards Incident Management Team.

Other Prerequisites:
IS 100: Incident Command System (ICS), An Introduction
IS 200: ICS for Single Resource and Initial Action Incidents
E/L/G 300: Intermediate Incident Command System for Expanding Incidents (ICS 300)
E/L/G 400: Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400)
IS 700: National Incident Management System (NIMS), An Introduction
IS 800: National Response Framework (NRF)
Recommended: O-305 Type E AHIMT Training course (delivered by USFA)

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**NIMS ICS All-Hazards Liaison Officer Train-the-Trainer**

**Training Provider:** Emergency Management Institute

**Course Level:** N/A

**Delivery Type:** Mobile/Non-Resident, Residential

**Duration (in Hours):** 14.0

**Duration (in Days):** 2.0

Continuing Education Units:
General: 1.4

Course Description:

This course is designed to assist the student in his or her preparation to function effectively under the NIMS/Incident Command System.

Personnel selected to serve as instructors for this course will teach in the field to personnel representing the Nation’s first responders and allied professions from various Federal, state, and local organizations.

The audience for the course includes people functioning within the environment of an Incident Management Team (IMT) as fully qualified and have a significant instructional delivery background.

The use of qualified, knowledgeable, and experienced instructors is an important aspect in the successful delivery of AHPS training. The learning experience is heightened when the instructors have real-world experience and have served in the capacity for which they are providing instruction. This experience should include service on a variety of incidents during major operations, planned events, and/or full scale Homeland Security Exercise Evaluation (HSEEP) compliant exercises as determined by the local authority having jurisdiction (AHJ).

Selection Criteria: All applicants for admission into the All-Hazards Position-Specific (AHPS) Train-the-Trainer (TtT) program must:

1. Have completed the course they desire to teach prior to applying for acceptance into the Train-the-Trainer program,
2. Be a fully qualified LOFR; completed Position Task Book (PTB),
3. Have documented experience serving as a LOFR on Type 3, Type 2 or Type 1 AHIMT(S)

ACE: Level: Lower Division/Associate

ACE: Credit Hours: 1

Course Objectives:

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

Teach the All-Hazards Liaison Officer course by preparing through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

Other Prerequisites:

Completion of the E/L0956 and: The most current versions of:

- IS 100: Incident Command System (ICS), An Introduction
- IS 200: ICS for Single Resource and Initial Action Incidents
- IS 300: Intermediate Incident Command System for Expanded Incidents
- IS 400: Advanced Incident Command System for Command and General Staff - Complex Incidents
- IS 700: National Incident Management System (NIMS), An Introduction
- IS 800: National Response Framework (NRF)

In conjunction with the above requirements, instructor candidates must also provide documentation that demonstrates successful completion of formal adult education and/or instructor training to include at least one of the following or its equivalent:

- National Fire Academy’s (NFA) Educational Methodology course - National Wildfire Coordinating Group’s (NWCG) Facilitative Instructor (M-410) course - Center for Domestic Preparedness (CDP) Instructor Training Certification Course - Equivalents (i.e. FEMA E/L/0141, Instructional Presentation and Evaluation Skills, Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course, etc.) - State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II) - State Certified
Teaching Certificate - Advanced degree in education, educational psychology, technical education, or a related program
Recommended:
National Wildland Coordinating Group (NWCG) S-420 or S-520
Integrated Emergency Management Course (IEMC)
National Association of State Foresters (NASF) Complex Incident Management Course (CIMC)
National Fire Academy (NFA) Command & Control or Command & Control of Natural and Manmade Disasters courses
NFA O-337, Command & General Staff courses
NFA O-305, All-Hazards Incident Management Team course; U.S. Fire Administration
NFA O-337, Command & General Staff Functions for Local Incident Management Team (US Fire Academy)

**Primary Core Capability:**
Operational Coordination

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
NIMS ICS All-Hazards Operations Section Chief Course

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential
Course Level: N/A
Duration (in Hours): 28.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.8

Course Description:
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Operations Section Chief (OSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the command needs of the incident, and 2) effectively fulfilling the position responsibilities of an OSC on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

ACE: Level: Lower Division/Associate
ACE: Credit Hours: 2

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

Describe the duties, responsibilities, and capabilities of an effective Operations Section Chief on an All-Hazards Incident Management Team.

Other Prerequisites:
IS 100: Incident Command System (ICS), An Introduction
IS 200: ICS for Single Resource and Initial Action Incidents
E/L/G 300: Intermediate Incident Command System for Expanding Incidents (ICS 300)
E/L/G 400: Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400)
IS 700: National Incident Management System (NIMS), An Introduction
IS 800: National Response Framework (NRF)
Recommended: O-305 AHIMT Training course (delivered by USFA)

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
NIMS ICS All-Hazards Operations Section Chief Train-the-Trainer E0959

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential
Course Level: N/A
Duration (in Hours): 28.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.8

Course Description:
This course is designed to assist the student in his or her preparation to function effectively under the NIMS/Incident Command System.
Personnel selected to serve as instructors for this course will teach in the field to personnel representing the Nation’s first responders and allied professions from various Federal, state, and local organizations.
The audience for the course includes people functioning within the environment of an Incident Management Team (IMT) as fully qualified and have a significant instructional delivery background.
The use of qualified, knowledgeable, and experienced instructors is an important aspect in the successful delivery of AHPS training. The learning experience is heightened when the instructors have real-world experience and have served in the capacity for which they are providing instruction. This experience should include service on a variety of incidents during major operations, planned events, and/or full scale Homeland Security Exercise Evaluation (HSEEP) compliant exercises as determined by the local authority having jurisdiction (AHJ).
Selection Criteria: All applicants for admission into the All-Hazards Position-Specific (AHPS) Train-the-Trainer (TtT) program must: Have completed the course they desire to teach prior to applying for acceptance into the Train-the-Trainer program, Be a fully qualified OSC; completed Position Task Book (PTB), Have documented experience serving as a OSC on Type 3, Type 2 or Type 1 AHIMT(S)ACE: Level: Lower Division/Associate
ACE: Credit Hours: 2

Course Objectives:
At the end of this course, participants will be able to:
Teach the All-Hazards Operations Section Chief course by preparing through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

Other Prerequisites:
Completion of the E/L0958 and: The most current versions of: IS 100: Incident Command System (ICS), An Introduction IS 200: ICS for Single Resource and Initial Action Incidents E/L/G 300: Intermediate Incident Command System for Expanding Incidents (ICS 300) E/L/G 400: Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400) IS 700: National Incident Management System (NIMS), An Introduction IS 800: National Response Framework (NRF) In conjunction with the above requirements, instructor candidates must also provide documentation that demonstrates successful completion of formal adult education and/or instructor training to include at least one of the following or its equivalent:- National Fire Academy’s (NFA) Educational Methodology course- National Wildfire Coordinating Group’s (NWCG) Facilitative Instructor (M-410) course- Center for Domestic Preparedness (CDP) Instructor Training Certification Course- Equivalents (i.e. FEMA E/L/0141, Instructional Presentation and Evaluation Skills, Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course, etc.)- State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)- State Certified
Teaching Certificate- Advanced degree in education, educational psychology, technical education, or a related program
Recommended:
National Wildland Coordinating Group (NWCG) S-420 or S-520
Integrated Emergency Management Course (IEMC)
National Association of State Foresters (NASF) Complex Incident Management Course (CIMC)
National Fire Academy (NFA) Command & Control or Command & Control of Natural and Manmade Disasters courses
NFA O-337, Command & General Staff course
NFA O-305, All-Hazards Incident Management Team course; U.S. Fire Administration
NFA O-337, Command & General Staff Functions for Local Incident Management Team (US Fire Academy)
Primary Core Capability:
N/A - None
Mission Areas: Respond, Recover, Mitigation
Discipline(s): Emergency Management
Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov
Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Course Description:**
The course will provide local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Division/Group Supervisor on an All-Hazards Incident Management Team (AHIMT). The course walks participants through general information, including an overview of the Operations Section and information on incident mobilization, initial situational awareness, and unit management. It also provides detailed instruction on responding to the incident and the command needs of the incident, and emphasizes the importance of risk management and safety considerations.

**Selection Criteria:** NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**ACE:** Level: Lower Division/Associate
ACE: Credit Hours: 2

**Course Objectives:**
At the end of this course, participants will be able to:
Demonstrate the duties, responsibilities, and capabilities of an effective Division/Group Supervisor on an All-Hazards Incident Management Team while providing an overview of the Operations Section and information on incident mobilization, initial situation awareness, and unit management. Detailed instruction is provided on responding to the incident and the command needs of the incident, as well as emphasizing the importance of risk management and safety considerations.

**Other Prerequisites:**

**Primary Core Capability:**
Operational Coordination

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**NIMS ICS All-Hazards Planning Section Chief Course**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 28.0  
**Duration (in Days):** 4.0

### Continuing Education Units:
General: 2.8

### Course Description:
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Planning Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) managing the planning cycle, and 2) tracking resources and incident status. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

### Selection Criteria:
NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

ACE: Level: Lower Division/Associate  
ACE: Credit Hours: 2

### Course Objectives:
At the end of this course, participants will be able to:
Describe the duties, responsibilities, and capabilities of an effective Planning Section Chief on an All-Hazards Incident Management Team.

### Other Prerequisites:
- IS 100: Incident Command System (ICS), An Introduction  
- IS 200: ICS for Single Resource and Initial Action Incidents  
- E/L/G 0300: Intermediate Incident Command System for Expanding Incidents (ICS 300)  
- E/L/G 0400: Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400)  
- IS 700: National Incident Management System (NIMS), An Introduction  
- IS 800: National Response Framework (NRF)  
- Recommended: O-305 Type 3 AHIMT Training course (delivered by USFA)

### Primary Core Capability:
Planning

### Mission Areas:
Respond, Recover, Mitigation

### Discipline(s):
Emergency Management

### Course POC:
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

### Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**NIMS ICS All-Hazards Planning Section Chief Train-the-Trainer**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 28.0  
**Duration (in Days):** 4.0

**Continuing Education Units:**  
General: 2.8

**Course Description:**  
This course is designed to assist the student in his or her preparation to function effectively under the NIMS/Incident Command System. Personnel selected to serve as instructors for this course will teach in the field to personnel representing the Nation’s first responders and allied professions from various Federal, state, and local organizations. The audience for the course includes people functioning within the environment of an Incident Management Team (IMT) as fully qualified and have a significant instructional delivery background. The use of qualified, knowledgeable, and experienced instructors is an important aspect in the successful delivery of AHPS training. The learning experience is heightened when the instructors have real-world experience and have served in the capacity for which they are providing instruction. This experience should include service on a variety of incidents during major operations, planned events, and/or full scale Homeland Security Exercise Evaluation (HSEEP) compliant exercises as determined by the local authority having jurisdiction (AHJ).

**Selection Criteria:** All applicants for admission into the All-Hazards Position-Specific (AHPS) Train-the-Trainer (TtT) program must:  
- Have completed the course they desire to teach prior to applying for acceptance into the Train-the-Trainer program,  
- Be a fully qualified PSC; completed Position Task Book (PTB),  
- Have documented experience serving as a PSC on Type 3, Type 2 or Type 1 AHIMT(S)

**ACE: Level:** Lower Division/Associate  
**ACE: Credit Hours:** 2

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Teach the All-Hazards Planning Section Chief course by preparing through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

**Other Prerequisites:**  
Completion of the E/L0962 and:  

In conjunction with the above requirements, instructor candidates must also provide documentation that demonstrates successful completion of formal adult education and/or instructor training to include at least one of the following or its equivalent:  
- National Fire Academy’s (NFA) Educational Methodology course- National Wildfire Coordinating Group’s (NWCG) Facilitative Instructor (M-410) course- Center for Domestic Preparedness (CDP) Instructor Training Certification Course- Equivalents (i.e. FEMA E/L/0141, Instructional Presentation and Evaluation Skills, Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course, etc.)- State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)- State Certified
Teaching Certificate- Advanced degree in education, educational psychology, technical education, or a related program

Recommended:
- National Wildland Coordinating Group (NWCG) S-420 or S-520
- Integrated Emergency Management Course (IEMC)
- National Association of State Foresters (NASF) Complex Incident Management Course (CIMC)
- National Fire Academy (NFA) Command & Control or Command & Control of Natural and Manmade Disasters courses
- NFA O-337, Command & General Staff course
- NFA O-305, All-Hazards Incident Management Team course; U.S. Fire Administration
- NFA O-337, Command & General Staff Functions for Local Incident Management Team (US Fire Academy)

**Primary Core Capability:**
N/A - None

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Training Provider: Emergency Management Institute  
Course Level: N/A  
Delivery Type: Mobile/Non-Resident, Residential  
Duration (in Hours): 35.0  
Duration (in Days): 5.0

Continuing Education Units:  
General: 3.5

Course Description:  
This course helps participants establish the essential core competencies required for performing the duties of the Situation Unit Leader (SITL) in an all-hazards incident. This course addresses all responsibilities appropriate to an SITL operating in a local- or state-level All-Hazards Incident Management Team (AHIMT). These responsibilities include processing information and intelligence and developing displays. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring participants to bring an SITL Kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills of an SITL.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

ACE: Level: Lower Division/Associate  
ACE: Credit Hours: 2

Course Objectives:  
At the end of this course, participants will be able to:  
Establish the essential core competencies required for performing the duties of the SITL in an all-hazards incident. This course addresses all responsibilities appropriate to a SITL operating a local- or state-level All-Hazards Incident Management Team. This includes processing information and intelligence and developing displays.

Other Prerequisites:  
IS 100: Incident Command System (ICS), An Introduction  
IS 200: ICS for Single Resource and Initial Action Incidents  
E/L/G 0300: Intermediate Incident Command System for Expanding Incidents (ICS 300)  
IS 700: National Incident Management System (NIMS), An Introduction  
IS 800: National Response Framework (NRF)  
Recommended: E/L/G 0400, ICS 400: Advanced Incident Command System for Command and General Staff—Complex Incidents; O-305, Type 3 AHIMT Training course (delivered by USFA)

Primary Core Capability:  
Situational Assessment

Secondary Core Capability(s): Operational Coordination

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:  
https://training.fema.gov/emicourses/schedules.aspx
NIMS ICS All-Hazards Resource Unit Leader Course

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 28.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.8

Course Description:
This course provides an overview of Unit Leader responsibilities, the Planning Section, and the planning process to contextualize the Resources Unit for participants unfamiliar with the planning process or the Incident Command System. It then explores specific Resources Unit Leader functions and responsibilities including resource tracking systems, operational planning, and resource products/outputs. The Status/Check-in and Demobilization functions are covered to provide participants with the knowledge to perform those duties if necessary. Exercises/simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 All-Hazards Incident Management Teams, or by those persons who desire to seek credentials/certification in those positions.

ACE: Level: Lower Division/Associate
ACE: Credit Hours: 2

Course Objectives:
At the end of this course, participants will be able to:
Describe the duties, responsibilities, and capabilities of the All-Hazards Resources Unit Leader.

Other Prerequisites:
IS 100: Incident Command System (ICS), An Introduction
IS 200: ICS for Single Resource and Initial Action Incidents
E/L/G 0300: Intermediate Incident Command System for Expanding Incidents (ICS 300)
IS 700: National Incident Management System (NIMS), An Introduction
IS 800: National Response Framework (NRF)
Recommended: E/L/G 0400, ICS 400: Advanced Incident Command System for Command and General Staff—Complex Incidents;
O-305 Type 3 AHIMT Training course (delivered by USFA)

Primary Core Capability:
Planning

Secondary Core Capability(s): Operational Coordination

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
### NIMS ICS All-Hazards Logistics Section Chief Course

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<td>Delivery Type:</td>
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<td>Course Level:</td>
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<td>Duration (in Hours):</td>
<td>35.0</td>
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<tr>
<td>Duration (in Days):</td>
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</tbody>
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**Continuing Education Units:**
General: 3.5

**Course Description:**
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Logistics Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: responding to the incident and effectively fulfilling the position responsibilities of a Logistics Section Chief on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

**ACE:** Level: Lower Division/Associate  
ACE: Credit Hours: 2

**Course Objectives:**
At the end of this course, participants will be able to:
Demonstrate an understanding of the duties, responsibilities, and capabilities of a Logistics Section Chief on an All-Hazards Incident Management Team.

**Other Prerequisites:**
IS 100: Incident Command System (ICS), An Introduction  
IS 200: ICS for Single Resource and Initial Action Incidents  
E/L/G 0300: Intermediate Incident Command System for Expanding Incidents (ICS 300)  
E/L/G 0400: Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400)  
IS 700: National Incident Management System (NIMS), An Introduction  
IS 800: National Response Framework (NRF)  
Recommended: O-305 Type 3 AHIMT Training course (delivered by USFA)

**Primary Core Capability:**
Operational Coordination

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
NIMS ICS All-Hazards Logistics Section Chief Train-the-Trainer

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Mobile/Non-Resident, Residential
Duration (in Hours): 35.0
Duration (in Days): 5.0

Continuing Education Units:
General: 3.5

Course Description:
This course is designed to assist the student in his or her preparation to function effectively as under the NIMS/Incident Command System.
Personnel selected to serve as instructors for this course will teach in the field to personnel representing the Nation’s first responders and allied professions from various Federal, state, and local organizations.
The audience for the course includes people functioning within the environment of an Incident Management Team (IMT) as fully qualified and have a significant instructional delivery background.
The use of qualified, knowledgeable, and experienced instructors is an important aspect in the successful delivery of AHPS training. The learning experience is heightened when the instructors have real-world experience and have served in the capacity for which they are providing instruction. This experience should include service on a variety of incidents during major operations, planned events, and/or full scale Homeland Security Exercise Evaluation (HSEEP) compliant exercises as determined by the local authority having jurisdiction (AHJ).
Selection Criteria: All applicants for admission into the All-Hazards Position-Specific (AHPS) Train-the-Trainer (TtT) program must: Have completed the course they desire to teach prior to applying for acceptance into the Train-the-Trainer program, Be a fully qualified LSC; completed Position Task Book (PTB), Have documented experience serving as a LSC on Type 3, Type 2 or Type 1 AHIMT(S) ACE: Level: Lower Division/Associate
ACE: Credit Hours: 2

Course Objectives:
At the end of this course, participants will be able to:
Teach the All-Hazards Logistics Section Chief course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

Other Prerequisites:
Completion of the E/L0967 and: The most current versions of: IS 100: Incident Command System (ICS), An Introduction IS 200: ICS for Single Resource and Initial Action Incidents E/L/G 0300: Intermediate Incident Command System for Expanding Incidents (ICS 300) E/L/G 0400: Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400) IS 700: National Incident Management System (NIMS), An Introduction IS 800: National Response Framework (NRF) In conjunction with the above requirements, instructor candidates must also provide documentation that demonstrates successful completion of formal adult education and/or instructor training to include at least one of the following or its equivalent:- National Fire Academy’s (NFA) Educational Methodology course- National Wildfire Coordinating Group’s (NWCG) Facilitative Instructor (M-410) course- Center for Domestic Preparedness (CDP) Instructor Training Certification Course- Equivalents (i.e. FEMA E/L/0141, Instructional Presentation and Evaluation Skills, Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course, etc.)- State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)- State Certified
Teaching Certificate- Advanced degree in education, educational psychology, technical education, or a related program

Recommended:
- National Wildland Coordinating Group (NWCG) S-420 or S-520
- Integrated Emergency Management Course (IEMC)
- National Association of State Foresters (NASF) Complex Incident Management Course (CIMC)
- National Fire Academy (NFA) Command & Control or Command & Control of Natural and Manmade Disasters courses
- NFA O-337, Command & General Staff course
- NFA O-305, All-Hazards Incident Management Team course; U.S. Fire Administration
- NFA O-337, Command & General Staff Functions for Local Incident Management Team (US Fire Academy)

**Primary Core Capability:**
N/A - None

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**NIMS ICS All-Hazards Communications Unit Leader**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Course Level:** N/A  
**Duration (in Hours):** 21.0  
**Duration (in Days):** 3.0

**Continuing Education Units:**  
General: 2.1

**Course Description:**  
This course helps participants establish the essential core competencies required for performing the duties of the Communications Unit Leader (COML) in an all-hazards incident. This course addresses all responsibilities appropriate to a COML operating in a local- or state-level All-Hazards Incident Management Team (AHIMT). These responsibilities include the collection, processing, and dissemination as needed to facilitate Operations of Command, General Staff, and Unit Leaders within the confines of a Type 3 AHIMT. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises.  
Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.  
ACE: Level: Lower Division/Associate  
ACE: Credit Hours: 2

**Course Objectives:**  
At the end of this course, participants will be able to:  
Identify the functions of the Communications Unit and the duties and responsibilities of the COML.,  
Arrive at an all-hazards incident properly equipped, gather information to assess the assignment, and begin initial planning activities of a COML., Plan, staff, manage, and demobilize the Communications Unit in a safe and effective manner to meet the needs of the incident.

**Other Prerequisites:**  
IS 100: Incident Command System (ICS), An Introduction  
IS 200: ICS for Single Resource and Initial Action Incidents  
E/L/G 0300: Intermediate Incident Command System for Expanding Incidents (ICS 300)  
IS 700: National Incident Management System (NIMS), An Introduction  
IS 800: National Response Framework (NRF)  
Recommended: E/L/G 0400, ICS 400: Advanced Incident Command System for Command and General Staff—Complex Incidents; O-305 Type 3 AHIMT Training course (delivered by USFA)

**Primary Core Capability:**  
Operational Coordination

**Secondary Core Capability(s):** Operational Communications

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
Continuing Education Units:
General: 2.8

Course Description:
This course helps participants establish the essential core competencies required for performing the duties of the Supply Unit Leader (SPUL) in an all-hazards incident. By requiring participants to bring jurisdiction-specific information to the instruction, the course provides a realistic, hands-on approach to mastering the skills of an SPUL organized by the fundamental steps of the ordering process. Participants identify information required for ordering, as well as complete required forms and documentation related to ordering, and anticipate ordering and supply needs for the incident. In addition to the ordering process, the course discusses mobilization, setting up and managing the Supply Unit, and demobilization.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 All-Hazards Incident Management Teams, or by those persons who desire to seek credentials/certification in those positions.

ACE: Level: Lower Division/Associate
ACE: Credit Hours: 2

Course Objectives:
At the end of this course, participants will be able to:
Perform the duties of the SPUL in an All-Hazards Incident Management Team.

Other Prerequisites:

Primary Core Capability:
Operational Coordination

Secondary Core Capability(s): Planning

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
NIMS ICS All-Hazards Facilities Unit Leader Course

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 35.0
Duration (in Days): 5.0

Continuing Education Units:
General: 3.5

Course Description:
The course will help participants establish the essential core competencies required for performing the duties of the Facilities Unit Leader (FACL) in an all-hazards incident. The course walks participants through general information, including an overview of the Logistics Section and information on incident mobilization, initial situational awareness, and unit management. It also provides detailed instruction in setting up and maintaining incident facilities, including facilities infrastructure, services, layout, and security. Each unit contains a discussion-based exercise and there is a capstone tabletop exercise at the end of the course to give participants hands-on practice functioning as an FACL.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

ACE: Level: Lower Division/Associate
ACE: Credit Hours: 2

Course Objectives:
At the end of this course, participants will be able to:
Describe the function and components of the Logistics Section and the Facilities Unit.
Describe the information gathered and preparation needed during the pre-incident, dispatch/mobilization, and arrival phases.
Provide and maintain required facilities-related incident services.
Establish the incident facilities infrastructure.
Design and establish the layout of incident facilities.
Describe the implementation and maintenance responsibilities of the FACL throughout the incident.
Describe the role and responsibilities of the FACL in ensuring safety on the incident.
Establish and manage the Facilities Unit.
Manage and document the demobilization of resources responsible to the FACL.

Other Prerequisites:
IS 100: Incident Command System (ICS), An Introduction
IS 200: ICS for Single Resource and Initial Action Incidents
E/L/G 0300: Intermediate Incident Command System for Expanding Incidents (ICS 300)
IS 700: National Incident Management System (NIMS), An Introduction
IS 800: National Response Framework (NRF)
Recommended: E/L/G 0400, ICS 400: Advanced Incident Command System for Command and General Staff—Complex Incidents; O-305 Type 3 AHIMT Training course (delivered by USFA)

Primary Core Capability:
Operational Coordination

Secondary Core Capability(s): Planning

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov
Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
NIMS ICS All-Hazards Finance/Administration Section Chief Course

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Mobile/Non-Resident, Residential
Duration (in Hours): 21.0
Duration (in Days): 3.0

Continuing Education Units:
General: 2.1

Course Description:
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities include managing the Finance/Administration Section personnel and managing the finances and administrative responsibilities during an incident.

Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

ACE: Level: Lower Division/Associate
ACE: Credit Hours: 1

Course Objectives:
At the end of this course, participants will be able to:
Demonstrate an understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief on an All-Hazards Incident Management Team.

Other Prerequisites:

Primary Core Capability:
Intelligence and Information Sharing

Secondary Core Capability(s): Planning

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
NIMS ICS All-Hazards Finance/Administration Train-the-Trainer

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Mobile/Non-Resident, Residential
Duration (in Hours): 21.0
Duration (in Days): 3.0

Continuing Education Units:
General: 2.1

Course Description:
This course is designed to assist the student in his or her preparation to function effectively as under the NIMS/Incident Command System.
Personnel selected to serve as instructors for this course will teach in the field to personnel representing the Nation’s first responders and allied professions from various Federal, state, and local organizations.
The audience for the course includes people functioning within the environment of an Incident Management Team (IMT) as fully qualified and have a significant instructional delivery background.
The use of qualified, knowledgeable, and experienced instructors is an important aspect in the successful delivery of AHPS training. The learning experience is heightened when the instructors have real-world experience and have served in the capacity for which they are providing instruction. This experience should include service on a variety of incidents during major operations, planned events, and/or full scale Homeland Security Exercise Evaluation (HSEEP) compliant exercises as determined by the local authority having jurisdiction (AHJ).
Selection Criteria: All applicants for admission into the All-Hazards Position-Specific (AHPS) Train-the-Trainer (TtT) program must: Have completed the course they desire to teach prior to applying for acceptance into the Train-the-Trainer program, Be a fully qualified FASC; completed Position Task Book (PTB), Have documented experience serving as a FASC on Type 3, Type 2 or Type 1 AHIMT(S) ACE: Level: Lower Division/Associate
ACE: Credit Hours: 2

Course Objectives:
At the end of this course, participants will be able to:
Teach the All-Hazards Finance/Administration Section Chief Leader course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

Other Prerequisites:
Completion of the E/L0973 and: The most current versions of: IS 100: Incident Command System (ICS), An Introduction IS 200: ICS for Single Resource and Initial Action Incidents E/L/G 0300: Intermediate Incident Command System for Expanding Incidents (ICS 300) E/L/G 0400: Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400) IS 700: National Incident Management System (NIMS), An Introduction IS 800: National Response Framework (NRF) In conjunction with the above requirements, instructor candidates must also provide documentation that demonstrates successful completion of formal adult education and/or instructor training to include at least one of the following or its equivalent: - National Fire Academy’s (NFA) Educational Methodology course- National Wildfire Coordinating Group’s (NWCG) Facilitative Instructor (M-410) course- Center for Domestic Preparedness (CDP) Instructor Training Certification Course- Equivalents (i.e. FEMA E/L/0141, Instructional Presentation and Evaluation Skills, Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course, etc.)- State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)- State Certified
Teaching Certificate- Advanced degree in education, educational psychology, technical education, or a related program
Recommended:
- National Wildland Coordinating Group (NWCG) S-420 or S-520
- Integrated Emergency Management Course (IEMC)
- National Association of State Foresters (NASF) Complex Incident Management Course (CIMC)
- National Fire Academy (NFA) Command & Control or Command & Control of Natural and Manmade Disasters courses
- NFA O-337, Command & General Staff course
- NFA O-305, All-Hazards Incident Management Team course; U.S. Fire Administration
- NFA O-337, Command & General Staff Functions for Local Incident Management Team (US Fire Academy)

Primary Core Capability:
N/A - None

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
NIMS ICS All-Hazards Finance/Administration Unit Leader Course

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A
Duration (in Hours): 21.0
Duration (in Days): 3.0

Continuing Education Units:
General: 2.1

Course Description:
The Finance/Administration Unit Leader (FAUL) course will help participants establish the essential core competencies required for performing the duties of the Finance/Administration Unit Leader in an all-hazards incident. The course is designed to enable participants to perform as any of the four FAULs (Time Unit Leader, Procurement Unit Leader, Compensation and Claims Unit Leader, Cost Unit Leader). Participants will learn information that is applicable across all four positions, such as unit setup and management, information gathering, and interactions. Complex experiential exercises and discussions will afford participants the opportunity to act as each unit leader while connecting all information learned back to real-world application.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 All-Hazards Incident Management Teams, or by those persons who desire to seek credentials/certification in those positions.

ACE: Level: Lower Division/Assoicate
ACE: Credit Hours: 2

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

- Use appropriate information and clear communication to interact and coordinate with incident personnel.
- Assume the role of the Time Unit Leader (TIME) for an all-hazards incident.
- Assume the role of the Procurement Unit (PROC) Leader for an all-hazards incident.
- Assume the role of the Compensation/Claims Unit (COMP) Leader for an all-hazards incident.
- Assume the role of the Cost Unit Leader (COST) for an all-hazards incident.
- Manage a Finance/Administration Unit.

Other Prerequisites:
IS 100: Incident Command System (ICS), An Introduction
IS 200: ICS for Single Resource and Initial Action Incidents
E/L/G 0300: Intermediate Incident Command System for Expanding Incidents (ICS 300)
IS 700: National Incident Management System (NIMS), An Introduction
IS 800: National Response Framework (NRF)
Recommended: E/L/G 0400, ICS 400: Advanced Incident Command System for Command and General Staff—Complex Incidents; O-305 Type 3 AHIMT Training course (delivered by USFA)

Primary Core Capability:
Planning

Secondary Core Capability(s): Environmental Response/Health and Safety, Operational Coordination

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
EMI
https://training.fema.gov/emicourses/schedules.aspx
Continuing Education Units:
General: 3.5

Course Description:
This course is designed to assist the student in his or her preparation to function effectively under the NIMS/Incident Command System.
Personnel selected to serve as instructors for this course will teach in the field to personnel representing the Nation’s first responders and allied professions from various Federal, state, and local organizations.
The audience for the course includes people functioning within the environment of an Incident Management Team (IMT) as fully qualified and have a significant instructional delivery background.
The use of qualified, knowledgeable, and experienced instructors is an important aspect in the successful delivery of AHPS training. The learning experience is heightened when the instructors have real-world experience and have served in the capacity for which they are providing instruction. This experience should include service on a variety of incidents during major operations, planned events, and/or full scale Homeland Security Exercise Evaluation (HSEEP) compliant exercises as determined by the local authority having jurisdiction (AHJ).
Selection Criteria: All applicants for admission into the All-Hazards Position-Specific (AHPS) Train-the-Trainer (TtT) program must:
- Have completed the course they desire to teach prior to applying for acceptance into the Train-the-Trainer program,
- Be a fully qualified SITL; completed Position Task Book (PTB), Have documented experience serving as a SITL on Type 3, Type 2 or Type 1 AHIMT(S)
- ACE: Level: Lower Division/Associate
ACE: Credit Hours: 2

Course Objectives:
At the end of this course, participants will be able to:
- Teach the SITL course through the use of lecture, interactive discussion, guided exercises and activities, and practice student teaching.

Other Prerequisites:
Completion of the E/L0964 and:
The most current versions of:
- IS 100: Incident Command System (ICS), An Introduction
- IS 200: ICS for Single Resource and Initial Action Incidents
- IS 300: Intermediate Incident Command System for Expanding Incidents
- IS 400: Advanced Incident Command System for Command and General Staff - Complex Incidents
- IS 700: National Incident Management System (NIMS), An Introduction
- IS 800: National Response Framework (NRF)
In conjunction with the above requirements, instructor candidates must also provide documentation that demonstrates successful completion of formal adult education and/or instructor training to include at least one of the following or its equivalent:
- National Fire Academy’s (NFA) Educational Methodology course
- National Wildfire Coordinating Group’s (NWCG) Facilitative Instructor (M-410) course
- Center for Domestic Preparedness (CDP) Instructor Training Certification Course
- Equivalents (i.e. FEMA E/L/0141, Instructional Presentation and Evaluation Skills, Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course, etc.)
- State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)
- State Certified
Teaching Certificate- Advanced degree in education, educational psychology, technical education, or a related program
Recommended: National Wildland Coordinating Group (NWCG) S-420 or S-520
Integrated Emergency Management Course (IEMC)
National Association of State Foresters (NASF) Complex Incident Management Course (CIMC)
National Fire Academy (NFA) Command & Control or Command & Control of Natural and Manmade Disasters courses
NFA O-337, Command & General Staff course
NFA O-305, All-Hazards Incident Management Team course; U.S. Fire Administration
NFA O-337, Command & General Staff Functions for Local Incident Management Team (US Fire Academy)

**Primary Core Capability:**
Situational Assessment

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Security Orientation

Training Provider: Emergency Management Institute  
Delivery Type: Mobile/Non-Resident, Residential

Duration (in Hours): 34.0  
Duration (in Days): 5.0

Continuing Education Units:
General: 3.4

Course Description:
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 Objectives:
At the end of this course, participants will be able to:
- Identify the Office of the Chief Security Officer (OCSO) vision and mission.
- Identify Interagency Security Committee Standardized Risk Assessments.
- Conduct facility security risk assessments.
- Identify mitigation strategies for security issues.
- Discuss administrative procedures needed to manage the Disaster Security Office.
- Develop post orders and identify techniques to manage Contract Protective Security Officers.
- Describe responsibilities associated with managing Federal funds.
- Identify security awareness programs.
- Explain demobilization procedures.

Other Prerequisites:
Member of the Security Cadre

Primary Core Capability:
Physical Protective Measures

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Security Recertification Training**

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**Continuing Education Units:**
General: 3.2

**Course Description:**
This is a high-level course designed specifically for FEMA Security Managers who will be trained on a yearly basis on updated policies and procedures regarding Badging, Fingerprinting, Credentialing, Automated External Defibrillation/Cardiopulmonary Resuscitation/First Aid/Blood Borne Pathogen, Agency Technical Representation, and any other certifications for which they are currently responsible.

Selection Criteria: Security Managers who belong to the FEMA Security Cadre. All nominations will be submitted through the National Security Cadre Manager.

**Course Objectives:**
At the end of this course, participants will be able to:
- Identify changes and policies and procedures regarding badging, fingerprinting, and credentialing.
- Successfully complete the HSPD-12 badging requirements.
- Successfully complete fingerprinting requirements.

**Other Prerequisites:**
Recommended: E0979, Security Orientation

**Primary Core Capability:**
On-scene Security, Protection, and Law Enforcement

**Secondary Core Capability(s):** Access Control and Identity Verification

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**HSPD-12 Orientation**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 32.0  
**Duration (in Days):** 5.0

**Continuing Education Units:**
General: 3.2

**Course Description:**
This course provides hands-on training and certification in HSPD-12 issuance and completions.
Selection Criteria: Personnel assigned to the Security Cadre.

**Course Objectives:**
At the end of this course, participants will be able to:
Conduct a deployment and set up an HSPD-12 kit., Issue an HSPD-12 CAC card to FEMA employees., Conduct required maintenance to the HSPD-12 machine.

**Other Prerequisites:**
Security Orientation

**Primary Core Capability:**
N/A - None

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
NIMS ICS All-Hazards Task Force/Strike Team Leader

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident, Residential
Course Level: N/A
Duration (in Hours): 21.0
Duration (in Days): 3.0

Continuing Education Units:
General: 2.1

Course Description:
The course will provide local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Task Force/Strike Team Leader on an All-Hazards Incident Management Team (AHIMT). The course walks participants through general information, including an overview of the Operations Section and information on incident mobilization, initial situational awareness, and unit management. It also provides detailed instruction on responding to the incident and the command needs of the incident, as well as emphasizing the importance of risk management and safety considerations.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

ACE: Level: Lower Division/Associate
ACE: Credit Hours: 1

Course Objectives:
At the end of this course, participants will be able to:
Demonstrate, through exercises and a final exam, the capability to perform the duties and responsibilities of an effective Task Force/Strike Team Leader.

Other Prerequisites:

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
NIMS ICS All-Hazards Air Support Group Supervisor

Training Provider: Emergency Management Institute

Delivery Type: Mobile/Non-Resident, Residential

Course Level: N/A

Duration (in Hours): 21.0
Duration (in Days): 3.0

Continuing Education Units:
General: 2.1

Course Description:
The Air Support Group Supervisor (ASGS) course is intended to provide local- and state-level emergency responders with an overview of key duties and responsibilities of an ASGS in a Type 3 All-Hazards Incident Management Team (AHIMT).

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Course Objectives:
At the end of this course, participants will be able to:
- Describe basic air operations concepts, including policies, aircraft, risk management, and safety.
- Define the ASGS role as it relates to fixed wing, rotor, wing, and military operations.
- Demonstrate a mastery of the concepts presented in the course by passing a final examination.

Other Prerequisites:
IS 100: Incident Command System (ICS), An Introduction
IS 200: ICS for Single Resource and Initial Action Incidents
E/L/G 0300: Intermediate Incident Command System for Expanding Incidents (ICS 300)
E/L/G 0400: Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400)
IS 700: National Incident Management System (NIMS), An Introduction
IS 800: National Response Framework (NRF)
Recommended: O-305, Type 3 AHIMT Training course (delivered by UFSA)

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Continuing Education Units:
General: 1.4

Course Description:
This course is intended to familiarize participants with the basic concepts of air operations as associated with deployment through the Air Operations Branch of an Incident Management Team (IMT) and/or through the NIMS/ICS system.

Selection Criteria: This course is intended for personnel who are members of All-Hazards Incident Management Teams, or those who are seeking credentials/certification in those positions.

ACE: Level: Lower Division/Associate
ACE: Credit Hours: 1

Course Objectives:
At the end of this course, participants will be able to:
Identify and describe the types of aircraft involved in air operations at an incident., Discuss the various components of air operations., Describe the policies and regulations that govern air operations., Describe the risk management and safety aspects of air operations., Demonstrate the ability to use aviation sectional charts to determine a variety of air operations needs for different scenarios.

Other Prerequisites:

Primary Core Capability:
Critical Transportation

Mission Areas: Protect, Respond, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**NIMS ICS All-Hazards Air Group Supervisor Train-the-Trainer**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Residential  
**Duration (in Hours):** 21.0  
**Duration (in Days):** 3.0

**Continuing Education Units:**  
General: 2.1

**Course Description:**  
This course is designed to assist the student in his or her preparation to function effectively as under the NIMS/Incident Command System. Personnel selected to serve as instructors for this course will teach in the field to personnel representing the Nation’s first responders and allied professions from various Federal, state, and local organizations. The audience for the course includes people functioning within the environment of an Incident Management Team (IMT) as fully qualified and have a significant instructional delivery background. The use of qualified, knowledgeable, and experienced instructors is an important aspect in the successful delivery of AHPS training. The learning experience is heightened when the instructors have real-world experience and have served in the capacity for which they are providing instruction. This experience should include service on a variety of incidents during major operations, planned events, and/or full scale Homeland Security Exercise Evaluation (HSEEP) compliant exercises as determined by the local authority having jurisdiction (AHJ).

**Selection Criteria:** All applicants for admission into the All-Hazards Position-Specific (AHPS) Train-the-Trainer (TtT) program must: Have completed the course they desire to teach prior to applying for acceptance into the Train-the-Trainer program, Be a fully qualified ASGS; completed Position Task Book (PTB), Have documented experience serving as a ASGS on Type 3, Type 2 or Type 1 AHIMT(S)

**Course Objectives:**  
At the end of this course, participants will be able to:  
Describe basic air operations concepts including policies, aircraft, risk management, and safety., Define the ASGS role as it relates to fixed wing, rotor, wing, and military operations., Demonstrate a mastery of the concepts presented in the course by passing a written final examination.

**Other Prerequisites:**  
Completion of the E/L0986 and: The most current versions of: IS 100: Incident Command System (ICS), An Introduction IS 200: ICS for Single Resource and Initial Action Incidents E/L/G 0300: Intermediate Incident Command System for Expanding Incidents (ICS 300) E/L/G 0400: Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400) IS 700: National Incident Management System (NIMS), An Introduction IS 800: National Response Framework (NRF) In conjunction with the above requirements, instructor candidates must also provide documentation that demonstrates successful completion of formal adult education and/or instructor training to include at least one of the following or its equivalent:- National Fire Academy’s (NFA) Educational Methodology course- National Wildfire Coordinating Group’s (NWCG) Facilitative Instructor (M-410) course- Center for Domestic Preparedness (CDP) Instructor Training Certification Course- Equivalents (i.e. FEMA E/L/0141, Instructional Presentation and Evaluation Skills, Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course, etc.)- State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)- State Certified
Teaching Certificate - Advanced degree in education, educational psychology, technical education, or a related program

Recommended:
National Wildland Coordinating Group (NWCG) S-420 or S-520
Integrated Emergency Management Course (IEMC)
National Association of State Foresters (NASF) Complex Incident Management Course (CIMC)
National Fire Academy (NFA) Command & Control or Command & Control of Natural and Manmade Disasters courses
NFA O-337, Command & General Staff course
NFA O-305, All-Hazards Incident Management Team course; U.S. Fire Administration
NFA O-337, Command & General Staff Functions for Local Incident Management Team (US Fire Academy)

Primary Core Capability:
N/A - None

Mission Areas: Protect, Respond, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Continuing Education Units:
General: 1.4

Course Description:
This course is designed to assist the student in his or her preparation to function effectively under the NIMS/Incident Command System.

Personnel selected to serve as instructors for this course will teach in the field to personnel representing the Nation’s first responders and allied professions from various Federal, state, and local organizations.

The audience for the course includes people functioning within the environment of an Incident Management Team (IMT) as fully qualified and have a significant instructional delivery background.

The use of qualified, knowledgeable, and experienced instructors is an important aspect in the successful delivery of AHPS training. The learning experience is heightened when the instructors have real-world experience and have served in the capacity for which they are providing instruction. This experience should include service on a variety of incidents during major operations, planned events, and/or full scale Homeland Security Exercise Evaluation (HSEEP) compliant exercises as determined by the local authority having jurisdiction (AHJ).

Selection Criteria:
All applicants for admission into the All-Hazards Position-Specific (AHPS) Train-the-Trainer (TtT) program must: Have completed the course they desire to teach prior to applying for acceptance into the Train-the-Trainer program, Be a fully qualified ASGS; completed Position Task Book (PTB), Have documented experience serving as a ASGS on Type 3, Type 2 or Type 1 AHIMT(S)

Course Objectives:
At the end of this course, participants will be able to:
Describe basic air operations concepts including policies, aircraft, risk management, and safety., Define the ASGS role as it relates to fixed wing, rotor, wing, and military operations., Demonstrate a mastery of the concepts presented in the course through a demonstrated student teaching process.

Other Prerequisites:
Completion of the E/L0986, E/L0987and:The most current versions of:IS 100: Incident Command System (ICS), An IntroductionIS 200: ICS for Single Resource and Initial Action IncidentsE/L/G 0300: Intermediate Incident Command System for Expanding Incidents (ICS 300)E/L/G 0400: Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400)IS 700: National Incident Management System (NIMS), An IntroductionIS 800: National Response Framework (NRF)In conjunction with the above requirements, instructor candidates must also provide documentation that demonstrates successful completion of formal adult education and/or instructor training to include at least one of the following or its equivalent:- National Fire Academy’s (NFA) Educational Methodology course- National Wildfire Coordinating Group’s (NWCG) Facilitative Instructor (M-410) course- Center for Domestic Preparedness (CDP) Instructor Training Certification Course- Equivalents (i.e. FEMA E/L/0141, Instructional Presentation and Evaluation Skills, Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course, etc.)- State Certified
Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)- State Certified 
Teaching Certificate- Advanced degree in education, educational psychology, technical education, 
or a related programRecommended: National Wildland Coordinating Group (NWCG) S-420 or S- 
520 Integrated Emergency Management Course (IEMC) National Association of State Foresters 
(NASF) Complex Incident Management Course (CIMC) National Fire Academy (NFA) Command & 
Control or Command & Control of Natural and Manmade Disasters courses NFA O-337, Command & 
General Staff course NFA O-305, All-Hazards Incident Management Team course; U.S. Fire 
Administration NFA O-337, Command & General Staff Functions for Local Incident Management 
Team (US Fire Academy)

Primary Core Capability:
N/A - None

Mission Areas: Protect, Respond, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Conducting Damage Assessment Operations: Train-the-Trainer

Training Provider: Emergency Management Institute  
Course Level: N/A
Delivery Type: Mobile/Non-Resident, Residential  
Duration (in Hours): 28.0
Duration (in Days): 4.0

Continuing Education Units:
General: 2.8

Course Description:
To provide participants with knowledge related to training adults; skills to prepare for, present, and facilitate the Damage Assessment Operations Training course; and an opportunity to apply this knowledge during classroom exercises.
Selection Criteria: People from all levels of government who will be teaching the Damage Assessment Flexible Delivery course or Just in Time modules.

Course Objectives:
At the end of this course, participants will be able to:
Summarize basic principles of learning and instruction applicable to teaching adults.,
Demonstrate steps to prepare for delivering instruction.,
Summarize classroom management strategies.,
Demonstrate effective instructional presentation skills.,
Demonstrate effective facilitation skills.,
Identify strategies to improve instructional techniques.

Prerequisite(s): Damage Assessment Operations Training (IS1160)

Primary Core Capability:
Situational Assessment

Secondary Core Capability(s): Intelligence and Information Sharing, Operational Communications, Operational Coordination, Planning, Public Information and Warning, Risk and Disaster Resilience Assessment

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Course Description:
This course teaches local, state, and Federal government planners to understand and apply the concepts and principles in the FEMA Operational Planning Manual. The course emphasizes that the successful development and implementation of emergency operations plans depends on these skills.

Course Objectives:
At the end of this course, participants will be able to:
Completion of this course will provide students with the skills and understanding to conduct FEMA operational planning activities with key stakeholders in accordance with the FEMA Operational Planning Manual (FOPM). Students will understand that a standardized approach to operational planning maximizes interoperability. Students will be able to describe:
- Common types of planning,
- The operational planning method,
- The use of the operational planning method,
- How to use the planning process for deliberate and crisis action planning, and,
- How to transition plans from the planners to those who execute plans.

Prerequisite(s): An Introduction to the Incident Command System, ICS 100 (IS0100.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), Emergency Planning (IS0235.b)

Primary Core Capability:
N/A - None

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Emergency Management Higher Education Symposium

Training Provider: Emergency Management Institute
Delivery Type: Residential, Conference Or Symposium
Course Level: N/A
Duration (in Hours): 32.0
Duration (in Days): 4.0

Continuing Education Units:
General: 3.2

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

Selection Criteria: Faculty and administrators with colleges and universities which:
- Have a hazard, disaster, or emergency management academic program in place;
- Are investigating or developing a hazard, disaster, or emergency management academic program; or,
- 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.
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
- Describe current issues, problems, and potential solutions related to hazard, disaster, emergency management, and homeland security higher education.
- Discuss information which could be used in the development and quality improvement of new emergency management courses or programs or the modification of current courses or programs.
- Discuss recent changes to laws, policies, and regulations affecting emergency management.
- Discuss the latest developments in emergency management and homeland security research.
- Describe the skills, knowledge, and abilities graduates will need in order to build a more disaster-resistant and resilient nation.

Primary Core Capability:
Community Resilience

Mission Areas: Common

Discipline(s): Other

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
National Preparedness Symposium

Training Provider: Emergency Management Institute
Delivery Type: Conference Or Symposium
Course Level: N/A
Duration (in Hours): 18.0
Duration (in Days): 3.0

Continuing Education Units:
General: 1.8

Course Description:
This annual symposium highlights new FEMA training and exercise initiatives and state best practices, lessons learned, and case studies related to emergency management training and exercises.

Selection Criteria: Participation is limited to state emergency management and administrative agency training and exercise officers and tribal and territorial officials. Federal participation by FEMA’s Federal preparedness coordinators, Regional Training Managers, Regional Exercise Officers, Regional National Incident Management System points of contact, and FEMA headquarters training and exercise program staff is encouraged. Others may be admitted as space is available.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
- Identify the best practices for improving capabilities through training and exercise.
- Identify and access available training and exercise programs to bridge capabilities gaps identified in the National Preparedness Report (NPR) and in State Preparedness Reports (SPRs).
- Identify lessons learned in building and sustaining capabilities that apply to bridging existing gaps.
- Identify promising practices and explain integrating access and functional needs in planning and training and exercise programs.

Primary Core Capability:
N/A - None

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
<table>
<thead>
<tr>
<th>National Dam Safety Program Technical Seminar</th>
<th>E8535</th>
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<tr>
<td><strong>Training Provider:</strong> Emergency Management Institute</td>
<td>Course Level: N/A</td>
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<tr>
<td><strong>Delivery Type:</strong> Conference Or Symposium</td>
<td>Duration (in Hours): 16.0</td>
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<td>Duration (in Days): 2.0</td>
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**Continuing Education Units:**
General: 1.6

**Course Description:**
The National Dam Safety Program Technical Seminar (NDSPTS) is a two-day seminar held each year in February. A topic is selected by the training subcommittee of the National Dam Safety Review Board (NDSRB) that highlights relevant issues in dam safety engineering and safety. Selection Criteria: The audience for this course is limited to professional staff of dam safety programs at the Federal, state, and tribal levels, professional staff of dam safety programs at the local level who are nominated to represent their state by their state Dam Safety Officer, and also those from the private sector, such as engineering firms. Student Travel Stipend funding is only available for one State Dam Safety Officer designated public employee per state.
CECs: 12

**Course Objectives:**
At the end of this course, participants will be able to:
Describe the topic(s) that is selected by the training subcommittee of the NDSRB that highlights relevant issues in dam safety engineering and safety.

**Primary Core Capability:**
Long-term Vulnerability Reduction

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
State Director Training Course

Training Provider: Emergency Management Institute
Delivery Type: Residential

Course Level: N/A
Duration (in Hours): 19.0
Duration (in Days): 2.5

Continuing Education Units:
General: 1.9

Course Description:
One of FEMA’s most important stakeholders is the state Emergency Management Agency. These state agencies are responsible for implementing FEMA’s programs. FEMA’s EMI conducts training for new State Emergency Management Directors. The Resident training course at EMI is conducted in cooperation with the National Emergency Management Association (NEMA), an organization which represents the State Directors. The training is designed to bring new State Directors together at EMI for opportunities to learn about FEMA programs, what NEMA has to offer, and to further develop skills necessary to lead their departments.

Selection Criteria: State Emergency Management Directors and Deputy Directors who have not previously taken this course. A limited number of FEMA Federal Coordinating Officers are also eligible to attend.

CECs: 12

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

Other Prerequisites:
Participation in pre-course webinars

Primary Core Capability:
Operational Coordination

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Community Mass Care and Emergency Assistance

| Training Provider: Emergency Management Institute | Course Level: N/A |
| Delivery Type: Indirect | Duration (in Hours): 14.0 |
| | Duration (in Days): 2.0 |

Course Description:
This course provides training for local communities to prepare for and manage the Mass Care/Emergency Assistance (MC/EA) functions effectively. The goal is to prepare community agencies, organizations, and businesses to work together in coordination with Emergency Management and traditional MC providers to plan and provide MC/EA services to those affected by disaster.

Selection Criteria: This course is intended for MC coordinators, management staff, non-governmental organization leaders, private sector, and other emergency management staff that are a part of the team and have a responsibility for effective MC/EA preparedness and response. There are several options for the composition of a class. One is the State MC Coordinator and his/her team; a local MC Coordinator and his/her team; or a State MC Coordinator and local MC Coordinators from the state.

Course Objectives:
At the end of this course, participants will be able to:
- Define the four primary MC/EA services as discussed in this course.
- Describe how to determine their community’s MC/EA service resource requirements.
- Identify providers that exist in their community or can be called upon from a nearby community to meet the requirements for MC/EA.
- Name planning and operational actions that can affect how services will be provided.
- List action items to use resources and providers to meet MC/EA requirements in their community.

Primary Core Capability:
Mass Care Services

Mission Areas: Respond
Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 111-111-1111
POC Work Email: FEMA-G-Courses@fema.dhs.gov
**Course Description:**
This 3-day course addresses the practicalities of conducting successful interactions, managing the classroom experience, and making presentations. It covers the basics of adult learning and of training evaluation for those wanting more experience in this area.
Participants have several opportunities to practice presentation and instructional skills, first as spokespersons for small groups, then during short duo presentations, 3-minute individual presentations, and, finally, 20-minute individual presentations, using material related to their own programs or functions. Detailed feedback is provided.
A large number of job aids are provided to help in the application of training skills. To prepare for the 20 minute presentation, participants should come to class with a laptop.

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

**Course Objectives:**
At the end of this course, participants will be able to:
- Establish a conducive learning environment.
- Demonstrate effective instructional presentation skills.
- Demonstrate skills for facilitating classroom interactions.
- Describe ways to manage the learning process.
- Apply skills to measure training results.
- Deliver three instructional presentations using guidelines from the course assessment checklist and participate in their evaluations.

**Primary Core Capability:**
N/A - Training and Education

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
The course provides an opportunity for emergency management and response personnel to begin
developing an Incident Command System (ICS)/Emergency Operations Center (EOC) interface for
their communities. The course reviews ICS and EOC characteristics, responsibilities and functions
and depends heavily on activities and group discussions to formulate an interface.
Selection Criteria: Participants should be teams made up of a community’s ICS and EOC
personnel.

Course Objectives:
At the end of this course, participants will be able to:
Define the course goals and objectives., Describe ICS principles., Using scenarios, analyze the
ICS and EOC systems and identify potential interface issues., Describe Multi-Agency
Coordination/EOC principles., Identify the authorities, responsibilities, interests, needs, and assets
of ICS and EOC during emergency operations., Apply ICS/EOC interface concepts in a classroom
activity situation., Begin developing an ICS/EOC interface action plan for your community.

Other Prerequisites:
Recommended: The most current versions of IS0100, Introduction to the Incident Command
System, ICS 100; IS0200, Incident Command System for Single Resources and Initial Action
Incidents; and/or EOC Management courses

Primary Core Capability:
Operational Coordination

Secondary Core Capability(s): Operational Communications, Operational Coordination

Mission Areas: Protect, Respond, Recover

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Local Floodplain Manager Roles and Responsibilities

Course Description:
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 credential.

Course Objectives:
At the end of this course, participants will be able to:
- Explain the importance of coordination for floodplain management, and identify key coordination partners.
- Suggest approaches for solving problems related to regulatory special cases and noncompliance with regulations.
- Identify key floodplain manager records and the storage and retention considerations that should apply.
- Describe a range of means to educate the community about floodplain management.
- Identify resources that can be used to advise citizens about purchasing flood insurance that provides recommended or required coverage at a reasonable cost.
- Describe activities and programs that can be used to promote floodplain planning and mitigation measures.

Other Prerequisites:
Recommended: E0273, Managing Floodplain Development through the NFIP

Primary Core Capability:
Community Resilience

Secondary Core Capability(s): Economic Recovery, Long-term Vulnerability Reduction, Natural and Cultural Resources, Risk and Disaster Resilience Assessment, Threats and Hazard Identification

Mission Areas: Prevent, Protect, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
This course is designed to review Section 60.3 of Title 44 of the Code of Federal Regulations (CFR) and other rules and regulations that impact floodplain management. Participants will be led through discussions and interactive exercises that explore the details of the interpretations of the various regulations. Topics covered include: floodway and encroachment requirements; new residential building requirements; development in approximate A Zones; accessory and agricultural buildings; anchoring fuel storage tanks; regulating recreational vehicles; environmental and historical regulations; and typical compliance problems.

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

Course Objectives:
At the end of this course, participants will be able to:
- Describe NFIP floodway and encroachment standards and how they are implemented.
- Identify NFIP requirements for residential buildings, the common problems encountered during the construction of various building types, and ways to address these problems.
- Describe NFIP requirements that apply to approximate A zones, agricultural and accessory structures, fuel tanks, and recreational vehicles.

Other Prerequisites:
Recommended: E0273, Managing Floodplain Development through the NFIP

Primary Core Capability:
Community Resilience

Secondary Core Capability(s): Economic Recovery, Long-term Vulnerability Reduction, Threats and Hazard Identification

Mission Areas: Prevent, Protect, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
This course is designed to familiarize participants with the Letter of Map Change (LOMC) process and forms and actions necessary to get LOMC 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 credential.

Course Objectives:
At the end of this course, participants will be able to:
Explain the basic purpose and procedures of LOMCs., Describe the role of the local official in the LOMC process., Identify No Adverse Impact (NAI) initiatives and best practices relating to LOMCs., Evaluate the floodplain management implications of LOMCs.

Other Prerequisites:
Recommended: E0273, Managing Floodplain Development through the NFIP

Primary Core Capability:
Threats and Hazard Identification

Secondary Core Capability(s): Community Resilience, Long-term Vulnerability Reduction, Natural and Cultural Resources

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Prefering for Post-Disaster Responsibilities  

Course Description:
This course is designed to familiarize participants with the issues surrounding getting teams started for work in the post-disaster environment.
Topics include: Identifying partners and resources; creating post-disaster standard operating procedures (SOPs); introduction to post-disaster SOPs; introduction to post-disaster operations; initial sweeps and public information; detailed substantial damage inspections; substantial damage declarations and posting; permitting documentation; and compliance and funding sources.
Selection Criteria: This course has in-depth discussion of the topics and exercises to help floodplain managers prepare for post-disaster activities and is designed for floodplain managers with at least 2 years of floodplain management experience or who have the Certified Floodplain Manager credential.

Course Objectives:
At the end of this course, participants will be able to:
Describe the elements of pre-disaster planning needed to prepare for substantial damage operations.
Identify the content that should be in an SOP for post-disaster operations.
Outline the steps that should take place post-disaster to carry out substantial damage responsibilities.
Describe possible methods to obtain compliance with substantial damage determinations.
List the possible sources of funding that can assist with post-disaster substantial damage losses.

Other Prerequisites:
Recommended: E0273, Managing Floodplain Development through the NFIP

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Community Resilience, Planning, Public Information and Warning, Risk and Disaster Resilience Assessment, Threats and Hazard Identification

Mission Areas: Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
This course is the condensed version of the 4-day E0210 resident course. This course covers foundational concepts in disaster recovery and the latest guidance on recovery planning. Participants will either assess their own recovery plan or a sample against this national planning guidance. Following that, participants will discuss how a disaster recovery effort can be organized, managed, and led along with the types of challenges faced by recovery managers. Scenario activities throughout the course give participants the opportunity to target information strategies, and address local capabilities and challenges. They will also analyze lessons learned from Joplin, Missouri. While this is normally a 2.5 day course, in time of disaster, it can be shortened for immediate need in training the basics of recovery based on local need and covers the roles and responsibilities of local recovery team members.

Selection Criteria: This course is designed for local elected officials (mayor, city/county council member), tribal leaders, city/county manager/staff, city/county planners/staff, regional planning commissions, economic development districts, finance director/assessor, emergency manager/staff, public works director/staff, building inspector/staff, floodplain manager/staff, health care administrator or planner, public information officer, housing director or planner/staff, voluntary agency coordinator or unmet needs committee coordinator, business organization representative, administrative director/manager, state recovery staff and partners (so they can be tuned into recovery at the local level)

Course Objectives:
At the end of this course, participants will be able to:
Understand local community responsibilities and challenges associated with disaster recovery., Discuss "lessons learned" in disaster recovery at the local level., Develop and implement a pre-disaster recovery plan.

Other Prerequisites:
Recommended: IS0100.b, Introduction to the Incident Command System, ICS 100; IS2900, National Disaster Recovery Framework (NDRF) Overview

Primary Core Capability:
N/A - None

Mission Areas: Prevent, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Emergency Planning

Training Provider: Emergency Management Institute
Delivery Type: Indirect

Course Description:
This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop the capability for effective participation in the all-hazard emergency operations planning process to save lives, protect property and the environment threatened by disaster.

Selection Criteria: This course is designed for emergency management personnel who are involved in developing an effective emergency planning system.

Course Objectives:
At the end of this course, participants will be able to:
Describe how recent disasters have changed the way governments at all levels should plan.,
Explain how the Comprehensive Preparedness Guide (CPG) 101 helps state, local, and tribal governments determine and structure their planning requirements., Relate emergency planning to National Incident Management System (NIMS) compliance and integration., Associate planning principles and concepts to the overall planning process., Identify how the steps in the planning process can improve both deliberate and crisis action planning., Implement the planning process model for future planning efforts., Determine which Emergency Operations Plan (EOP) format is best suited to their jurisdictions.

Primary Core Capability:
N/A - Training and Education

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
**WEM Amateur Radio Resources**

Training Provider: Emergency Management Institute  
Course Level: N/A  
Delivery Type: Indirect  
Duration (in Hours): 4.0  
Duration (in Days): 0.5

Course Description:
This 3- to 4-hour course will provide state and local elected officials, emergency managers, and other public officials with an understanding of how these volunteer communication groups can help in supplementing telecommunication and warning systems. Selection Criteria: State and local elected officials, emergency managers, and other public officials; amateur radio operators.

Course Objectives:
At the end of this course, participants will be able to:
- Explain the importance of amateur radio for emergency communications.
- Describe the amateur radio groups that can provide emergency communications.
- Explain the capabilities of amateur radio resources.
- Explain how to achieve a successful Radio Amateur Civil Emergency Services (RACES) organization.
- Determine a strategy for coordinating with amateur radio resources in the community.

Primary Core Capability:
Logistics and Supply Chain Management

Mission Areas: Respond

Discipline(s): Emergency Management, Public Safety Communications

Course POC:
Your State Training Officer  
POC Work Phone: 000-000-0000  
POC Work Email: FEMA-G-Courses@fema.dhs.gov
**Expedient Flood Training**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Indirect  
**Course Level:** N/A  
**Duration (in Hours):** 0.75  
**Duration (in Days):** 0.1

**Course Description:**
This 45-minute module provides training for volunteers, emergency management, and emergency responder personnel on flood response techniques using sandbags and other materials. This course may be used to train key personnel prior to a flood emergency on the basic procedures and methods used to construct a sandbag levee or may be used to train an expedient citizen workforce for flood control operations.

**Selection Criteria:** The primary audience for the course will include volunteers, emergency management personnel, and emergency responder personnel who are preparing to participate in a flood response effort.

**Course Objectives:**
At the end of this course, participants will be able to:
- Identify the resources needed to effectively handle a flood threat,
- Explain safety considerations for flood workers,
- Identify the basic operations necessary during flood response,
- Working with a group, demonstrate how to properly fill a sandbag using a filling station,
- Explain the importance of using polyethylene on every emergency levee,
- Demonstrate how to properly stack sandbags for levee construction,
- Describe special considerations when constructing and managing emergency levees,
- Describe the safety considerations and duties of the flood patrol,
- Train key personnel prior to a flood emergency on the basic procedures and methods used to construct a sandbag levee,
- Train an expedient citizen workforce for flood control operations.

**Primary Core Capability:**
Physical Protective Measures

**Mission Areas:** Protect

**Discipline(s):** Citizen/Community Volunteer, Emergency Management

**Course POC:**
Your State Training Officer  
POC Work Phone: 000-000-0000  
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
This course provides training for local and state emergency managers who respond to hazardous weather events, while promoting partnership and coordination between the National Weather Service (NWS) and emergency managers. The goal of this course is to enhance emergency managers’ ability to recognize potentially hazardous weather and flooding situations so they are equipped to plan appropriately and to coordinate effective responses.

Selection Criteria: The audience for the course will encompass primarily the following professional groups: Local emergency managers (i.e., county, city, parish, or other jurisdiction), State emergency management personnel, Voluntary agency representatives, Private sector emergency managers

Course Objectives:
At the end of this course, participants will be able to:
Analyze how the components of weather interact to create hazardous weather., Anticipate the impact of hazardous weather events to enhance preparedness., Evaluate actions taken by emergency managers to prepare for and respond to actual hazardous weather events., Interpret information contained in NWS forecast and warning products and other weather resources., Assess your community’s state of readiness for hazardous weather and flooding events., Evaluate the effectiveness of emergency response actions for a given scenario.

Other Prerequisites:
Recommended: IS0271.a, Anticipating Hazardous Weather and Community Risk, 2nd Edition

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Mitigation

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
<table>
<thead>
<tr>
<th><strong>Course Description:</strong></th>
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<tbody>
<tr>
<td>This course is the latest in the hazardous weather series of courses produced in partnership with the National Weather Service (NWS). Every year, the United States experiences more severe weather than any other country in the world. In order to reduce deaths, injuries, and property losses, emergency managers must work closely with the NWS and the news media to provide effective warnings that can be received and understood by people at risk. This course is intended to help facilitate that process. Course topics include: The Social Dimensions of Warning Response; Developing Effective Warning Messages; Developing an Effective Community Warning Process; and Working with the News Media to Create a Weather Warning Partnership. In addition to lecture and discussion, the course includes case studies, exercises, and an opportunity for interaction with representatives of the local news media.</td>
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<tr>
<td><strong>Selection Criteria:</strong></td>
<td>Intended for local emergency managers</td>
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</tbody>
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### Course Objectives:

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

1. Predict how people in the community may respond to different types of warnings based on certain social factors.
2. Develop a hazardous weather warning message based on a specific event and the threat it poses to the community.
3. Explain the interlocking sets of activities that work together to form an effective community warning system.
4. Propose improvements to a community’s warning system based on identified breakdowns in coordination and communication.
5. Develop warning messages for a given scenario that are targeted for delivery by a particular media type.
6. Develop a warning coordination and communication strategy for a given scenario.

**Primary Core Capability:**

Public Information and Warning

**Secondary Core Capability(s):** Operational Coordination

**Mission Areas:** Respond, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**

Your State Training Officer

POC Work Phone: 000-000-0000

POC Work Email: FEMA-G-Courses@fema.dhs.gov
Residential Coastal Construction

Training Provider: Emergency Management Institute

Course Description:
This course is designed to train participants to effectively use FEMA P-55, Coastal Construction Manual (Fourth Edition). The course and publication provide a comprehensive approach to planning, siting, designing, constructing, and maintaining homes in the coastal environment. The course contains in-depth descriptions of design, construction, and maintenance practices that, when followed, will increase the durability of residential buildings in the harsh coastal environment and reduce economic losses associated with coastal natural disasters.

Selection Criteria: The primary audience for this course is engineers and architects. Floodplain managers and building code officials are also encouraged to attend. Hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge and also those from the private sector, such as engineering firms, may also apply.

Course Objectives:
At the end of this course, participants will be able to:
Understand the basic principles of designing in coastal environment: design premise, design framework, constraints, defining a “successful” building., Understand the differences in design requirements and expected performance between coastal construction and inland construction., Understand the significance and “lessons” of historical events at the coast., Describe minimum requirements and “best practices” for coastal construction., Identify coastal hazards at potential building sites and identify where to obtain pertinent information., Understand how to calculate design loads and conditions., Understand the continuous load path principle., Identify siting, design, construction, and maintenance defects that result in vulnerable buildings.

Other Prerequisites:
Recommended: Participants should complete IS0279.a, Introduction to Retrofitting Flood-Prone Residential Buildings. Taking IS0279.a should also help potential participants establish whether they have the necessary level of building science knowledge.

Primary Core Capability:
Long-term Vulnerability Reduction

Mission Areas: Mitigation

Discipline(s): Emergency Management, Governmental Administrative, Public Works

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Retrofitting Flood-Prone Residential Buildings

Training Provider: Emergency Management Institute

Delivery Type: Indirect

Duration (in Hours): 14.0

Duration (in Days): 2.0

Course Description:
This course provides engineering and economic guidance to architects, engineers, and local code enforcement officials in retrofitting existing 1- to 4-family residential structures situated in flood-prone areas. The retrofitting measures presented are creative, practical, compliant with applicable floodplain regulations, and satisfactory to most homeowners.

Selection Criteria: The primary audience for this course is engineers and architects. Floodplain managers and building code officials are also encouraged to attend. Hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge and also those from the private sector, such as engineering firms, may also apply.

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

1. Identify basic retrofitting methods that are appropriate for residential structures in flood-prone areas.
2. Identify National Flood Insurance Program (NFIP) policy, regulations, building codes, and standards that govern retrofitting projects.
3. Evaluate the suitability of retrofitting measures for individual residential structures in terms of technical parameters; homeowner preferences; and Federal, state, and local regulations.
4. Understand the analyses that are necessary to determine flood- and non-flood-related forces and other site-specific characteristics that control the design of retrofitting measures.
5. Apply basic analysis and design methods to implement the following retrofitting techniques:
   - Elevation of structures (buildings) on solid perimeter walls or open foundations such as posts, columns, piles, or piers,
   - Relocation of existing structures outside the floodplain,
   - Placement of small floodwalls, levees, or berms to protect individual structures (including the installation of temporary or permanent closures for openings),
   - Strengthening of foundations, walls, and floors to make them resist flood and flood-related loads,
   - Installation of temporary or permanent shields or sealants over exterior elements to make structures watertight,
   - Making building components, including utilities, structural and non-structural components, and contents, water-damage-resistant during periods of internal flooding of the structure,
6. Conduct a detailed Benefit-Cost Analysis (BCA) of retrofitting alternatives in order to select an alternative that is both cost-effective and technically feasible.

Other Prerequisites:
Recommended: Participants should complete IS0279.a, Introduction to Retrofitting Flood-Prone Residential Buildings; and IS0386.a, Introduction to Residential Coastal Construction. Taking these courses should also help potential participants establish whether they have the necessary level of building science knowledge to take the more advanced courses.

Primary Core Capability:
Long-term Vulnerability Reduction

Mission Areas: Recover, Mitigation

Discipline(s): Emergency Management, Governmental Administrative, Public Works

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Higher Standards in Floodplain Management

Training Provider: Emergency Management Institute
Delivery Type: Indirect

Course Description:
This course is designed to familiarize participants with the concept of higher standards and implementation of higher standards specifically related to freeboard, critical facilities, detailed base flood elevation determinations in approximate A zone areas, subdivision requirements, prohibition of fill, and enclosure limitations. The No-Adverse Impact concept is examined. Interactive exercises and in-depth discussions will aid participants in learning this information.

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

Course Objectives:
At the end of this course, participants will be able to:
Advocate for higher standards through outreach., Explain how floodplains affect the environment., Explain why to plan for future conditions., Recommend provisions to build higher and farther back., Describe Community Rating System (CRS) participation advantages., Describe measures to promote higher standards.

Other Prerequisites:
Recommended: E0273, Managing Floodplain Development through the NFIP

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Community Resilience, Planning, Threats and Hazard Identification

Mission Areas: Prevent, Protect, Recover, Mitigation

Discipline(s): Emergency Management, Governmental Administrative, Public Works

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
This course is designed to familiarize participants with the requirements for manufactured homes and recreational vehicles under the National Flood Insurance Program (NFIP). The 2008 changes in the Department of Housing and Urban Development (HUD) rules related to manufactured home installation and inspection are discussed in detail. The analysis of the site review process, foundation design, installation concerns, and enforcement of NFIP regulations and HUD regulations, and consideration of recreational vehicles in the floodplain are also discussed. Interactive exercises and in-depth discussions will aid participants in learning this information.

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

Course Objectives:
At the end of this course, participants will be able to:
Recommend/Implement measures to reduce damages to manufactured homes., Identify and apply applicable/current rules and standards., Coordinate with other regulatory agencies., Plan for evacuation of existing manufactured homes., Advocate for higher standards to gain Community Rating System (CRS) credits., Recommend/Implement measures to reduce damages to recreational vehicles, park models, and modular homes., Explain insurance consequences of manufactured home placement.

Other Prerequisites:
Recommended: E0273, Managing Floodplain Development through the NFIP

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Community Resilience, Planning, Threats and Hazard Identification

Mission Areas: Prevent, Protect, Recover, Mitigation

Discipline(s): Emergency Management, Governmental Administrative, Public Works

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
This course is designed to familiarize participants with the flood insurance aspects of the National Flood Insurance Program (NFIP). The basics of flood insurance backed by the NFIP, including NFIP coverage, rating, NFIP policy information, rate and rule changes, and opportunities for flood insurance outreach, will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

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

Course Objectives:
At the end of this course, participants will be able to:
- Describe the relationship between floodplain management and flood insurance.
- Explain basic underwriting and rating criteria.
- Identify Increased Cost of Compliance (ICC) coverage eligibility requirements, triggers, and coverage components.
- Describe claim procedures, including ICC.
- Describe the relationship between ICC and FEMA grant programs.
- Explain the insurance benefits of higher floodplain management standards.
- Discuss the importance of flood insurance in outreach efforts.
- Identify areas of technical assistance.

Other Prerequisites:
Recommended: E0273, Managing Floodplain Development through the NFIP

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Community Resilience, Planning, Threats and Hazard Identification

Mission Areas: Prevent, Protect, Recover, Mitigation

Discipline(s): Emergency Management, Governmental Administrative, Public Works

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
This course is designed to familiarize participants with the hydrology and hydraulics aspects of the Flood Insurance Studies (FISs) prepared under the National Flood Insurance Program. The basics of both hydrology and hydraulics (H&H) are discussed as well as the fundamentals of the FIS and Flood Insurance Rate Map. The flood profiles, regulatory floodways, special considerations in the mapping process, and FIS interpretation are also discussed. Interactive exercises and in-depth discussions will aid participants in learning this information.

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

Course Objectives:
At the end of this course, participants will be able to:
- Describe the properties of water and the concept of a watershed.
- Explain the basis for H&H methods and studies.
- Explain how H&H data and methods are used to develop an FIS.
- Identify when to involve an H&H expert in floodplain management decisions.
- Provide tools to explain H&H consequences of development to elected officials.

Other Prerequisites:
Recommended: E0273, Managing Floodplain Development through the NFIP

Primary Core Capability:
Threats and Hazard Identification

Secondary Core Capability(s): Community Resilience, Long-term Vulnerability Reduction, Planning

Mission Areas: Prevent, Protect, Recover, Mitigation

Discipline(s): Emergency Management, Governmental Administrative, Public Works

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
This course is designed to familiarize participants with floodway concept and purpose, higher floodway standards, regulatory requirements, methods to comply with no-rise certification requirements, and map change options for floodway modifications. Other topics will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

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

Course Objectives:
At the end of this course, participants will be able to:
Explain floodway concept and purpose.,
Explain the concept of higher floodway standards.,
Identify regulatory requirements.,
Identify methodologies to comply with no-rise certification requirements.,
Describe various map change options for floodway modifications.

Other Prerequisites:
Recommended: E0273, Managing Floodplain Development through the NFIP

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Community Resilience, Planning, Threats and Hazard Identification

Mission Areas: Mitigation

Discipline(s): Emergency Management, Governmental Administrative, Public Works

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
This course is designed to allow participants to identify basic rating elements and explain the difference between lowest floor and base flood. Compliance and rating of enclosures will be discussed and issues with A zones without base flood elevations will be identified. The benefits and implications of dry floodproofing and other compliance factors affecting insurance rates will be described. Resources for flood insurance outreach and updates will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

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

Course Objectives:
At the end of this course, participants will be able to:
- Identify basic rating elements.
- Explain the differences between lowest floor elevation and base flood elevation (LFE/BFE).
- Identify compliance and rating elements for enclosures.
- Explain rating differences in A zones without BFEs.
- Describe the benefits and implications of floodproofing.
- Describe other compliance factors affecting insurance rates.
- Identify resources for outreach and updates.

Other Prerequisites:
Recommended: E0273, Managing Floodplain Development through the NFIP

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Community Resilience, Planning, Threats and Hazard Identification

Mission Areas: Mitigation

Discipline(s): Emergency Management, Governmental Administrative, Public Works

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Common Noncompliance Issues

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Indirect
Duration (in Hours): 4.0
Duration (in Days): 0.5

Course Description:
This course is designed to familiarize participants with common floodplain management compliance issues. Administration, enforcement, and effective messaging to achieve compliance will be discussed. Ways to eliminate noncompliance and resources to resolve noncompliance issues will be identified. Interactive exercises and in-depth discussions will aid participants in learning this information.

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

Course Objectives:
At the end of this course, participants will be able to:
- Identify common floodplain management compliance issues.
- Describe effective messages to achieve compliance.
- Describe administration and enforcement measures to gain compliance.
- Identify ways to eliminate noncompliance.
- Identify resources that the local floodplain manager (FPM) can use to resolve noncompliance issues.

Other Prerequisites:
Recommended: E0273, Managing Floodplain Development through the NFIP

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Community Resilience, Planning, Threats and Hazard Identification

Mission Areas: Mitigation

Discipline(s): Emergency Management, Governmental Administrative, Public Works

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
**Digital Flood Insurance Rate Maps**

**Training Provider:** Emergency Management Institute

**Course Level:** N/A

**Delivery Type:** Indirect

**Duration (in Hours):** 4.0

**Duration (in Days):** 0.5

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**Course Description:**

This course is designed to familiarize participants with floodplain mapping purposes and process. The impact and cost consequences of map updates, coordination of the map process, gaining public and political support, using Digital Flood Insurance Rate Maps (DFIRMs) and backup data, 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 credential.

**Course Objectives:**

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

- Describe floodplain mapping purpose and process.
- Describe how to coordinate the mapping process.
- Identify how to gain public and political support for floodplain mapping.
- Demonstrate how DFIRMs and backup data can be used.
- Describe map change processes, impact, and cost consequences.

**Other Prerequisites:**

Recommended: E0273, Managing Floodplain Development through the NFIP

**Primary Core Capability:**

- Threats and Hazard Identification

**Secondary Core Capability(s):** Community Resilience, Long-term Vulnerability Reduction, Planning

**Mission Areas:** Prevent, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**

Your State Training Officer

POC Work Phone: 000-000-0000

POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
This course is designed to familiarize participants with the substantial improvement and substantial damage regulations under the NFIP. Roles and responsibilities, administration and enforcement, the significance of making determination and other topics will be discussed and reviewed. Interactive exercises and in-depth discussions will aid participants in learning this information.

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

Course Objectives:
At the end of this course, participants will be able to:
- Explain substantial improvement and substantial damage (SI/SD) regulations under the NFIP.
- Explain SI/SD roles and responsibilities.
- Describe how to administer SI/SD in participating communities.
- Explain the significance of making SI/SD determinations.
- Identify resources for SI/SD and mitigation assistance.

Other Prerequisites:
Recommended: E0273, Managing Floodplain Development through the NFIP

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Community Resilience, Planning

Mission Areas: Recover, Mitigation

Discipline(s): Emergency Management, Governmental Administrative, Public Works

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Local Volunteer and Donations Management  G0288

Training Provider: Emergency Management Institute
Delivery Type: Indirect
Course Level: N/A
Duration (in Hours): 10.0
Duration (in Days): 1.5

Course Description:
This training will support local governments and their emergency management partners in preparing for, responding to, and recovering from disaster events at the local level. The course is designed to strengthen the abilities of local jurisdictions to successfully prepare for and handle volunteer and donations management issues that may arise. The course content and activities may also serve as a template, thereby enhancing uniformity in addressing areas of donated unsolicited goods, unaffiliated volunteers, and undesignated cash. This training also provides information regarding the state’s volunteer and donations management responsibilities, which are designed to help build relationships between government and non-governmental organizations.

Selection Criteria: This course is designed for local-level staffs to include:
- Local volunteer/donations coordinator,
- Coordinator’s alternate,
- Leading stakeholders of voluntary organizations,
- State/local voluntary organizations active in disaster chair or designee,
- Public information officer or liaison,
- Program functional leads,
- Government-private sector liaison

Course Objectives:
At the end of this course, participants will be able to:
- Identify how to manage effectively the surge of unsolicited goods.
- Gather information from organizations, agencies, volunteers, media, and others for donations intelligence purposes.
- Facilitate the matching of unaffiliated volunteers with appropriate organizations or agencies during program implementation.
- List the planning considerations for cash donations.
- Incorporate technology needed to manage successfully information on unaffiliated volunteers and unsolicited goods.
- Relate volunteer and donations management program responsibilities to the planning components of the annex.

Other Prerequisites:
Recommended: IS0288, The Role of Voluntary Organizations in Emergency Management; IS0700.a, National Incident Management System, An Introduction; and IS0100.b, Introduction to the Incident Command System

Primary Core Capability:
Logistics and Supply Chain Management

Mission Areas: Respond

Discipline(s): Citizen/Community Volunteer, Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
**Public Information Officer Awareness Training**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Indirect  
**Duration (in Hours):** 7.0  
**Duration (in Days):** 1.0

### Course Description:

Public information consists of the processes, procedures and systems to communicate timely, accurate and accessible information to affected audiences. Armed with good information, people are better able to make good decisions and, by doing so, contribute to the overall response goal of saving lives and protecting property. Personnel tasked with gathering, verifying, coordinating and disseminating public information at the federal, state, tribal, local and territorial levels bear this considerable responsibility concurrently with other job assignments. These PIOs must be provided with the opportunity to learn and practice the skills they will use on the job.

The one-day Public Information Officer Awareness Course (G0289) is designed to familiarize participants with the concepts underlying the PIO role. This course can provide a basic understanding of the PIO function for those new to the position. Additionally, it can provide those in executive level roles the necessary knowledge of PIO roles and responsibilities during an emergency.

This is the first course in the Public Information Training Series. This course is delivered at the state, local, tribal and territorial governments. Other courses are conducted as resident courses at the Emergency Management Institute (EMI). The courses build on each other, enhancing participants’ skills further at each level. This course uses Bloom’s Taxonomy as a guide to focus the course material to augment the knowledge and comprehension for new PIOs.

This course is equivalent to the IS0029 course found on the EMI Independent Study Web site. This course will introduce the participants to the public information function and the role of the PIO in the public safety/emergency management environment.

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 federal, state, local, tribal, or territorial level of government, and in the private and nongovernmental sectors.

A secondary audience for this training includes individuals who would benefit from a general understanding of the emergency public information function. This audience would include elected and other officials (e.g., dispatchers, receptionists) who may work with PIOs or with the news media during an incident or have initial media contact outside an incident through the course of their job.

### Course Objectives:

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

Define emergency public information and the importance of being proactive. (Unit 1),  
Describe the role and functions of the PIO. (Unit 2),  
Describe the types of written products used in public information activities. (Unit 3),  
Recall preparation techniques that contribute to a successful media interview. (Unit 3),  
List the steps of the 8-Step Model for Strategic Communications. (Unit 4),  
Given a scenario, apply the 8-Step Model to a public awareness campaign. (Unit 4),  
Apply public information techniques to a 5% scenario. (Unit 5)

### Other Prerequisites:

Recommended: There are no prerequisites for taking the G0289 course. However, participants are encouraged to take the following online courses offered through the Independent Study section of the FEMA website: IS0100.b, Introduction to Incident Command System (or ICS course for
specific specialty: healthcare, public works, etc.); IS0702.a, NIMS Public Information Systems; and IS0909, Community Preparedness: Implementing Simple Activities for Everyone

**Primary Core Capability:**
Public Information and Warning

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
Public information consists of the processes, procedures and systems to communicate timely, accurate and accessible information to affected audiences. Armed with good information, people are empowered to make better decisions and thus contribute to the overall response goal of saving lives and protecting property. Personnel tasked with gathering, verifying, coordinating and disseminating public information at the federal, state, tribal, local and territorial levels bear this considerable responsibility concurrently with other job assignments. These Public Information Officers (PIOs) must be provided with the opportunity to learn and practice the skills they will use on the job.

The Basic Public Information Officer Course (G0290) is designed to provide participants with the opportunity to start applying basic concepts underlying the Public Information Officer (PIO) role. This course can provide a basic understanding of the PIO function for those new to the position. This is the second course in the Public Information Training Series. This course is delivered at the state, local, tribal and territorial governments. Other courses are conducted as resident courses at the Emergency Management Institute (EMI). The courses build on each other enhancing students’ skills further at each level. This course uses Bloom’s Taxonomy as a guide to focus the course material to augment the knowledge and comprehension for new PIOs.

This course will consider the value of communication before, during and after an incident. It will help PIOs identify critical audiences, both internal and external.

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 federal, state, local, tribal or territorial level of government, and in the private and nongovernmental sectors.

Course Objectives:
At the end of this course, participants will be able to:
- Explain why emergency public information is important during an incident. (Unit 1).
- Recognize the functional needs and challenges of different audiences. (Unit 1).
- Demonstrate the role and function of the PIO in both day-to-day and emergency environments. (Unit 2).
- Compare actions PIOs can take to work with the news media during day-to-day and emergency situations. (Unit 2).
- Using the strategic communications planning model, develop a public awareness campaign (95%). (Unit 3).
- Using the strategic communications planning model, develop an incident communications strategy (5%). (Unit 3).
- Explain the news briefing cycle. (Unit 4).
- Outline media needs at the scene. (Unit 4).
- Describe the difference between media briefings and press conferences. (Unit 4).
- Describe different public information written products. (Unit 5).
- Apply effective news release writing guidance. (Unit 5).
- Adapt or repurpose written media products for other purposes. (Unit 5).
- Describe what types of impressions specific body language might convey during an interview. (Unit 6).
- Identify elements of an interview the PIO should consider ahead of time. (Unit 6).
- Identify steps a PIO needs to take to prepare for and conduct a news interview. (Unit 6).
- Demonstrate effective techniques for on-camera interviews. (Unit 6).
- Given an emergency scenario, apply public information skills. (Unit 7).
- Recall course key points. (Unit 8)

Prerequisite(s): Public Information Officer Awareness Training (G0289), An Introduction to the Incident Command System, ICS 100 (IS0100.c), National Incident Management System Public Information Systems (IS0702.a), Community Preparedness: Implementing Simple Activities for
Everyone (IS0909)

**Other Prerequisites:**
Completion of IS0029 may be substituted for G0289

**Primary Core Capability:**
Public Information and Warning

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Joint Information System/Center Planning for Tribal, State, and Local Public Information Officers  G0291

Training Provider: Emergency Management Institute  Course Level: N/A
Delivery Type: Indirect  Duration (in Hours): 7.0
Duration (in Days): 1.0

Course Description:
Public information consists of the processes, procedures, and systems to communicate timely, accurate, and accessible information to affected audiences. Armed with good information, people are better able to make good decisions and, by doing so; contribute to the overall response goal of saving lives and protecting property. Personnel tasked with gathering, verifying, coordinating, and disseminating public information at the federal, state, tribal, local, and territorial levels bear this considerable responsibility concurrently with other job assignments. These Public Information Officers (PIOs) must be provided with the opportunity to learn and practice the skills they will use on the job.

This course is designed for PIOs with experience in the field who will be working in a JIS/JIC. This is the third course in the Public Information Training Series. This course is delivered at the state, local, tribal, and territorial governments. Other courses are conducted as resident courses at the Emergency Management Institute (EMI). The courses build on each other enhancing students’ skills further at each level. This course uses Blooms Taxonomy as a guide to focus the course material to augment the knowledge and comprehension for new PIOs.

(This course is equivalent to E/L0387)

This course will outline the communications needed for different incidents and define the roles of the PIO within ICS.

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 federal, state, local, tribal, or territorial level of government, and in the private and nongovernmental sectors.

Course Objectives:
At the end of this course, participants will be able to:
State the course purpose and objectives. (Unit 1), Describe why public information officers train at this level. (Unit 1), Define NIMS, and explain where public information fits in. (Unit 2), Define ICS and the role of the PIO within ICS. (Unit 2), Analyze the communications needs of a single-PIO incident. (Unit 2), Given a 5% scenario, analyze the actions and barriers to communications in an expanding incident. (Unit 3), Describe the advantages and challenges of working with multiple PIOs. (Unit 3), Differentiate between the JIS and the JIC. (Unit 4), Describe triggers for JIC activation. (Unit 4), Describe the preparedness activities for establishing and maintaining a JIC. (Unit 4), Describe flexible and scalable structures for organizing a JIC based on incident needs. (Unit 4), Describe circumstances when state and Federal partners might be integrated into the JIS/JIC. (Unit 5), Describe the State JIC organizational structures and resources. (Unit 5), Describe the Federal ESF #15 organizational structures and resources. (Unit 5), Identify strategies for building partnerships at all levels. (Unit 5), Given a 5% scenario, demonstrate organizing a JIC. (Unit 6), Recall course key points. (Unit 7)

Prerequisite(s): Basic Public Information Officers Course (G0290), An Introduction to the Incident Command System, ICS 100 (IS0100.c), National Incident Management System Public Information Systems (IS0702.a), Community Preparedness: Implementing Simple Activities for Everyone (IS0909)

Other Prerequisites:
Recommended: G0289 or IS029, Public Information Officer
Primary Core Capability:
Public Information and Warning

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
**ICS 300: Intermediate Incident Command System for Expanding Incidents**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Mobile/Non-Resident, Residential, Indirect  
**Course Level:** N/A  
**Duration (in Hours):** 18.0  
**Duration (in Days):** 3.0

**Course Description:**
This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS 100 and ICS 200 courses.

**Selection Criteria:** Individuals who may assume a supervisory role in 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.

**Course Objectives:**
At the end of this course, participants will be able to:
- Describe how the National Incident Management System (NIMS) Command and Management component supports the management of expanding incidents.
- Describe the incident/event management process for supervisors and expanding incidents as prescribed by the Incident Command System (ICS).
- Implement the incident management process on a simulated Type 3 incident.
- Develop an Incident Action Plan for a simulated incident.

**Other Prerequisites:**
The most current versions of: IS0100, Introduction to the Incident Command System, ICS 100; IS0200, Incident Command System for Single Resources and Initial Action Incidents; IS0700, National Incident Management System, An Introduction; and IS0800, National Response Framework, An Introduction

**Recommended:** Experience using concepts and principles from ICS 100 and ICS 200 in a response or exercise.

**Primary Core Capability:**
Planning

**Secondary Core Capability(s):** Operational Coordination

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
This course provides plan developers with the information necessary to prepare and implement a local hazard mitigation plan.

Selection Criteria: Local government officials, state officials, and others who are involved in the development of a local mitigation plan.

Course Objectives:
At the end of this course, participants will be able to:
Define hazard mitigation and identify the benefits of mitigation planning., Develop or update a local mitigation plan., Identify resources and guidance available for mitigation planning and plan implementation.

Primary Core Capability:
Planning

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
# Evacuation and Re-Entry Planning Course

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Indirect  
**Duration (in Hours):** 16.0  
**Duration (in Days):** 2.0

## Course Description:
This 12-hour course provides participants with the knowledge and skills needed to design and implement an evacuation and re-entry plan for their jurisdictions. It uses a community’s vulnerability analysis and evacuation plan. It also addresses evacuation behavior and recommends methods to make evacuation and re-entry more efficient. This course does not address the decision to evacuate or re-enter.

## Selection Criteria:
The persons responsible for planning, implementing, and carrying out evacuations within a jurisdiction. This includes, but is not limited to, state and local government emergency program managers, emergency planners, and response personnel.

## Course Objectives:
At the end of this course, participants will be able to:
- Describe types of situations that necessitate evacuation.
- Describe the types of modeling tools for evacuation planning.

### Primary Core Capability:
Public Information and Warning

### Secondary Core Capability(s):
Situational Assessment

### Mission Areas:
Respond, Recover, Mitigation

### Discipline(s):
Emergency Management

### Course POC:
Your State Training Officer  
POC Work Phone: 000-000-0000  
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Flood Fight Operations

Training Provider: Emergency Management Institute
Delivery Type: Indirect

Course Description:
This course is for emergency managers, public works officials, levee district representatives, and others responsible for planning, preparing, and managing the response to a flood. Using a combination of lectures, discussions, activities, and exercises, the course will take participants through the complete process from well before the flood to clean-up afterwards. Officials from every community at risk of flooding should take this training. While this training emphasizes how to conduct a flood fight, it provides information to help communities decide if a flood fight is possible and worth the effort and cost. Diagrams with materials lists and equipment and labor requirements to construct various types of temporary flood protection can be used to help determine if there is enough time and resources to protect the community. If the whole community cannot be protected, then officials must decide where to concentrate their efforts to protect some areas and/or evacuate and relocate what they can. If a flood fight is undertaken, it should be done the right way or the effort will be wasted. Instructors should be experienced in flood fighting.

It is recommended that the U.S. Army Corps of Engineers be part of the instructional team to discuss the methods and techniques it will use in your region and to explain what assistance it may be able to provide.

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

Course Objectives:
At the end of this course, participants will be able to:
Summarize the basic concepts related to riverine flooding., Analyze flood threats for a given scenario., Determine how to coordinate with multiple agencies, groups, and organizations to plan for riverine flooding., Explain the advantages and disadvantages of expedient flood works., Develop a flood emergency plan for a given scenario., Summarize the considerations involved in managing a volunteer workforce., Describe the processes, equipment, and considerations for monitoring flood works., Explain the challenges and resources associated with the recovery process., Evaluate the actions taken during a riverine flood event, for a given scenario., List sources of recovery information., List the challenges faced by a community after a flood., Describe the role of community and social agencies during the recovery process.

Other Prerequisites:
Recommended: Some states may decide to add the 45-minute Expedient Flood Training (G0270.3) course to offerings of this course and may also do a field activity to build a sandbag wall. If participants will be asked to fill and place sandbags, they should be told to bring appropriate clothing.

Primary Core Capability:
N/A - None

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
Multi-Hazard Emergency Planning for Schools

Training Provider: Emergency Management Institute
Delivery Type: Indirect

Course Description:
This course provides schools with the knowledge, skills, and tools needed to refine or develop an all-hazards school Emergency Operations Plan (EOP) and to identify how to train and exercise the school EOP. The course follows the guidance set forth in the FEMA Comprehensive Preparedness Guide, CPG 101, for developing an EOP and explains how to utilize the National Incident Management System as the foundation for planning and building partnerships with outside agencies such as law enforcement, fire, and emergency management.
In an optional exercise day, this course provides participants with an opportunity to conduct and design a tabletop exercise using Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

Selection Criteria: Principals, assistant principals, risk managers, school board members, school safety coordinators, transportation and food service coordinators, facility managers/building engineers, nurses, counselors, public information officers, teachers, and local first responders

Course Objectives:
At the end of this course, participants will be able to:
Refine or update a school Emergency Operations Plan (EOP) or procedural document., Identify how to train and exercise the school EOP.

Other Prerequisites:
School EOPRecommended: IS0100.SCa (or IS0100.SC, or IS0100.b), Introduction to the Incident Command System (ICS 100) for Schools; and IS0700.a, National Incident Management System, An Introduction

Primary Core Capability:
Planning

Mission Areas: Protect, Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Emergency Planning for Campus Executives

Training Provider: Emergency Management Institute  
Course Level: N/A
Delivery Type: Indirect  
Duration (in Hours): 2.0  
Duration (in Days): 0.25

Course Description:
This 2-hour overview of emergency planning serves as a briefing for executives of institutions of higher education (IHEs). It provides them with insights into multi-hazard emergency planning and their role in protecting lives, property, and operations. The course consists of seven modules which can be delivered independently so that executives can tailor it to fit their schedules and needs. The seven modules are: Emergency Management: What Is It? Why Do It?, Executive-Level Support, Developing Your Emergency Operations Plan, Evaluating Your EOP, Responding Using Incident Command System, Emergency Operations Center, Engaging Your Campus

Course Objectives:
At the end of this course, participants will be able to:
Provide executives of IHEs with insights into multi-hazard emergency planning and their role in protecting lives, property, and operations.

Primary Core Capability:
Planning

Mission Areas: Mitigation

Discipline(s): Emergency Management, Other

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
**Course Description:**
This course prepares state and local response personnel and other responsible agencies and professionals to handle mass fatalities effectively and to work with the survivors in an emergency or disaster. This course covers incident management; mass fatalities; planning before and operations during an incident; establishing the morgue; family assistance support operations; and assistance from the Federal government. The course concludes with a tabletop exercise. Participants will learn to identify the characteristics of a mass fatality incident and identify the roles and responsibilities of key personnel in the incident. In addition, the instructor will describe the steps required to respond to a mass fatalities incident, including catastrophic numbers of fatalities and contaminated remains, and help participants determine their jurisdiction’s preparedness for a mass fatalities event.

**Selection Criteria:** The target audience for this course is local responders who may have responsibility for the recovery, handling, identification, and return of remains following a mass fatalities incident.

**Course Objectives:**
At the end of this course, participants will be able to:
- Describe the critical operational activities: Notification, Staging, Search and recovery, Morgue operations, Media relations, Family assistance, Explain how the Family Assistance Center is used to support families and to aid identification of the deceased.
- Identify the requirements to ensure that the psychological needs of morgue personnel are addressed.
- Recognize the importance of Critical Incident Stress Debriefings for responders at a mass fatalities incident.
- Identify the resources that are available during a mass fatalities incident and describe their roles and responsibilities.
- Apply the principles of ICS to a simulated incident.

**Primary Core Capability:**
Fatality Management Services

**Secondary Core Capability(s):** Forensics and Attribution, Operational Communications, Operational Coordination, Planning

**Mission Areas:** Respond

** Discipline(s):** Emergency Management

**Course POC:**
Your State Training Officer

POC Work Phone: 000-000-0000

POC Work Email: FEMA-G-Courses@fema.dhs.gov
**Mitigation for Emergency Managers**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident, Indirect  
**Duration (in Hours):** 19.0  
**Duration (in Days):** 3.0  

**Course Description:**
This course is designed to enable the non-technical emergency worker to acquire skills in the use of mitigation. The course provides training in how to perform mitigation activities fundamental to reducing and eliminating long-term risk from hazards. It addresses the important roles of the emergency program manager (or other local government representative) in mitigation: motivator, coordinator, and monitor in local implementation of the National Mitigation Strategy.

**Selection Criteria:** State, local, and tribal government emergency program managers, other emergency management staff, and other local government employees responsible for mitigation. The secondary audience includes Federal emergency management personnel and employees of federal, state, and local governments who work in the emergency management field.

**Course Objectives:**
At the end of this course, participants will be able to:
- Analyze reasons for differences between optimal and actual mitigation roles of the emergency program manager.
- Determine strategies to build support for mitigation planning in your community.
- Analyze hazard risks for a given scenario.
- Propose a mitigation strategy for a particular hazard.
- Develop a mitigation plan implementation strategy for a given scenario.
- Evaluate the effectiveness of a community's mitigation planning efforts.
- Recommend actions to optimize the mitigation role of the emergency program manager.

**Other Prerequisites:**
Recommended: Completion of IS0393.b, Introduction to Hazard Mitigation, prior to enrollment

**Primary Core Capability:**
Long-term Vulnerability Reduction

**Secondary Core Capability(s):** Community Resilience, Long-term Vulnerability Reduction, Planning, Risk and Disaster Resilience Assessment

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
Your State Training Officer  
POC Work Phone: 000-000-0000  
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
This course provides training 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, which are prerequisites for the ICS 400 course.

Selection Criteria: The target audience for this course is senior personnel who are expected to perform in a management capacity in an Area Command or Multi-Agency Coordination Entity.

Course Objectives:
At the end of this course, participants will be able to:
- Explain how major incidents engender special management challenges.
- Describe the circumstances in which an Area Command is established.
- Describe the circumstances in which Multi-Agency Coordination Systems are established.

Other Prerequisites:
The most current versions of: IS0100, Introduction to the Incident Command System, ICS 100; IS0200, Incident Command System for Single Resources and Initial Action Incidents; E/L/G0300, ICS 300: Intermediate Incident Command System for Expanding Incidents; IS0700, National Incident Management System, An Introduction; and IS0800, National Response Framework, An Introduction Recommended: Experience using concepts and principles from ICS 100, ICS 200, and ICS 300 and use of skills in an operational environment.

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses.@fema.dhs.gov
Incident Command System Overview for Executives and Senior Officials, ICS 402

Training Provider: Emergency Management Institute
Delivery Type: Indirect

Course Level: N/A
Duration (in Hours): 3.0
Duration (in Days): 0.25

Course Description:
This course provides executives and senior officials (including elected officials, city/county managers, agency administrators, etc.) an orientation to the Incident Command System (ICS).
Selection Criteria: Executives and senior officials, including elected officials, city/county managers, agency administrators, etc.

Course Objectives:
At the end of this course, participants will be able to:
Describe the Incident Command System (ICS), Describe the various ways ICS can be applied.,
Define the role of an executive/senior official relative to the ICS., Describe the major responsibilities of an executive/senior official as related to an incident., Demonstrate basic familiarity with ICS terminology., Describe the basic organization of ICS and know the functional responsibilities of the Command and General Staffs., Describe issues that influence incident complexity and the tools available to analyze complexity., Describe the differences between on-incident ICS organizations and activities and the activities accomplished by Emergency Operations Centers (EOCs), Area Commands, and Multi-Agency Coordination Systems (MACS).,
Explain the administrative, logistical, financial, and reporting implications of large incident operations., Describe the sources of information regarding the incident and how to access them.,
Describe types of agency(ies) policies and guidelines that influence management of incident or event activities

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
The purpose of this course is to prepare Mass Care/Emergency Assistance (MC/EA) Coordinators and their teams to develop MC/EA plans to support and/or coordinate MC/EA disaster responses.

Course Objectives:
At the end of this course, participants will be able to:
- Describe MC/EA activities.
- Identify key MC/EA planning steps.
- Describe the roles and responsibilities of the Mass Care Coordinator and team.
- Define the scale of the disaster and estimate needed resources to support a MC/EA disaster operation.
- Discuss the primary elements of MC/EA Information Management.

Other Prerequisites:
Recommended: IS0405, Mass Care/Emergency Assistance Overview

Primary Core Capability:
Planning

Secondary Core Capability(s):
Logistics and Supply Chain Management, Mass Care Services, Operational Coordination

Mission Areas:
Respond, Recover

Discipline(s):
Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 111-111-1111
POC Work Email: FEMA-G-Courses@fema.dhs.gov
**Community Emergency Response Team Program Manager**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Indirect  
**Duration (in Hours):** 16.0  
**Duration (in Days):** 2.0

**Course Description:**
This course prepares Community Emergency Response Team (CERT) Program Managers for the tasks required to establish and sustain an active local CERT Program. Selection Criteria: Those who are already in or are selected to be in the CERT Program Manager position.

**Course Objectives:**
At the end of this course, participants will be able to:
- Define the purpose and core components of a local CERT Program.
- Use strategic planning to define the mission and goals for a local CERT Program.
- Describe the purposes and strategies for promoting a local CERT Program.
- Establish a process for working with volunteers.
- Establish a process for working with instructors.
- Establish a process for acquiring and managing program resources.
- Build a plan for delivering and managing safe training and exercises.
- Describe the role of policies and procedures in operating a local CERT Program.
- Develop a process for evaluating a local CERT Program.
- Describe how to sustain a local CERT Program.

**Other Prerequisites:**
A referral from a CERT-sponsoring agency. The CERT-sponsoring agency could be a local, regional, or state government agency. Approval from a state CERT coordinating agency if the CERT Program Manager course is sponsored by such an agency. Completion of the CERT Basic Training course.

**Primary Core Capability:**
Community Resilience

**Secondary Core Capability(s):** Operational Coordination

**Mission Areas:** Respond, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
Your State Training Officer  
POC Work Phone: 000-000-0000  
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Community Emergency Response Team Train-the-Trainer

Training Provider: Emergency Management Institute
Delivery Type: Indirect

Course Level: N/A
Duration (in Hours): 24.0
Duration (in Days): 3.0

Course Description:
This course produces competent instructors for the Community Emergency Response Team (CERT) Basic Training course.

Selection Criteria: People who will serve as the Course Manager for the CERT Basic Training course and people who will be CERT Basic Training course instructors in any capacity.

Note: Individuals who conduct only one or two of the units may do so without taking the CERT TTT course. However, the CERT TTT course would give them a necessary overview of the CERT Basic Training course as well as improve their instructional skills.

Course Objectives:
At the end of this course, participants will be able to:
- Demonstrate knowledge of the CERT Basic Training course.
- Demonstrate the ability to present an assigned portion of the course (teach-back).
- Communicate the core values of the program.
- Demonstrate classroom management techniques.
- Demonstrate effective teaching techniques.
- Model appropriate behavior as an instructor.

Other Prerequisites:
Must have a referral from a CERT-sponsoring agency. The CERT-sponsoring agency could be a local, regional, or state government agency. If the CERT TTT course is sponsored by a state CERT coordinating agency, must have approval from that agency as well. Must have taken the CERT Basic Training course.

Primary Core Capability:
Community Resilience

Secondary Core Capability(s): Operational Coordination

Mission Areas: Respond, Mitigation

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Course Description:
This course will prepare school staff and administrators for an earthquake at their school location. The course is designed to describe the effects of an earthquake; explain how to mitigate those effects; state the key elements of an earthquake plan for preparedness, response, and recovery; and outline the procedures for training and exercises related to that emergency plan.

Selection Criteria: School board members, district executives, district risk managers, principals, administrators, teachers, parents, Parent Teacher Association members, community first responders, school support staff, and transportation coordinators.

Course Objectives:
At the end of this course, participants will be able to:
- Describe how an earthquake occurs.
- Identify the earthquake hazards in and around their school.
- Identify mitigation measures that can be taken.
- Explain how earthquake preparedness fits within their school’s multi-hazard plan.
- Describe response priorities and procedures.
- Describe recovery techniques.
- Explain the steps involved in exercise development.
- List the types of exercises and the purpose of each.
- Identify the exercises required for the earthquake portion of their school’s emergency operations plan.

Primary Core Capability:
Planning

Secondary Core Capability(s): Operational Communications, Operational Coordination

Mission Areas: Prevent, Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Management of Spontaneous Volunteers in Disasters

Training Provider: Emergency Management Institute

Delivery Type: Indirect

Duration (in Hours): 7.0
Duration (in Days): 1.0

Course Description:
This course aims to introduce the keys to success in managing large numbers of spontaneous volunteers in disasters. Its underlying assumption is that much of the volunteer help is indeed needed, and that with basic emergency management coordination skills, the volunteer resources can often be put to effective use, making a positive difference in the affected community. The course will discuss the benefits spontaneous volunteers can bring to relief efforts and the challenges they may bring if not coordinated effectively. In addition, the course will examine planning considerations regarding spontaneous volunteers. Special emphasis is also placed on how to make full use of a Volunteer Reception Center—the backbone of any well-organized spontaneous volunteer management program.

Selection Criteria: This course has been developed for emergency managers and voluntary organizations responsible for the management of spontaneous volunteers.

Course Objectives:
At the end of this course, participants will be able to:
Identify issues and challenges in the management of spontaneous volunteers., Identify the elements of a spontaneous Volunteer Management Plan., Identify best practices for the management of spontaneous volunteers in disasters., Develop and implement a spontaneous Volunteer Management Plan., Explain the role of the Volunteer Reception Center (VRC) and virtual VRC in the transition from response to recovery.

Other Prerequisites:
All course participants should be familiar with their own state and local government Emergency Operations Plan Annex, if one exists, on the use of spontaneous volunteers and volunteers affiliated with relief organizations.Recommended: Individuals should have a working knowledge of the Incident Command and National Incident Management Systems (IS0100, Introduction to the Incident Command System, ICS 100; IS0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS0700.a, National Incident Management System, An Introduction; and IS0800.b, National Response Framework, An Introduction).

Primary Core Capability:
Community Resilience

Secondary Core Capability(s): Health and Social Services, Public Health, Healthcare, and Emergency Medical Services

Mission Areas: Prevent, Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
**Course Description:**
This course is designed to acquaint experienced Continuity of Operations (COOP) practitioners and instructors with the COOP Program Managers Course materials. The course will also refresh experienced instructors on instructional methodology and techniques.

**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.

**Course Objectives:**
At the end of this course, participants will be able to:
- Define Continuity of Operations.
- Explain the benefits of developing a viable continuity program.
- Identify the elements of a viable continuity program.
- Identify the processes, resources, and tasks necessary to implement and manage a successful continuity program.

**Other Prerequisites:**
Participants must have knowledge of COOP Programs and the Federal Continuity Directives 1 and 2. Recommended: IS0547.a, Introduction to Continuity of Operations

**Primary Core Capability:**
Planning

**Secondary Core Capability(s):** Operational Communications, Operational Coordination

**Mission Areas:** Protect

**Discipline(s):** Emergency Management

**Course POC:**
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
Local Damage Assessment

Training Provider: Emergency Management Institute
Delivery Type: Indirect

Course Description:
This course will equip local officials with the knowledge, understanding, and skills they need to be able to conduct rapid and effective needs and damage assessments in order to save lives and protect property.
Selection Criteria: State and local officials who are responsible for assessing, collecting, and reporting damages during and after any event that causes damage of private, public, and critical infrastructure.

Course Objectives:
At the end of this course, participants will be able to:
Define the purpose of damage assessment,
Define the basic terms related to damage assessment,
List critical infrastructure and key resources in a community.

Other Prerequisites:
Recommended: IS0100.b, Introduction to the Incident Command System, ICS 100; IS0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS0700.a, National Incident Management System, An Introduction; IS0800.b, National Response Framework, An Introduction; IS0120.a, An Introduction to Exercises; and IS0130, Exercise Evaluation and Improvement Planning

Primary Core Capability:
Economic Recovery

Secondary Core Capability(s): Operational Coordination

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
### Rapid Needs Assessment

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<tbody>
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<td><a href="mailto:FEMA-G-Courses@fema.dhs.gov">FEMA-G-Courses@fema.dhs.gov</a></td>
</tr>
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</table>

#### Course Description:
This course provides information and resources that will enable participants to plan an effective Damage Assessment Program and conduct rapid and effective damage assessments in order to save lives, protect property and the environment, and begin the process of recovery and mitigation.

Selection Criteria: Local officials who are responsible for assessing, collecting, and reporting damages during and after any event that causes damage of private, public, and critical infrastructure.

#### Course Objectives:
At the end of this course, participants will be able to:
- Describe the need and purpose of a Rapid Needs Assessment.
- Describe the starting point for planning for a Rapid Needs Assessment.
- Describe the process for staffing a Rapid Needs Assessment.
- Describe the basic tools required to support the Rapid Needs Assessment process.
- Describe the importance of planning data collection.
- Describe the importance of redundant data transmission systems and means.
- Describe the importance of analyzing and reviewing data.
- Describe additional data sources available to support analysis.
- Describe the training requirements for the Rapid Needs Assessment Program.
- Describe how Rapid Needs Assessment plans and actions can be exercised in the community.

#### Other Prerequisites:
Recommended: IS0100.b, Introduction to the Incident Command System, ICS 100; IS0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS0700.a, National Incident Management System, An Introduction; IS0800.b, National Response Framework, An Introduction; IS0120.a, An Introduction to Exercises; and IS0130, Exercise Evaluation and Improvement Planning

#### Primary Core Capability:
Operational Coordination

#### Secondary Core Capability(s):
Economic Recovery

#### Mission Areas:
Respond, Recover, Mitigation

#### Discipline(s):
Emergency Management


**Course Description:**
This course explores the role, design, and functions of Emergency Operations Centers (EOCs) and their relationships as components of a Multi-Agency Coordination System (MACS). The course contains disaster-related examples, activities, and case studies that relate to EOCs and MACS at the Federal, state, and local levels of government.

Selection Criteria: This course is open to all Federal, state, local, and tribal emergency managers; first responders to include Incident Commanders from all emergency management disciplines; private industry personnel responsible for coordination activities during a disaster; and Voluntary Organizations Active in Disaster personnel.

**Course Objectives:**
At the end of this course, participants will be able to:
- Identify the multiple roles and responsibilities of a modern-day EOC, including the legal authorities and requirements of the EOC.
- Differentiate between tactical and strategic emergency management.
- Build and manage effective organizational structures within an EOC.
- Discuss the importance of designing and integrating enhanced technology into EOC operations.
- Discuss Continuity of Operations (COOP) planning at the local level.
- Promote effective EOC operations through plans, procedures, coordination, and documentation.
- Relate Situational Awareness and Common Operating Pictures to EOC operations.
- Integrate call centers and public information concepts into an EOC environment.
- Describe the role and challenges of an EOC during the transition to recovery.

**Other Prerequisites:**
Recommended: IS0701.a, National Incident Management System Multi-Agency Coordination System

**Primary Core Capability:**
Operational Coordination

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
Your State Training Officer
POC Work Phone: 000-000-0000
POC Work Email: FEMA-G-Courses@fema.dhs.gov
### Emergency Manager: An Orientation to the Position

<table>
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### Continuing Education Units:
General: .6

### Course Description:
This course provides an introduction to emergency management and the Integrated Emergency Management System, including an in-depth look at the mission areas of emergency management as they are implemented in a comprehensive emergency management program. The course consists of text, illustrations, diagrams, and figures.

### Selection Criteria:
The goal of this course is to acquaint new personnel with the position of the emergency manager, including history and underlying principles of emergency management, key areas of emphasis, the emergency manager’s roles and responsibilities, and tips for getting started.

### Course Objectives:
At the end of this course, participants will be able to:
- Identify the principles and authorities that are the foundation of emergency management.,
- Describe the roles and responsibilities of an emergency manager.,
- Identify strategies for developing a preparedness program.,
- Indicate the significance of planning, training, and exercising in emergency management.,
- Describe how prevention, protection, and mitigation contribute to a safe and resilient community.,
- Describe the emergency manager’s role in relation to emergency response.,
- Indicate how an emergency manager helps lead disaster recovery efforts.,
- Identify key considerations in managing an emergency management program.

### Primary Core Capability:
Operational Coordination

### Mission Areas:
Respond, Recover, Mitigation

### Discipline(s):
Emergency Management

### Course POC:
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

### Course Schedule:
https://training.fema.gov/is/crslist.aspx

### Course Details Link:
http://training.fema.gov/is/courseoverview.aspx?code=IS-1.a
An Introduction to Hazardous Materials

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Continuing Education Units:
General: 1

Course Description:
This Independent Study course is intended to provide a general introduction to hazardous materials that can serve as a foundation for more specific studies in the future. This course does not meet hazardous materials response requirements identified in HAZWOPER standard—29CFR1910.120(q)(6)(i). The course has five units. No prior knowledge of the subject is required or assumed.
Selection Criteria: General population

Course Objectives:
At the end of this course, participants will be able to:
Explain the roles of Federal, state, local, and tribal governments in reducing hazardous materials risks through health and environmental regulations., Discuss the two major hazardous materials identification systems used within the United States., Identify possible terrorist targets of opportunity in the use of toxic industrial chemicals as weapons of mass destruction., Identify locations where hazardous materials are commonly found and how to determine their potential health effects., Describe basic terms that pertain to exposures to hazardous materials., Read and interpret a Materials Safety Data Sheet., Explain how hazardous materials enter the body and contaminate the environment., Describe what communities can do to increase their emergency preparedness to respond to hazardous materials incidents., Identify steps individuals and communities can take to protect themselves during a hazardous materials release.

Primary Core Capability:
Threats and Hazard Identification

Mission Areas: Respond, Mitigation

Discipline(s): Emergency Management, Emergency Medical Services, Fire Service, Governmental Administrative, Law Enforcement, Public Health

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: [http://training.fema.gov/is/courseoverview.aspx?code=IS-5.a](http://training.fema.gov/is/courseoverview.aspx?code=IS-5.a)
Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699

Training Provider: Emergency Management Institute

Delivery Type: Online/Distance Learning

Course Level: N/A

Duration (in Hours): 10.0

Duration (in Days): 0.0

Continuing Education Units:

General: 1

Course Description:
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 Hazards Reduction Plan (NEHRP) Recommended Building Provisions. The NEHRP has provided a base for all national building codes for seismic design.

The course is a non-technical 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.

Selection Criteria: Building officials, planners, and local government leaders

Course Objectives:
At the end of this course, participants will be able to:
- Describe the intent and implications of the Executive Order and the consequences of noncompliance.
- Describe how the Executive Order will affect the built environment.
- Describe the theory and practice of the Executive Order, hazard mitigation, and the need/rational for including seismic provisions in the building codes.
- Develop a plan of action to achieve compliance if local codes do not comply with the Executive Order.

Primary Core Capability:
Infrastructure Systems

Mission Areas: Mitigation

Discipline(s): Emergency Management, Governmental Administrative, Public Works

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-8.a
| **Animals in Disasters: Awareness and Preparedness** | IS0010.a |
| **Training Provider:** Emergency Management Institute | **Course Level:** N/A |
| **Delivery Type:** Online/Distance Learning | **Duration (in Hours):** 4.0 |
| | **Duration (in Days):** 0.0 |

**Continuing Education Units:**
General: .4

**Course Description:**
This course is intended to help animal owners, care providers, and industries to understand Incident Management.
Selection Criteria: Animal owners and care providers
CEC's: 4

**Course Objectives:**
At the end of this course, participants will be able to:
Increase awareness and preparedness among animal owners and care providers., Describe how typical hazards affect animals and what can be done by responsible owners to reduce the impact of disasters.

**Primary Core Capability:**
Threats and Hazard Identification

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-10.a](http://training.fema.gov/is/courseoverview.aspx?code=IS-10.a)
Animals in Disasters: Community Planning

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Description:
This course provides information for groups to meet and develop meaningful and effective plans that improve the care of animals, their owners, and the animal-care industries in disasters.

Selection Criteria: Emergency management officials, and animal owners, care providers, and industries

CEC’s: 4

Course Objectives:
At the end of this course, participants will be able to:
- Learn how to develop a community plan for managing animals in an emergency.
- Identify hazards and threats most likely to affect your community and ways to minimize their impact on animals.
- Indicate how communities use the Incident Command System to respond effectively to an incident involving animals.
- Describe resources available to help communities recover from a disaster.
- Develop community support for a disaster preparedness plan involving animals.

Primary Core Capability:
Planning

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-11.a
### Special Events Contingency Planning for Public Safety Agencies

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**Continuing Education Units:**
- General: .4

**Course Description:**
This 4-hour web-based course will provide public safety agency personnel with information related to pre-event planning, forming the Planning Team, event hazard analysis, and responding to incidents during special events in their community. Though relevant special events statutes/ordinances and codes must be considered by public safety agency personnel engaged in special event planning, an extensive job aid manual is included in the course and available for download on the course web site.

This course is a discussion-based course, focused on the development of an Emergency/Incident Action Plan. Participants are encouraged to bring a scenario they are real-world planning in their community and complete most of the required documents during the course.

**Selection Criteria:** Emergency management planners and other emergency management officials who deal with special or planned events

**Course Objectives:**
At the end of this course, participants will be able to:
- Develop an Emergency/Incident Action Plan

**Primary Core Capability:**
- Planning

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Custodial Officer Training**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Online/Distance Learning

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**Continuing Education Units:**

General: .2

**Course Description:**

This course will provide designated Custodial Officers with the knowledge and resources to professionally and accurately fulfill their responsibilities for effective property management. Selection Criteria: The audience consists of anyone in any FEMA facility charged with the responsibility and accountability for acquisition, utilization, maintenance, and disposal of any Government Personal Property.

**Course Objectives:**

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

- Describe the importance of effective property management during a disaster in a day-to-day FEMA setting.
- State the two statutory laws that pertain to the Personal Property Management System.
- Identify the four phases of the property management life cycle.
- Identify common terms and their corresponding definitions.
- Identify the steps in the designation process for a Custodial Officer.
- Identify five of the major duties/responsibilities of a Custodial Officer.
- Given a scenario, name and complete the proper transaction form.
- Describe the function of the Agency Inventory System of Record.
- Identify and complete the proper transaction form(s).
- From the student manual, locate and state three of the help resources that are available to a Custodial Officer.
- Describe the credentialing system.

**Primary Core Capability:**

N/A - FEMA Employee Training

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**

Independent Study Program Office

POC Work Phone: 301-447-1200

POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**

https://training.fema.gov/is/crslist.aspx

Receiving Officer (RO) Training

Training Provider: Emergency Management Institute  
Course Level: N/A

Delivery Type: Online/Distance Learning  
Duration (in Hours): 3.0

Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
This course will provide selected individuals with a foundation of knowledge and skills to successfully fulfill their duties as they become FEMA property management professionals.

Selection Criteria: The audience consists of anyone in any FEMA facility charged with the responsibility and accountability for acquisition, utilization, maintenance, and disposal of any Government Personal Property.

Course Objectives:
At the end of this course, participants will be able to:
- Describe the importance of effective property management.
- Identify two authorities for the Property Management System.
- State the four phases of the property management life cycle.
- Identify the correct definitions for common terms.
- Identify the steps in the designation process.
- State the duties/responsibilities of a Receiving Officer.
- Describe the function of the Agency Inventory System of Record.
- Given a scenario, complete proper transaction form(s).
- State the locations of Help resources.

Other Prerequisites:
Recommended: IS0023, Custodial Officer; and IS0025, Basic Property Management

Primary Core Capability:
N/A - FEMA Employee Training

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx
Basic Property Management

Course Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Online/Distance Learning
Duration (in Hours): 5.0
Duration (in Days): 0.0

Continuing Education Units:
General: .5

Course Description:
This course provides participants with the basic knowledge of the elements of property management. This course is mandatory for the Accountable Property Officer credentialing process and is only available to FEMA staff. It is accessible through the FEMA Employee Knowledge Center.

Selection Criteria: The target population for this training program is broad and includes FEMA personnel at all levels that have been assigned Accountable Receiving Officer duties. These personnel include: FEMA Headquarters Management, Administrative, Procurement, and Reporting; Warehouse Supervisors and Managers; and FEMA Field Personnel at sites including Incident Support Bases.

Course Objectives:
At the end of this course, participants will be able to:
- State the relevance of each of the three laws governing property management.
- Identify the basic contents of each of the five policy documents discussed.
- Define the property management roles and responsibilities of the Property Management Officer, Accountable Property Officer, Logistics Chief, and the Custodial Officer.
- Identify routine tasks with the proper FEMA or Optional form used to process that task.
- Define the receiving process.
- Define the different types of inventory.

Prerequisite(s): Custodial Officer Training (IS0023.A)

Primary Core Capability:
N/A - Exercises

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/courseoverview.aspx?code=IS-25.a
Guide to Points of Distribution

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 4.0
Duration (in Days): 0.0

Continuing Education Units:
General: .4

Course Description:
This Guide was developed to support the Points of Distribution (PODs) overview video and provide an in-depth look into the Planning, Operations, and Demobilization stages of a POD mission. The lessons detail the staffing and procedures any state will need to plan for, execute, and shut down POD operations. The Guide also includes key lessons such as safety, equipment, and resources accountability, and informs the reader about the “Adopt a POD” program being used by the State of Washington.

Selection Criteria: Primarily logistics personnel, state National Guard, and other emergency management staff

Course Objectives:
At the end of this course, participants will be able to:
Describe Points of Distribution., Explain how Points of Distribution are set up and operated., Understand how to supervise a Point of Distribution Staff.

Primary Core Capability:
Logistics and Supply Chain Management

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-26
Orientation to FEMA Logistics

Training Provider: Emergency Management Institute  
Course Level: N/A
Delivery Type: Online/Distance Learning  
Duration (in Hours): 4.0
Duration (in Days): 0.0

Continuing Education Units:
General: .4

Course Description:
This course provides an overview of all field logistics functions and organizational relationships within logistics (roles, responsibilities, accountability). The participant will gain a baseline knowledge of the standard practices for FEMA Logistics operations from initial Presidential disaster declaration to closeout of FEMA field offices.

Selection Criteria: All new Logistics hires and Logistics staff that work in the field offices. Also, all FEMA cadres, governmental (state, local, tribal), and private sector partners who interface with FEMA Logistics during disaster response and recovery.

Course Objectives:
At the end of this course, participants will be able to:
Explain FEMA Headquarters logistics preparations in support of the Agency’s mission.,
Describe FEMA regional and field logistics preparedness, response, and recovery operations.,
Describe FEMA logistics branches within the Incident Command System (ICS) structure.,
Describe units within the branches and the roles and responsibilities within the units.

Other Prerequisites:
Recommended: IS0026, Guide to Points of Distribution

Primary Core Capability:
Logistics and Supply Chain Management

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-27
Intermediate Property Management

Training Provider: Emergency Management Institute

Delivery Type: Online/Distance Learning

Course Level: N/A

Duration (in Hours): 7.0

Duration (in Days): 0.0

Continuing Education Units:
General: .7

Course Description:
This course, building upon IS0025, Basic Property Management, will cover in more detail the duties and responsibilities of the property manager.

Selection Criteria: The target audience for this training includes: Accountable Property Officers—this covers the Accountable Property Specialists and Accountable Property Managers under the FEMA Qualification System, Property Management Officers, Log Chiefs, Federal Coordinating Officers, All others with duties relating to the property field

Course Objectives:
At the end of this course, participants will be able to:
Increase their understanding of regulations and policy., Efficiently manage assets in a high-pressure operation., Explain the rules for mission assignment and government-furnished equipment., Describe disposal procedures., Describe how to properly report lost, damaged, or destroyed property., Identify how to number reports properly., Identify how to post to GSAXcess., Explain the accountability and responsibility of the PMO position.

Prerequisite(s): Custodial Officer Training (IS0023.A), Receiving Officer (RO) Training (IS0024.A), Basic Property Management (IS0025.A)

Other Prerequisites:
Recommended: IS0293, Mission Assignment Overview; IS0292, Disaster Basics; and E/L0660, Federal Staging Area Operations; and GSAXcess

Primary Core Capability:
N/A - FEMA Employee Training

Secondary Core Capability(s): Logistics and Supply Chain Management

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

**Public Information Officer Awareness**  

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### Continuing Education Units:
- General: .2

### Course Description:
Public information consists of the processes, procedures and systems to communicate timely, accurate and accessible information to affected audiences. Armed with good information, people are better able to make good decisions and, by doing so, contribute to the overall response goal of saving lives and protecting property. Personnel tasked with gathering, verifying, coordinating and disseminating public information at the federal, state, tribal, local and territorial levels bear this considerable responsibility concurrently with other job assignments. These PIOs must be provided with the opportunity to learn and practice the skills they will use on the job.

The Public Information Officer Awareness Course is designed to familiarize participants with the concepts underlying the PIO role. This course can provide a basic understanding of the PIO function for those new to the position. Additionally, it can provide those in Executive Level roles the necessary knowledge of PIO roles and responsibilities during an emergency.

This is the first in the Public Information Training Series.

This course is delivered at the state, local, tribal and territorial governments. Other courses are conducted as resident courses at the Emergency Management Institute (EMI). The courses build on each other, enhancing participants’ skills further at each level. This course uses Bloom’s Taxonomy as a guide to focus the course material to augment the knowledge and comprehension for new PIOs.

The goal of this awareness course is to provide an orientation to the public information function and the role of the PIO in the public safety/emergency management environment.

This course is equivalent to the classroom G0289 course which may be offered through state emergency management training organizations.

**Selection Criteria:** This course is designed for new or less experienced state, local, tribal and territorial PIOs or those who have this role as a secondary function.

**CECs:** 2.5

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

- Define emergency public information and the importance of being proactive. (Unit 1),
- Describe the role and functions of the PIO. (Unit 2),
- Describe the types of written products used in public information activities. (Unit 3),
- Recall preparation techniques that contribute to a successful media interview. (Unit 3),
- List the steps of the 8-Step Model for Strategic Communications. (Unit 4),
- Given a scenario, apply the 8-Step Model to a public awareness campaign. (Unit 4),
- Apply public information techniques to a 5% scenario. (Unit 5)

### Other Prerequisites:
Recommended: The participant will benefit from participating in entry-level incident command
system training prior to taking this course.

**Primary Core Capability:**
Public Information and Warning

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-29](http://training.fema.gov/is/courseoverview.aspx?code=IS-29)
**Mitigation eGrants for the Subgrant Applicant**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 3.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .3

**Course Description:**  
This course is part of the comprehensive training program for the FEMA egrants system. It is the first in a series of Independent Study (IS) courses for the eGrants and will address the functions in the eGrants External System used by Subapplicants.

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Complete a subapplication in eGrants.  
- Review a subapplication in eGrants.  
- Submit a subapplication to an Applicant using eGrants.  
- Check the status of a subapplication in eGrants.  
- Revise a subapplication in eGrants.

**Primary Core Capability:**  
Threats and Hazard Identification

**Secondary Core Capability(s):** Community Resilience, Long-term Vulnerability Reduction

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:**  
Mitigation eGrants for the Grant Applicant

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 5.25
Duration (in Days): 0.0

Continuing Education Units:
General: .5

Course Description:
This course is part of the comprehensive training program for the FEMA eGrants system. This course is the second in the series of Independent Study (IS) courses for eGrants and will address the functions in the eGrants External System used by Applicants.

Course Objectives:
At the end of this course, participants will be able to:
Manage eGrants administrative functions., Enter paper "intake" subapplications into eGrants., Review subapplications., Complete, update, submit, and review the status of Applicant acting as Subapplicant subapplications., Complete, update, submit, and review the status of applications., View and print award packages., Submit Quarterly Performance Reports.

Primary Core Capability:
Community Resilience

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-31.a
Mitigation eGrants Internal System

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 4.0
Duration (in Days): 0.0

Continuing Education Units:
General: .4

Course Description:
This course is part of the comprehensive training program for the FEMA egrants system. It is the third in a series of Independent Study (IS) courses for the eGrants and will address the functions in the eGrants Internal System used by FEMA Regional and Headquarters (HQ) staff to administer the Hazard Mitigation (HMA) grant programs.

Course Objectives:
At the end of this course, participants will be able to:
Describe the eGrants System and workflows., Describe the process for accessing the eGrants Internal System., Describe the process for reviewing, approving, and denying pending external eGrants Applicant user registrations., Describe all of the Program Office’s review and approval processes for applications and subapplications., Describe the process of monitoring federal awards through the review of quarterly reports.

Primary Core Capability:
Threats and Hazard Identification

Secondary Core Capability(s): Community Resilience, Long-term Vulnerability Reduction

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-32
Continuing Education Units:
General: .2

Course Description:
This course is designed to help you understand your safety rights, responsibilities, and what you can do to safeguard your own well-being on the job—both in your regular workplace and during deployments.
New FEMA employees are required to successfully complete this course within 90 days of their FEMA appointment. In addition, if the FEMA employee is a reservist, he/she must successfully complete the training one time every calendar year. Full-time employees will complete this course as their required training.

Course Objectives:
At the end of this course, participants will be able to:
Identify safety roles and responsibilities in the workplace., Identify workplace hazards., Identify ways to maximize personal safety at the regular workplace and when deployed., Identify procedures for responding to emergencies in the workplace.

Primary Core Capability:
N/A - None

Secondary Core Capability(s): N/A - FEMA Employee Training

Mission Areas: Common
Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Multi-Hazard Planning for Childcare

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
This course covers the steps needed to help childcare sites prepare for incidents to ensure the safety of the children at their site. Childcare providers must have plans and procedures to keep children safe from everyday hazards and to respond and recover when an emergency happens. This course provides childcare providers, of all sizes and with responsibility for children of all ages, with the knowledge and tools to analyze the hazards and threats at the site, to develop a plan to address these hazards and threats, and to implement processes to update and practice the emergency plan.

The topics addressed in this course include: knowing your hazards, developing a plan, and testing and updating your plan.

Selection Criteria: This course is designed for childcare providers of all sizes and for all age children, including, but not limited to, home childcare sites, childcare facilities, nursery schools, camps, scouts, sports programs, faith-based programs, and after-school programs. However, anyone with a personal or professional interest in childcare site preparedness is welcome to participate. Teachers, camp counselors, parents, volunteers, scout leaders, and coaches alike will find useful information in this course.

CECs: 2

Course Objectives:
At the end of this course, participants will be able to:
- Describe why it is important to be prepared.
- Identify hazards and threats that impact your childcare site.
- Describe how to prevent or mitigate the impact of likely and high-consequence hazards and threats.
- Describe procedures for when an emergency occurs.
- Identify how your childcare site will recover from an emergency.
- Describe how to develop and maintain your plan.
- Describe how you will communicate, train, and practice your preparedness procedures.
- Identify the emergency preparedness information you will share with your community.
- Describe when to update your plan.

Primary Core Capability:
Planning

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-36
Managerial Safety and Health

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
The Occupational Safety and Health Administration (OSHA) mandates that all Federal employers who supervise or manage employees have the ability to provide a safe and healthful work place for all FEMA personnel. This course provides the training needed to comply with OSHA regulations for supervisors and managers of FEMA staff.

Selection Criteria: Any FEMA personnel placed in the role of supervising or managing other FEMA personnel

Course Objectives:
At the end of this course, participants will be able to:
- Identify the roles, responsibilities, and OSHA regulations required for a safe and healthy workplace.
- Identify the organization that requires supervisors to ensure employees have a safe working environment.

Primary Core Capability:
N/A - None

Secondary Core Capability(s): N/A - FEMA Employee Training

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-37
Continuing Education Units:
General: .1

Course Description:
This course provides a basic understanding of internal and external fraud within FEMA and the Federal government. In addition, the course covers your reporting responsibilities as a FEMA employee.

Selection Criteria: All FEMA employees

Course Objectives:
At the end of this course, participants will be able to:
Identify the internal fraud indicators., Identify the external fraud indicators., Explain your reporting responsibility as a FEMA employee.

Primary Core Capability:
N/A - None

Secondary Core Capability(s): N/A - FEMA Employee Training

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Social Media in Emergency Management

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Online/Distance Learning

**Course Level:** N/A  
**Duration (in Hours):** 3.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .3

**Course Description:**  
Social media is a new technology that not only allows for another channel of broadcasting messages to the public, but also allows for two-way communication between emergency managers and major stakeholder groups. Increasingly, the public is turning to social media technologies to obtain up-to-date information during emergencies and to share data about the disaster in the form of geo data, text, pictures, video, or a combination of these media. Social media also can allow for greater situational awareness for emergency responders. While social media allows for many opportunities to engage in an effective conversation with stakeholders, it also holds many challenges for emergency managers. This course provides participants with best practices including tools, techniques, and a basic roadmap to build capabilities in the use of social media technologies in their own emergency management organizations (state, local, tribal) in order to further their emergency response missions.

**Selection Criteria:** Staff working in a Joint Field Office  
CECs: 3

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Explain why social media is important for emergency management.  
- Describe the major functions and features of common social media sites currently used in emergency management.  
- Describe the opportunities and challenges of using social media applications during the 5 phases of emergency management.  
- Describe better practices for using social media applications during the 5 phases of emergency management.  
- Describe the process for building the capabilities and to sustain the use of social media in an emergency management organization (state, local, tribal, territorial).

**Other Prerequisites:**  
While it is not required, it is preferred that participants be able to demonstrate the ability to access accounts and profiles using the three major social media applications (Facebook, Twitter, and YouTube) and the ability to send messages through Facebook and Twitter.

**Primary Core Capability:**  
Intelligence and Information Sharing

**Mission Areas:** Protect, Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-42](http://training.fema.gov/is/courseoverview.aspx?code=IS-42)
The Homeland Security Geospatial Concept-of-Operations (GeoCONOPS) is a mission blueprint that supports emergency managers, incident commanders and geospatial practitioners to identify points of collaboration, best practices, technical capabilities and authoritative data sources to improve the effectiveness of geospatial information and tools that support incident management. The three courses are designed to provide users with information explaining the importance and relevance of the GeoCONOPS to the broader homeland security community to encourage engagement and participation in the continued enhancement and expansion of the content of the GeoCONOPS.

Course Objectives:
At the end of this course, participants will be able to:
- Explain the adoption of the GeoCONOPS into federal doctrine,
- Explain how the GeoCONOPS is a resource for the achievement of the National Preparedness Goal,
- Describe how the GeoCONOPS encompasses the whole geospatial community

Primary Core Capability:
Intelligence and Information Sharing

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link:  http://training.fema.gov/courseoverview.aspx?code=IS-60.b
The Homeland Security Geospatial Concept-of-Operations (GeoCONOPS) In Depth

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 0.5
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This course has been designed to present the four basic values of the GeoCONOPS to users from several perspectives: Points-of-Collaboration, Technical Capabilities, Sources for Authoritative Data, Best Practices. These perspectives include technical, policy and doctrine and professional. The module “GeoCONOPS In-Depth” focuses on the GeoCONOPS relevance and importance to federal policy and doctrine for emergency management with a focus on the National Preparedness Directive – PPD-8 and the National Incident Management System (NIMS). At the conclusion of this module, students will be familiarized with the importance of the four key values of the GeoCONOPS to the National Preparedness System, NIMS and the Incident Command System (ICS).

Course Objectives:
At the end of this course, participants will be able to:
- Explain the purpose of the GeoCONOPS,
- Describe the adoption of the GeoCONOPS into federal doctrine,
- Explain how the GeoCONOPS is used throughout the emergency management lifecycle.

Primary Core Capability:
Intelligence and Information Sharing

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/courseoverview.aspx?code=IS-61.b
The Homeland Security Geospatial Concept-of-Operations (GeoCONOPS) In Use

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 0.5
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This course has been designed to present the four basic values of the GeoCONOPS to users from several perspectives: Points-of-Collaboration, Technical Capabilities, Sources for Authoritative Data, Best Practices. These perspectives include professional, technical and policy, and doctrine. The module “GeoCONOPS In Practice” focuses on the importance of the GeoCONOPS to the professional roles of emergency manager, incident commander and geospatial practitioner. This module presents the content of the GeoCONOPS using one of two scenarios that are incorporated into the GeoCONOPS. At the conclusion of this module, students will be familiarized with the four key values of the GeoCONOPS in support of the different roles that are critical to emergency management.

Course Objectives:
At the end of this course, participants will be able to:
Describe how the GeoCONOPS can be used to find geospatial resources including stakeholders, GeoData, capabilities, tradecraft, and best practices., Describe how the GeoCONOPS can be used to find real world emergency scenarios to help geospatial professionals., Describe how the GeoCONOPS supports the PPD-8 mission areas.

Primary Core Capability:
Intelligence and Information Sharing

Mission Areas: Respond
Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx
**Geospatial Information Infrastructure (GII)**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 1.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .1

**Course Description:**  
The DHS GII is an array of managed geospatial data services, tools and capabilities that support the full range of mission within the Department. This course will familiarize the student with the content, tools and capabilities of the GII and will provide instructions how students can best connect to the rich content of the GII.  
CECs: 1

**Course Objectives:**  
At the end of this course, participants will be able to:  
Recognize the capabilities available through the GII platform, Describe the GII platform features,  
Describe the procedure for accessing the GII platform, Define the data content available in the GII,  
Explain how to securely connect the GII platform to mission systems via a token-based security model, Describe how to author a web map in the GII platform, Describe how to use the GII geocode service, Describe how to use the GII to share data, Describe how to use the GII platform to create geospatial products in support of your mission

**Primary Core Capability:**  
Operational Coordination

**Mission Areas:** Respond

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: independent.study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx  
**Course Details Link:** [http://training.fema.gov/courseoverview.aspx?code=IS-63.b](http://training.fema.gov/courseoverview.aspx?code=IS-63.b)
**DHS Common Operating Picture Application**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Online/Distance Learning

**Course Level:** N/A  
**Duration (in Hours):** 1.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .1

**Course Description:**  
This course will familiarize the learner with the controls and functions of the DHS Common Operating Picture (COP) application. Upon completion of this course, the learner will have a general understanding of how to leverage the DHS COP application.

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Explain the purpose and value of the DHS COP application to DHS missions,  
- Describe how to access the DHS COP application,  
- Describe the DHS COP application’s interface and data display,  
- Describe how to navigate the DHS COP application’s incident tools,  
- Explain how to use the DHS COP application’s visualization capabilities,  
- View the DHS COP application to help with decision-making during disaster response and recovery phases,  
- Add and modify information in the DHS COP application to help with decision-making during a disaster,  
- Contribute to the DHS COP application to help with decision-making during a suspicious incident

**Primary Core Capability:**  
Operational Coordination

**Mission Areas:** Respond

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: independent.study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/courseoverview.aspx?code=IS-64.a](http://training.fema.gov/courseoverview.aspx?code=IS-64.a)
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**Continuing Education Units:**
General: .2

**Course Description:**
This course will provide participants with an overview of the U.S. military resources potentially available to assist civilian authorities, and the procedures for obtaining and integrating military resources into disaster response and recovery operations. The goal is to provide emergency managers at every jurisdictional level an overview of military resources; their capabilities and limitations; and how to access and integrate them in their respective jurisdiction’s disaster response and recovery operations in order to save lives, mitigate human suffering, and mitigate significant property and/or environmental damage.

Selection Criteria: This course is developed in a flexible delivery format. A facilitator’s guide and visuals are available for delivery in a classroom setting.

CECs: 2

**Course Objectives:**
At the end of this course, participants will be able to:
Define key terms related to military resources for emergency management.,
Plan for military resources in emergency management.,
Identify differences, including legal authority and status, between the following military reserves: Active Duty Military, Military Reserves, and National Guard.,
Describe available and special capabilities provided by military resources.,
Explain levels of military response available to civilian emergency management authorities.,
Describe the integration of military resources in accordance with the National Response Framework (NRF) and National Incident Management System (NIMS).

**Prerequisite(s):** An Introduction to the National Incident Management System (IS0700.b), National Response Framework, An Introduction (IS0800.c)

**Primary Core Capability:**
Planning

**Mission Areas:** Protect

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-75](http://training.fema.gov/is/courseoverview.aspx?code=IS-75)
Introduction to the Incident Command System (ICS 100) for Higher Education

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
This course introduces the ICS and provides the foundation for higher-level ICS training. It is a comprehensive introduction to ICS tailored for higher education situations. Case studies, scenarios, and video clips of people and places that have been involved in campus emergency planning are integrated into the course.

Selection Criteria: College administrators, risk managers, public information officers, security officers, environmental safety officers, law enforcement, fire, and emergency management officials

Course Objectives:
At the end of this course, participants will be able to:
1. Describe ICS applications in incidents at higher education institutions.
2. Describe ICS organizational principles and elements.
3. Describe ICS positions and responsibilities.
4. Describe ICS facilities and functions.
5. Explain ICS planning.

Primary Core Capability:
Operational Coordination

Mission Areas: Prevent, Protect

Discipline(s): Other

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-100.HE
Introduction to the Incident Command System (ICS 100) for Schools

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning

**Duration (in Hours):** 3.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .3

**Course Description:**  
This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. It is a comprehensive introduction to ICS tailored for school situations. Case studies, scenarios, and video clips of people and places that have been involved in school emergency planning are integrated into the course.  
Selection Criteria: Teachers, substitute teachers, counselors, parent volunteers, coaches, facility managers, bus drivers, and participants.

**Course Objectives:**  
At the end of this course, participants will be able to:  
Identify school staff to participate on the school planning team., Identify community members who should be on the school planning team., Identify natural, technological, and human-caused hazards., Identify and assess hazards likely to impact your school., Describe each of the components of the traditional emergency operations plan (EOP)., Identify the ICS roles included in the school EOP., Explain the benefits of training and exercising the school EOP., Identify the types of exercises available to exercise the school's plan., Describe how exercise results are used to improve school preparedness efforts.

**Other Prerequisites:**  
Recommended: IS0700.a, National Incident Management System, An Introduction

**Primary Core Capability:**  
Operational Coordination

**Mission Areas:** Respond

**Discipline(s):** Other

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-100.SCa](http://training.fema.gov/is/courseoverview.aspx?code=IS-100.SCa)
An Introduction to the Incident Command System, ICS 100

Training Provider: Emergency Management Institute

Delivery Type: Online/Distance Learning

Course Level: N/A

Duration (in Hours): 2.15
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). The Emergency Management Institute developed its ICS courses collaboratively with: National Wildfire Coordinating Group (NWCG), U.S. Department of Agriculture, United States Fire Administration’s National Fire Programs Branch.

Selection Criteria: The intended audience(s) are personnel involved with emergency planning, response, or recovery efforts. This includes fire, law enforcement, and emergency medical personnel as well as a large variety of disciplines including the U.S. Food and Drug Administration (FDA), federal workers, health care workers, higher education, law enforcement, public works, and schools.

CECs: 2

Course Objectives:
At the end of this course, participants will be able to:
- Explain the principles and basic structure of the Incident Command System (ICS).
- Describe the NIMS management characteristics that are the foundation of the ICS.
- Describe the ICS functional areas and the roles of the Incident Commander and Command Staff.
- Describe the General Staff roles within ICS.
- Identify how NIMS management characteristics apply to ICS for a variety of roles and discipline areas.

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link:  http://training.fema.gov/is/courseoverview.aspx?code=IS-100.c
Preparing for Federal Disaster Operations: FEMA

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

IS0101.c
Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This course is designed to help prepare participants for deployment to a domestic incident. Responding to incidents requires that we must be ready, willing, and able to deploy at a moment’s notice. This course provides personnel with practical tips and advice for incident deployment.

Selection Criteria: FEMA employees who deploy to domestic incidents

Course Objectives:
At the end of this course, participants will be able to:
Prepare for deployment, including detailing what information to gather, what steps to take, and what things to pack., Check in when arriving at the assigned location., Acclimate to the working and living conditions at the assigned incident facility., Take care of themselves during deployment., Maintain standards for accountability., Complete the check-out process.

Other Prerequisites:
Recommended: IS0700.a, National Incident Management System, An Introduction; and IS0800.b, National Response Framework, An Introduction

Primary Core Capability:
Planning

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: : http://training.fema.gov/is/courseoverview.aspx?code=IS-101.c
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**Continuing Education Units:**
General: .1

**Course Description:**
This course is designed to help prepare participants for deployment as a FEMA response partner to a domestic incident. Responding to incidents requires that we must be ready, willing, and able to deploy at a moment’s notice. This course provides personnel with practical tips and advice for incident deployment.

Selection Criteria: FEMA's response partners
CECs: 1

**Course Objectives:**
At the end of this course, participants will be able to:
- Prepare for deployment, including detailing what information to gather, what steps to take, and what things to pack.
- Check in when arriving at the assigned location.
- Acclimate to the working and living conditions at the assigned incident facility.
- Take care of themselves during deployment.
- Maintain standards for accountability.
- Complete the check-out process.

**Other Prerequisites:**
Recommended: IS0700.a, National Incident Management System, An Introduction; and IS0800.b, National Response Framework, An Introduction

**Primary Core Capability:**
Planning

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-102.c](http://training.fema.gov/is/courseoverview.aspx?code=IS-102.c)
Geospatial Information Systems Specialist

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 2.5
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
This course prepares participants to successfully assume the role and responsibilities of a Geospatial Information System (GIS) Specialist (GISP) during a disaster situation. As they complete this course, participants will learn how to use their GIS skills to support other members of a Joint Field Office Disaster Response and Recovery Team and successfully meet the responsibilities assigned to them. Participants will also learn what types of products need to be produced and what procedures must be followed to ensure that products are produced correctly and in a timely manner.

Selection Criteria: This course is designed primarily for GIS Specialists newly employed with FEMA or other emergency response organizations. Students should already have a basic working knowledge of standard GIS software applications.

Course Objectives:
At the end of this course, participants will be able to:
Recognize the role a GISP performs while supporting a Response and Recovery operation.,
Identify likely sources of information and data within FEMA and the Emergency Management community., Identify the types of products commonly needed by FEMA programs and decision-makers during an operation., Recognize best practices for establishing and maintaining data flow, products, and timelines during an incident., Recognize how to appropriately handle and protect licensed, sensitive, or personal data., Recognize how to use Remote Sensing products.

Other Prerequisites:
Participants must have basic geospatial knowledge and skills, including:
- Knowledge of how to make a map and other geospatial products
- Knowledge of basic analytics
- Knowledge of the basic fundamentals of cartography and geospatial terminology
- The ability to use standard GIS software and equipment such as:
  - ESRI’s ArcGIS software, including Spatial Analyst
  - Adobe products
  - Google Earth
  - Large format printers
  - Microsoft Office suite
  - Handheld GPS devices
  - Modeling and decision support software such as Hazus

NOTE: Participants may come to FEMA with prior geospatial training and knowledge, or it may be developed through on-the-job training or courses.
Recommended: Prior to completing this course, it is highly recommended that the participant have opened the GISP Task Book, or held the equivalent position in the National Response Coordination Center/Regional Response Coordination Center (when developed).

Primary Core Capability:
Situational Assessment

Secondary Core Capability(s): Operational Coordination

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
EMI
https://training.fema.gov/is/crslist.aspx
Course Details Link:  [http://training.fema.gov/is/courseoverview.aspx?code=IS-103](http://training.fema.gov/is/courseoverview.aspx?code=IS-103)
Workplace Violence Awareness Training

**Training Provider:** Emergency Management Institute
**Course Level:** N/A
**Delivery Type:** Online/Distance Learning
**Duration (in Hours):** 1.0
**Duration (in Days):** 0.0

**Continuing Education Units:**
General: .1

**Course Description:**
The goal of this course is to give employees awareness of violence in the workplace, how to recognize the warning signs, and what actions to take to prevent or minimize violence.

**Selection Criteria:** All FEMA employees

**Course Objectives:**
At the end of this course, participants will be able to:
- Define workplace violence in accordance with the FEMA 1200.1 policy and the DHS memo referenced in the course.
- List the four types of workplace violence.
- Identify the three warning sign levels related to potential workplace violence.
- List the action steps taken in response to workplace violence.
- Identify ways to prevent workplace violence.
- Identify warning signs of potential workplace violence.
- Identify actions to take to minimize workplace violence.

**Primary Core Capability:**
Environmental Response/Health and Safety

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

### Livestock in Disasters

<table>
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<td>Duration (in Hours):</td>
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**Continuing Education Units:**
General: .4

**Course Description:**
This course combines the knowledge of livestock producers and emergency managers to present a unified approach to mitigate the impact of disasters on animal agriculture.

**Selection Criteria:** Emergency management officials and livestock owners

**CEC's:** 4

**Course Objectives:**
At the end of this course, participants will be able to:
Understand issues that arise when disasters affect livestock.
Determine a farm’s susceptibility to hazards.
Identify actions to reduce economic losses and human and animal suffering in disasters.

**Primary Core Capability:**
Risk and Disaster Resilience Assessment

**Secondary Core Capability(s):** Fatality Management Services, Planning

**Mission Areas:** Prevent, Mitigation

**Discipline(s):** Agriculture

**Course POC:**
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-111.a](http://training.fema.gov/is/courseoverview.aspx?code=IS-111.a)
An Introduction to Exercises

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
This course introduces the basics of emergency management exercises. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program and the National Standard Exercise Curriculum. IS0120.a, An Introduction to Exercises, replaces IS0120, An Orientation to Community Disaster Exercises.
Selection Criteria: Emergency management and homeland security professionals who require an introduction to exercises
CECs: 5

Course Objectives:
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.

Primary Core Capability:
N/A - None

Mission Areas: Common

Discipline(s): Emergency Management, Emergency Medical Services, Fire Service, Governmental Administrative, Law Enforcement, Public Health, Public Works

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: : http://training.fema.gov/is/courseoverview.aspx?code=IS-120.a
## How to be an Exercise Evaluator

<table>
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<td>Duration (in Hours)</td>
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</table>

Continuing Education Units:
General: .3

### Course Description:
This course is a new offering that introduces the basics of emergency management exercise evaluation and improvement planning. It also provides the foundation for exercise evaluation concepts and practices as identified in the Homeland Security Exercise and Evaluation Program.

### Course Objectives:
At the end of this course, participants will be able to:
- Define roles and responsibilities of an exercise evaluator.
- Discover the tools necessary to support the exercise evaluator for a successful exercise evaluation.
- Identify the necessary tasks in conducting an exercise evaluation.
- Recognize methods of analyzing exercise data.

**Prerequisite(s):** An Introduction to Exercises (IS0120.c)

### Primary Core Capability:
N/A - Exercises

### Mission Areas:
Common

### Discipline(s):
Emergency Management, Emergency Medical Services, Fire Service, Governmental Administrative, Law Enforcement, Public Health, Public Works

### Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

### Course Schedule:
https://training.fema.gov/is/crslist.aspx

### Course Details Link:
http://training.fema.gov/is/courseoverview.aspx?code=IS-130
Exercise Design and Development

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
Through the use of this course, exercise program managers can learn to develop, execute, and evaluate exercises that address the priorities established by an organization’s leaders. These priorities are based on the National Preparedness Goal, strategy documents, threat and hazard identification/risk assessment processes, capability assessments, and the results from previous exercises and real-world events. These priorities guide the overall direction of a progressive exercise program, where individual exercises are anchored to a common set of priorities or objectives and build toward an increasing level of complexity over time.

Selection Criteria: Emergency management and homeland security professionals who require knowledge in exercise design.

Course Objectives:
At the end of this course, participants will be able to:
Identify the basic components of an exercise program., Identify the types of exercises as defined by HSEEP., Develop exercise objectives using SMART guidelines., Define the components of MSEL development., Describe the audience and purpose of the key exercise design and development documents.

Primary Core Capability:
N/A - Exercises

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-139.A
**Telecommunicators Emergency Response Taskforce Basic Course**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Online/Distance Learning

**Course Level:** N/A  
**Duration (in Hours):** 3.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .3

**Course Description:**  
This online course is intended to provide guidance to 9-1-1 operators, call takers, and dispatchers on what to expect when being deployed to a disaster site.

**Selection Criteria:** Emergency management communications personnel  
**ACE: Level:** Vocational Certificate  
**ACE: Credit Hours:** 3  
**CECs:** 3

**Course Objectives:**  
At the end of this course, participants will be able to:
- Clarify roles and responsibilities.
- Improve teams and coordination.
- Improve operational coordination.
- Improve operational communications.

**Prerequisite(s):** An Introduction to the Incident Command System, ICS 100 (IS0100.c), An Introduction to the National Incident Management System (IS0700.b)

**Primary Core Capability:**  
Environmental Response/Health and Safety

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-144](http://training.fema.gov/is/courseoverview.aspx?code=IS-144)
**Building Design for Homeland Security for Continuity of Operations**

**Training Provider:** Emergency Management Institute  
**Course Provider:** FEMA  
**Course Level:** N/A  
**Duration (in Hours):** 8.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .8

**Course Description:**  
This course provides guidance to the building sciences community working for public and private institutions, including Continuity of Operations (COOP) planners/managers, building officials, etc. It presents tools to help decision-makers assess the performance of their buildings against terrorist threats and to make recommendations. Decision-makers will decide which types of threats they wish to protect against and then determine their level of risk against each threat. Those decision-makers who consider their buildings to be at high risk can use this guidance as necessary.

**Selection Criteria:** Federal/state department or agencies’ COOP Program Office, Facility Management, and Security Management sections

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Explain the basic components of the assessment methodology.  
- Perform an assessment for a building by identifying and prioritizing threats, consequences, and vulnerabilities, and by calculating risks.  
- Identify available mitigation measures applicable to the site and building envelope.

**Primary Core Capability:**  
Risk Management for Protection Programs and Activities

**Mission Areas:** Prevent, Protect, Respond, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-156](http://training.fema.gov/is/courseoverview.aspx?code=IS-156)
Hazard Mitigation Flood Insurance in Disaster Operations

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
The Hazard Mitigation (HM) Disaster Operations courses are intended to provide a segue between the general hazard mitigation training provided in the introductory course and the function they will learn in a field assignment. These courses are not intended to enable new employees to successfully complete all the requirements of their disaster assignment. The HM courses provide an orientation to the HM functional organization and activities of the organization, sources of information for the function, important relationships, and any other critical points that are essential to the particular function.

Selection Criteria: This course is designed for new HM insurance specialists. A secondary audience is the HM insurance specialist experts and HM insurance crew leaders who have not previously participated in this training; they may find it to be a valuable review. HM floodplain management staff will benefit from this course because there is overlap and collaboration between the two functions.

Course Objectives:
At the end of this course, participants will be able to:
Describe the major functions and products of HM insurance in a disaster operation., Refer to key authorities, programs, and resources related to HM insurance., Identify and interact with people and organizations key to HM insurance and opportunities for collaborations., Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

Prerequisite(s): Introduction to Hazard Mitigation Field Operations (E0207)

Primary Core Capability:
N/A - None

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx
Continuing Education Units:
General: .7

Course Description:
The goal of this workshop is to provide an orientation to the Hazard Mitigation (HM) Management functional organization and activities of the organization, sources of information for the function, important relationships, and any other critical points that are essential to the particular function. This course is not intended to enable Specialist trainees to successfully demonstrate the ability to perform behaviors/activities in their Position Task Books. Additional training is provided on the job and through other courses identified in the Position Qualification Sheet.

Selection Criteria: This workshop is designed for new HM Management support staff, including: HM Data Integration Specialists, HM Training Specialists, HM Administrative Assistants, HM Emergency Support Function Liaisons HM Property Damage Assessment (PDA) Specialist is also an HM Management support position; however, that position title is only assigned as a secondary title to staff who are qualified in another HM Specialist title. HM PDA Specialists will have completed the HM Functional Workshop associated with their primary title, and they could benefit from attending this one. A secondary audience is HM Program Support Managers who have not previously participated in this training; they may find it to be a valuable review.

Course Objectives:
At the end of this course, participants will be able to:
Identify where HM Management fits within the HM Disaster Operations organization., Identify the functions of HM Management., Identify the products of HM Management., Align specific HM functions and products with HM Management support functions.

Prerequisite(s): Introduction to Hazard Mitigation Field Operations (E0207)

Primary Core Capability:
Threats and Hazard Identification

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx
Course Title: HM CEO in Disaster Operations

Training Provider: Emergency Management Institute

Delivery Type: Online/Distance Learning

Course Level: N/A

Duration (in Hours): 6.0

Duration (in Days): 0.0

Continuing Education Units:
General: .6

Course Description:
This course is for Hazard Mitigation (HM) Community Education and Outreach (CEO) Specialist trainees. It provides an orientation to the HM functional organization and its activities, and introduces the function and products of HM CEO. Participants will learn how to refer to key authorities, programs, and resources related to HM CEO in disaster operations, and how to identify key people and organizations. Additionally, the course identifies some of the critical issues that indicate a need for special handling or collaboration.

Selection Criteria: This course is designed for new HM CEO staff. A secondary audience is HM CEO Specialist Experts and Crew Leaders who have not previously participated in this training; they may find it to be a valuable review.

Course Objectives:
At the end of this course, participants will be able to:
- Describe the major functions and products of HM CEO in a disaster operation.
- Refer to key authorities, programs, and resources related to HM CEO.
- Identify and interact with people and organizations key to HM CEO and opportunities for collaborations.
- Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

Prerequisite(s): Introduction to Hazard Mitigation Field Operations (E0207)

Other Prerequisites:
Completion of DF 128, Introduction to Hazard Mitigation Field Operations will also satisfy prerequisite requirement.

Primary Core Capability:
Operational Coordination

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx
Hazard Mitigation Planning in Disaster Operations

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 8.0
Duration (in Days): 0.0

Continuing Education Units:
General: .8

Course Description:
The Hazard Mitigation (HM) Disaster Operations courses are intended to provide a segue between the general hazard mitigation training provided in the introductory course and the function they will learn in a field assignment. These HM Disaster Operations courses are not intended to enable new employees to successfully complete all the requirements of their disaster assignment. The HM courses provide an orientation to the HM functional organization and activities of the organization, sources of information for the function, important relationships, and any other critical points that are essential to the particular function.

Selection Criteria: This course is designed for new HM Community Planner staff. A secondary audience is HM Planning Specialist Experts and HM Planning supervisors who have not previously participated in this training; they may find it to be a valuable review. HM Grants Specialists will benefit from this course as there is overlap and collaboration between the two functions.

Course Objectives:
At the end of this course, participants will be able to:
- Describe the major functions and products of HM Planning in a disaster operation,
- Refer to key authorities, programs, and resources related to HM Planning,
- Identify and interact with people and organizations key to HM Planning and opportunities for collaborations,
- Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

Prerequisite(s): Introduction to Hazard Mitigation Field Operations (E0207)

Other Prerequisites:
Completion of DF 128, Introduction to Hazard Mitigation Field Operations will also satisfy prerequisite requirement.

Primary Core Capability:
Risk and Disaster Resilience Assessment

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx
The Hazard Mitigation (HM) Disaster Operations courses are intended to provide a segue between the general hazard mitigation training provided in the introductory course and the function they will learn in a field assignment. These courses are not intended to enable new employees to successfully complete all the requirements of their disaster assignment. The HM courses provide an orientation to the HM functional organization and activities of the organization, sources of information for the function, important relationships, and any other critical points that are essential to the particular function.

Selection Criteria: This course is designed for new HM floodplain management staff. A secondary audience is HM floodplain management specialist experts and supervisors who have not previously participated in this training; they may find it to be a valuable review. HM Insurance staff will benefit from this course as there is overlap and collaboration between the two functions. HM insurance staff will benefit from this course as there is overlap and collaboration between the two functions.

Course Objectives:
At the end of this course, participants will be able to:
- Describe the major functions and products of HM floodplain management in a disaster operation.
- Refer to key authorities, programs, and resources related to HM floodplain management.
- Identify and interact with people and organizations key to HM floodplain management and opportunities for collaborations.
- Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

Prerequisite(s): Introduction to Hazard Mitigation Field Operations (E0207)

Other Prerequisites:
DF 128, Introduction to Hazard Mitigation Field Operations can be taken in place of E0207

Primary Core Capability:
Risk and Disaster Resilience Assessment

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx
HM Grants in Disaster Operations

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 8.0
Duration (in Days): 0.0

Continuing Education Units:
General: .8

Course Description:
The Hazard Mitigation (HM) Disaster Operations courses are intended to provide a segue between the general hazard mitigation training provided in the introductory course and the function they will learn in a field assignment. These HM Disaster Operations courses are not intended to enable new employees to successfully complete all the requirements of their disaster assignment. The HM courses provide an orientation to the HM functional organization and activities of the organization, sources of information for the function, important relationships, and any other critical points that are essential to the particular function.

Selection Criteria: This course is designed for new HM HPA staff. A secondary audience is the Specialist Expert and Crew Leader positions in HM HPA who have not previously participated in this training; they may find it to be a valuable review.

Course Objectives:
At the end of this course, participants will be able to:
Describe the functions and products of HM Grants in a disaster operation., Refer to key authorities, programs, and resources related to HM Grants., Identify people and organizations key to HM Grants, and opportunities for collaboration., Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

Prerequisite(s): Introduction to Hazard Mitigation Field Operations (E0207)

Primary Core Capability:
Risk and Disaster Resilience Assessment

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Continuing Education Units:
General: .8

Course Description:
The Hazard Mitigation (HM) Disaster Operations courses are intended to provide a segue between the general hazard mitigation training provided in the introductory course and the function they will learn in a field assignment. These HM Disaster Operations courses are not intended to enable new employees to successfully complete all the requirements of their disaster assignment. The HM courses provide an orientation to the HM functional organization and activities of the organization, sources of information for the function, important relationships, and any other critical points that are essential to the particular function.

Selection Criteria: This course is designed for new HM HPA staff. A secondary audience is the Specialist Expert and Crew Leader positions in HM HPA who have not previously participated in this training; they may find it to be a valuable review.

Course Objectives:
At the end of this course, participants will be able to:
Describe the major functions and products of HM Hazards and Performance Analysis (HPA) in a disaster operation., Refer to key authorities, programs, and resources related to HM HPA., Identify and interact with people and organizations key to HM HPA and opportunities for collaborations., Identify some of the “red flags” that indicate a need for special handling or additional collaboration.

Prerequisite(s): Introduction to Hazard Mitigation Field Operations (E0207)

Primary Core Capability:
Risk and Disaster Resilience Assessment

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/courseoverview.aspx?code=IS-164
Incident Command System for Single Resources and Initial Action Incidents

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Continuing Education Units:
General: .3

Course Description:
This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS 200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

Selection Criteria: The primary target audience is response personnel at the supervisory level.
CECs: 3

Course Objectives:
At the end of this course, participants will be able to:
Describe the ICS organization appropriate to the complexity of the incident or event.,
Use ICS to manage an incident.,
Describe ICS leadership and management.,
Explain delegation of authority and management by objectives.,
Identify ICS functional areas and positions.,
Describe ICS briefings.,
Explain organizational flexibility.,
Describe transfer of command.

Prerequisite(s): An Introduction to the Incident Command System, ICS 100  (IS0100.c)

Other Prerequisites:
Recommended: Completion of IS0700.a, National Incident Management System, An Introduction, and experience using concepts and principles from ICS 100 in a response or exercise.

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-200.b
Forms Used for the Development of the Incident Action Plan

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 2.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .2

**Course Description:**  
This is a web-based training course with a flexible delivery format to include stand-alone modules as needed on the National Incident Management System (NIMS) Incident Command System (ICS). The purpose of this course is to provide first responders with an opportunity to reinforce their knowledge of and skill in using the standard ICS forms during the Incident Action Planning process for significant incidents or events.

**Selection Criteria:** Emergency management and response personnel who may be called upon to function in a Command, General Staff, or Unit Leader position during a significant incident or event, and who may be called upon to help prepare some portion of the Incident Action Plan.

**CECs:** 3

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

- Describe the most frequently used forms employed by the NIMS ICS.

**Prerequisite(s):** An Introduction to the Incident Command System, ICS 100 (IS0100.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), An Introduction to the National Incident Management System (IS0700.b), National Response Framework, An Introduction (IS0800.c)

**Other Prerequisites:**  
Recommended: E/L/G0300, Intermediate Incident Command System for Expanding Incidents (ICS 300)

**Primary Core Capability:**  
Planning

**Secondary Core Capability(s):** Logistics and Supply Chain Management, Mass Search and Rescue Operations, Operational Communications, Operational Coordination, Planning

**Mission Areas:** Respond, Recover, Mitigation

**Discipline(s):** Emergency Management, Emergency Medical Services, Fire Service, Governmental Administrative, Law Enforcement, Public Health, Public Works

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-201](http://training.fema.gov/is/courseoverview.aspx?code=IS-201)
Introduction to Unified Hazard Mitigation Assistance

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
The purpose of this course is to educate students in the process of developing quality mitigation planning and project grant application elements for the Unified Hazard Mitigation Assistance (HMA) grant programs.

Selection Criteria: The course is intended for personnel of state and local governments, tribal governments, and private non-profit organizations that are eligible applicants or sub-applicants under HMA grants; and FEMA employees assigned to HMA grant activities.

CECs: 3

Course Objectives:
At the end of this course, participants will be able to:
Identify the role of mitigation and its benefits to society., Identify and describe mitigation planning and project activities., Identify and describe the Unified HMA grant programs., Identify and describe the phases of the Unified HMA Federal Award life cycle.

Prerequisite(s): Introduction to Hazard Mitigation (IS0393.b)

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Community Resilience, Planning

Mission Areas: Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link:  http://training.fema.gov/courseoverview.aspx?code=IS-212.b
**Unified Federal Review Advisor Training: An Overview of the UFR Process**

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<th><strong>Training Provider:</strong></th>
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**Continuing Education Units:**
General: .3

**Course Description:**
This course is designed to teach environmental and historic preservation (EHP) practitioners about the Unified Federal Review (UFR) process in order to improve interagency coordination and conduct more efficient and effective EHP reviews for disaster recovery projects.

**Selection Criteria:** EHP Practitioners  
CECs: 2.5

**Course Objectives:**
At the end of this course, participants will be able to:
- Describe the UFR process and how it supports interagency coordination for EHP reviews during disaster recovery.
- Describe the UFR Advisor role in the UFR process and its relationship to other disaster recovery positions.
- Explain what tools and mechanisms are available to implement the UFR process.
- Explain when and how to use tools and mechanisms to implement the UFR process during disaster recovery.

**Other Prerequisites:**
Recommended: IS0253.a, Overview of FEMA’s Environmental and Historic Preservation Review; and IS2900, National Disaster Recovery Framework (NDRF) Overview

**Primary Core Capability:**
N/A - None

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: independent.study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx


IS0216

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
This course is designed to help Federal Disaster Recovery Coordinators (FDRC) and Federal Coordinating Officers (FCO) understand how to implement the Unified Federal Review (UFR) process and the key roles that they play in the UFR process.

Selection Criteria: EHP Practitioners

Course Objectives:
At the end of this course, participants will be able to:
- Describe the UFR process and its value to disaster recovery.
- Describe the UFR Advisor role and the process to activate a UFR Advisor.
- Explain how to implement the UFR process using the tools and mechanisms.
- Explain how to manage staff to successfully implement the UFR process.

Other Prerequisites:
Recommended: IS0253.a, Overview of FEMA’s Environmental and Historic Preservation Review; and IS2900, National Disaster Recovery Framework (NDRF) Overview

Primary Core Capability:
N/A - None

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/courseoverview.aspx?code=IS-216
Fundamentals of Emergency Management

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 6.0
Duration (in Days): 0.0

Continuing Education Units:
General: .6

Course Description:
The goal of this course is to introduce you to the fundamentals of emergency management. It presents emergency management as an integrated system with resources and capabilities networked together to address all hazards.

Selection Criteria: Open to all
CECs: 6

Course Objectives:
At the end of this course, participants will be able to:
- Describe the principles and authorities that are the foundation of emergency management.
- Explain how the different partners contribute to emergency management in your community.
- Explain how the Core Capabilities support the Mission Areas to ensure preparedness.
- Describe the roles of each partner in emergency management.
- Explain the steps and resources necessary for developing a comprehensive Emergency Operations Plan.
- Explain how to plan, manage, and coordinate resources for an efficient and effective response.
- Explain the functions of emergency management in emergency and day-to-day situations.

Other Prerequisites:
Recommended: IS 0700.a, National Incident Management System, An Introduction; and IS 0800.b, National Response Framework, An Introduction

Primary Core Capability:
Planning

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-230.d
Emergency Planning

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 5.0
Duration (in Days): 0.0
Continuing Education Units:
General: .5

Course Description:
This course is designed for emergency management personnel who are involved in developing an effective emergency planning system. It offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop your capability for effective participation in the all-hazards emergency operations planning process to save lives and protect property threatened by disaster.
CECs: 5

Course Objectives:
At the end of this course, participants will be able to:
Identify doctrine and guidance for emergency planning., Indicate the relationship between preparedness and planning., Identify the purpose and components of an emergency operations plan., Identify the steps in the planning process., Determine the status of your jurisdiction’s emergency planning.

Primary Core Capability:
Planning

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: : http://training.fema.gov/is/courseoverview.aspx?code=is-235.c
Leadership & Influence

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Online/Distance Learning
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
Being able to lead others - to motivate them to commit their energies and expertise to achieving the shared mission and goals of the emergency management system - is a vital part of every emergency manager, planner, and responder’s job. This course is designed to improve participants' leadership and influence skills. It addresses: Leadership from within, How to facilitate change, How to build and rebuild trust, Using personal influence and political savvy, Fostering an environment for leadership development.

Selection Criteria: This course is available to anyone.
CECs: 3

Course Objectives:
At the end of this course, participants will be able to:
Explain what leadership means for emergency personnel.,
Explain why effective leadership begins with personal insight and development.,
Identify your leadership capabilities and areas for personal development.,
Describe a change management model and the process for planning, communicating, and implementing change.,
Describe how to build and rebuild trust in an organization.,
Use personal influence and develop political savvy to network and influence people effectively.,
Develop strategies for creating a positive work environment that fosters leadership and a commitment to continuous improvement in others.

Primary Core Capability:
Operational Coordination

Mission Areas: Common
Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1035
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-240.b
**Decision-Making and Problem-Solving**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 2.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .2

**Course Description:**  
Being able to make decisions and solve problems effectively is a necessary part of the job for every emergency manager, planner, and responder. This course is designed to improve participants’ decision-making skills. It addresses: How we make decisions, Group decision making, Crisis decision making, Ethical decision making.  
**Selection Criteria:** This course is available to anyone.  
**CECs:** 2

**Course Objectives:**  
At the end of this course, participants will be able to:  
Describe the impact of effective decision making in an emergency., Identify attributes associated with an effective decision maker., Describe the steps of the analytical problem-solving model., Identify when group decision making is a good approach and methods for making a group's decision making process more effective., Identify impediments to effective decision making in a crisis., Describe strategies for enhancing crisis decision making., Explain how ethical considerations impact decision making.

**Primary Core Capability:**  
Operational Coordination

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-241.b](http://training.fema.gov/is/courseoverview.aspx?code=IS-241.b)
Effective Communication

Training Provider: Emergency Management Institute  
Delivery Type: Online/Distance Learning

Course Level: N/A  
Duration (in Hours): 8.0  
Duration (in Days): 0.0

Continuing Education Units:
General: .8

Course Description:
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

CECs: 8

Course Objectives:
At the end of this course, participants will be able to:
Identify factors that contribute to and detract from effective communication., Develop a strategy for ensuring that emergency communications meet the needs of the whole community, including those with access and functional needs., Identify strategies for communicating effectively in emergency situations., Identify strategies for improving your oral presentation skills.

Primary Core Capability:
Operational Communications

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link:  http://training.fema.gov/is/courseoverview.aspx?code=IS-242,b
Developing and Managing Volunteers

IS0244.B

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 4.0
Duration (in Days): 0.0

Continuing Education Units:
General: .4

Course Description:
This course is for emergency managers and related professionals who work with all types of volunteers and coordinate with voluntary organizations. It will provide procedures and tools for building and working with voluntary organizations. Topics include benefits and challenges of working with volunteers; building a volunteer program; writing job descriptions; developing volunteers through recruitment; coordinating with voluntary and community-based organizations; and special issues such as spontaneous volunteers, liability, and stress.

Selection Criteria: Emergency managers
CECs: 4

Course Objectives:
At the end of this course, participants will be able to:
- Identify situations in which volunteers can be a useful addition to response and recovery operations.
- Define skill and knowledge requirements for volunteers.
- Develop a volunteer program that includes strategies for recruiting and managing volunteers within the whole community.
- Develop a plan for setting up a volunteer reception center.
- Identify special issues involving the use of volunteers.

Primary Core Capability:
Planning

Mission Areas: Prevent, Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx
Integrated Public Alert and Warning System

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Online/Distance Learning
Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
This course provides basic information on the Integrated Public Alert and Warning System (IPAWS). It provides authorized public safety officials with: increased awareness of the benefits of using IPAWS for effective public warnings; skills to draft more appropriate, effective, and accessible warning messages; and best practices in the effective use of Common Alerting Protocol (CAP) to reach all members of their communities.
This course consists of the following lessons: Lesson 1: Introduction to IPAWS, Lesson 2: Appropriate, Effective, and Accessible Alert and Warning Messages, Lesson 3: CAP Message Composition
CECs: 2

Course Objectives:
At the end of this course, participants will be able to:
Define IPAWS., Identify the benefits of using IPAWS for generating warnings., Describe IPAWS operation., Identify the basis for determining who is authorized to send IPAWS alert and warning messages., Apply criteria for sending appropriate alert messages., Identify the components of effective alert and warning messages., Apply criteria for creating accessible alert and warning messages., Describe factors that influence public response to warning messages., Discuss the myths associated with public response to warning messages., Define CAP., Identify some of the commonly used CAP elements and their associated values., Identify how a Commercial Mobile Alert System message is mapped from CAP.

Primary Core Capability:
Public Information and Warning

Mission Areas: Respond, Mitigation
Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-247.a
Integrated Public Alert and Warning System (IPAWS) for the American Public

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Duration (in Hours):** 0.5  
**Delivery Type:** Online/Distance Learning  
**Duration (in Days):** 0.0

**Course Description:**
The Integrated Public Alert and Warning System (IPAWS) Program Management Office designed this course to provide the American public with an introduction to IPAWS. It identifies the key features and benefits of IPAWS and the authorities responsible for sending alert and warning messages. It also describes the actions you can take before and during an emergency to protect yourself and your loved ones.

**Selection Criteria:** General public

**Course Objectives:**
At the end of this course, participants will be able to:
Identify the key features and benefits of IPAWS. Describe the actions to take before, during, and after an emergency to protect yourself and your loved ones.

**Primary Core Capability:**
Public Information and Warning

**Mission Areas:** Respond, Mitigation

**Discipline(s):** Citizen/Community Volunteer, Emergency Management

**Course POC:**
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** http://training.fema.gov/is/courseoverview.aspx?code=IS-248
Integrated Public Alert and Warning System (IPAWS) for Alerting Authorities

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 1.5
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
The Integrated Public Alert and Warning System (IPAWS) Program Management Office designed this course to provide Alerting Authorities with an increased awareness about Collaborative Operating Groups (COGs)—how they are issued, their structure, their capabilities, and their responsibilities, and skills to draft more appropriate, effective, and accessible warning messages using best practices in alerting.

Selection Criteria: Alerting Authorities
CECs: 1.5

Course Objectives:
At the end of this course, participants will be able to:
Have an increased awareness about COGs—how they are issued, their structure, their capabilities, and their responsibilities., Have skills to draft more appropriate, effective, and accessible warning messages using best practices in alerting.

Primary Core Capability:
Public Information and Warning

Mission Areas: Respond, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-251
<table>
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**Continuing Education Units:**
General: .4

**Course Description:**
This interactive computer-based course provides an overview of FEMA’s Environmental and Historic Preservation (EHP) compliance responsibilities and is an Independent Study alternative to the 4-day E0253, Introduction to Environmental and Historic Preservation Compliance course, held at EMI or in the regional offices. The course includes interactive knowledge checks, case studies, and resource materials.

Selection Criteria: New FEMA EHP personnel
CECs: 4

**Course Objectives:**
At the end of this course, participants will be able to:
- Participate in FEMA’s EHP review process.
- Understand how the EHP review process applies to various job responsibilities within FEMA’s programs.
- Accomplish EHP responsibilities.

**Primary Core Capability:**
Natural and Cultural Resources

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-253.a](http://training.fema.gov/is/courseoverview.aspx?code=IS-253.a)
**Course Description:**
This course provides emergency managers and other decision-makers with background information about weather, natural hazards, and preparedness. It offers web-based content designed to address topics covered in the multi-day Hazardous Weather and Flood Preparedness course offered by FEMA and the National Weather Service (NWS). The module also complements other onsite courses by those agencies. This training module covers: Weather basics, Weather forecasting, Threats analysis and hazards planning, Fact sheets for weather and non-weather-related hazards, Warning partnership information, Human behavior and community response, A desktop activity allowing you to apply what you’ve learned.

**Selection Criteria:** Federal, state, local, and tribal emergency managers who respond to hazardous weather events

**CECs:** 9

**Course Objectives:**
At the end of this course, participants will be able to:
1. Explain the basic processes that cause and/or signal hazardous weather.
2. List the main weather hazards and factors that determine community risk.
3. Describe the basic weather forecasting process and its limitations.
4. Discuss various techniques for communicating information about weather hazards.
5. Identify the NWS forecast information that is appropriate in various situations.
6. Analyze various sources of information about hazards that could threaten your community.
7. Develop a hazards plan for use in drills and real life.

**Primary Core Capability:**
Threats and Hazard Identification

**Mission Areas:** Respond

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-271.a](http://training.fema.gov/is/courseoverview.aspx?code=IS-271.a)
Continuing Education Units:
General: .1

Course Description:
This course serves as an overview of fundamental Benefit-Cost Analysis (BCA) concepts and theory and is the framework and prerequisite for the classroom, field, or facilitated distance learning BCA course.

Selection Criteria: The primary audience for this course is Federal, state, local, and tribal hazard mitigation staff; applicants/grantees; subapplicants/subgrantees; and personnel who are involved in the grant application development process and provide technical assistance.

ACE: Level: Vocational Certificate
ACE: Credit Hours: 1
CECs: 1

Course Objectives:
At the end of this course, participants will be able to:
- Explain basic BCA theory.
- Explain basic flood concepts.
- List and locate resources for learning more about BCA.
- List the OMB Circular A-94 guidelines as applied to Mitigation projects.
- Explain basic BCA theory.
- Describe the Benefit-Cost Ratio formula.
- Explain benefits and costs included in a BCA.
- Explain important BCA terms.
- Explain the 10-, 50-, 100-, and 500-year flood events and discharges.
- Define the terms Streambed Elevation, Base Flood Elevation, and First Floor Elevation.
- Recall the concepts discussed in Lessons 1–3.
- List and locate resources for learning more about BCA.

Primary Core Capability:
Long-term Vulnerability Reduction

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-276
Benefit-Cost Analysis (BCA): Entry-Level

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Duration (in Hours): 14.0
Duration (in Days): 0.0

Continuing Education Units:
General: 1.4

Course Description:
This course is designed as an introduction to the fundamental concepts of benefit-cost analysis (BCA). Participants will learn how to obtain benefit-cost data and conduct analyses using the latest version of the Benefit Cost Toolkit. This course will not teach how to conduct a level-two BCA. Selection Criteria: The primary audience for this course is Federal, state, local, and tribal hazard mitigation staff; applicants/grantees; subapplicants/subgrantees; and personnel who are involved in the grant application development process and provide technical assistance.

ACE: Level: Vocational Certificate
ACE: Credit Hours: 2
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Demonstrate their knowledge of the basic BCA theory., Demonstrate their knowledge of the basic flood concepts., Describe features of the BCA Tool., Complete a BCA using the Flood Module., Explain each screen and important data fields in the Flood Module., Complete the independent case study assignment., Use supplemental tools and techniques in the BCA Tool in response to different scenarios, which include: Multiple Structures, Displacement Costs Calculation, Loss of Function Calculation, BCR Just Below 1.0, Types of Basements., Explain key DFA concepts., Identify eligible hazards., Explain the DFA Module data and documentation requirements., Complete a DFA Module BCA., Explain Tornado Safe Room, Hurricane Wind, Hurricane Safe Room, Wildfire, and Earthquake Module data and documentation requirements., Complete a Tornado Safe Room, Hurricane Wind, Hurricane Safe Room, Wildfire, and Earthquake Module BCA.

Prerequisite(s): Benefit-Cost Analysis Fundamentals (IS0276)

Other Prerequisites:
Participants must have knowledge of computers (basic Windows and spreadsheet programs). Participants must complete the following online tutorials: Flood Insurance Rate Map tutorial at www.floodmaps.fema.gov/tutorials/ot_firm (30 minutes); Federal Insurance Studies tutorial at www.floodmaps.fema.gov/tutorials/ot_fis (40 minutes)

Primary Core Capability:
N/A - None

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Introduction to Retrofitting Flood-Prone Residential Buildings

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Online/Distance Learning
Duration (in Hours): 1.25
Duration (in Days): 0.0

Continuing Education Units:
General: 10

Course Description:
This course is designed to provide essential, non-technical information about retrofitting existing flood-prone residential structures as presented in the 3rd edition of FEMA Publication 259, Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures (FEMA 2012).

Selection Criteria: The primary audience for this course is engineers and architects. Floodplain managers and building code officials are also encouraged to attend. Hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge and also those from the private sector, such as engineering firms, may also apply.

CECs: 10

Course Objectives:
At the end of this course, participants will be able to:
Identify the following basic retrofitting methods that are appropriate for 1- to 4-family residential buildings in flood-prone areas (except Zone V), Elevation, Relocation, Flood Walls and Levees, Wet Floodproofing, Dry Floodproofing, Identify National Flood Insurance Program policy, regulations, building codes, and standards that govern retrofitting projects., Evaluate the suitability of retrofitting measures for individual residential buildings., Understand the factors, both flood-related and non-flood-related, that control the design and selection of a retrofitting measure.

Primary Core Capability:
N/A - None

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 1.5
Duration (in Days): 0.0

Continuing Education Units:
General: 2

Course Description:
This course serves as an overview of the contents of the revised FEMA Publication 259, Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures. Selection Criteria: The primary audience for this course is engineers and architects. Floodplain managers and building code officials are also encouraged to attend. Hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge and also those from the private sector, such as engineering firms, may also apply.

CEC’s: 1.5

Course Objectives:
At the end of this course, participants will be able to:
Understand regulatory requirements that apply to retrofit projects., Describe the technical, regulatory, and site-specific parameters to consider in flood protection design., Determine flood and other hazards present at the site that would impact design., Understand the basic parameters of each retrofitting measure and the associated design practices.

Primary Core Capability:
Housing

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-280
Using the Substantial Damage Estimator 2.0 Tool

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
This course will enable learners to successfully use the Substantial Damage Estimator (SDE) 2.0 tool. Successful use is defined as accurately populating the electronic forms within the tool; saving individual-structure and community-wide data; running all reports available in the tool; and importing and exporting data to other formats, such as Excel. Learners must download, install, and use the SDE 2.0 software to complete the course.

Selection Criteria: This course is intended for Federal, state, and local staff that will use the SDE 2.0 tool to comply with floodplain management regulations and/or to identify opportunities for flood hazard mitigation.

CECs: 3

Course Objectives:
At the end of this course, participants will be able to:
Identify the basic uses of the SDE 2.0 tool., Navigate the SDE 2.0 tool layout, toolbars, help, and navigation buttons., Populate a database for both residential and non-residential structures., Save individual and community data., Review, import, and export data., Generate reports and georeferenced files., Use database functions and assignment features., Troubleshoot SDE 2.0 tool issues.

Primary Core Capability:
Economic Recovery

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: : http://training.fema.gov/is/courseoverview.aspx?code=IS-284
The Role of Voluntary Organizations in Emergency Management

<table>
<thead>
<tr>
<th>Training Provider</th>
<th>Emergency Management Institute</th>
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Continuing Education Units:
General: 1

Course Description:
This course is intended to educate the reader about the vital role that voluntary organizations play as key partners in providing disaster relief services throughout the entire emergency management cycle (i.e., mitigation, preparedness, response, and recovery). It can be downloaded from the Independent Study web site and the test can be completed and submitted online.

Selection Criteria: Federal, state, tribal, and local emergency managers, members of voluntary organizations, and the general public who are involved in emergency management activities and require an understanding of the roles of voluntary organizations throughout the disaster cycle.

CECs: 10

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

- Describe the unique capabilities of voluntary organizations.
- Identify important historical milestones in the development of the role of disaster mission oriented voluntary organizations in emergency management in the United States.
- Identify the roles and services that voluntary organizations, both those with a disaster program as well as those without a disaster program, may provide throughout the functions of emergency management.
- Explain the importance of collaboration and coordination amongst voluntary organizations and between voluntary organizations and their emergency management partners.
- Describe the entities that foster government/voluntary organization coordination throughout all functions of emergency management.
- Discuss the evolving role of voluntary organizations in emergency management.
- Discuss emerging organizations and develop contingency plans for collaborating with these organizations.

Primary Core Capability:
Logistics and Supply Chain Management

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Mission Assignment Overview

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
This course is intended to provide basic training on the concept of the Resource Request and Mission Assignment (MA) process beginning with the Request for Federal Assistance to MA issuance, execution, billing, and closeout.

Selection Criteria: The course is open to all FEMA/DHS, state, local, tribal, and other Federal agency program and financial staff who have a role or interest in the MA process.

Course Objectives:
At the end of this course, participants will be able to:
Define the Request for Federal Assistance and authorities., Define the Resource Request process and Resource Request Form., Define Mission Assignments, types, and relationship to disaster operations., Describe the roles and responsibilities of the key staff involved in the Resource Request and MA process including FEMA, state, tribal, and other Federal agencies., Describe the various elements of the MA phases for MA issuance, MA execution to MA billing, reimbursement, and closeout.

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover
Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-293
Community Emergency Response Team Supplemental Training: The Incident Command System

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
The Incident Command System (ICS) is a proven management system used by emergency managers. Applying ICS during a Community Emergency Response Team (CERT) activation will help maintain the safety of disaster workers, provide clear leadership and organizational structure, and improve the effectiveness of rescue efforts. This course will cover the principles of ICS and help learners understand how to effectively apply the principles through interactive real-life scenarios.

Selection Criteria: CERT Members
CECs: 3

Course Objectives:
At the end of this course, participants will be able to:
- Describe ICS principles, positions, and functions.
- Apply principles of the ICS to specific scenarios.
- Evaluate an ICS application and identify effective and ineffective ICS.
- Describe and apply techniques for remediating ineffective ICS.

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-315
Introduction to Community Emergency Response Team

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 6.0
Duration (in Days): 0.0

Continuing Education Units:
General: .6

Course Description:
The Community Emergency Response Team (CERT) Program educates individuals about disaster preparedness and trains and organizes teams of volunteers that can support their communities during disasters. The CERT Program offers training in basic disaster response skills, such as fire safety, light search and rescue, and disaster medical operations. With proper CERT training, you can help protect your family, neighbors, and co-workers if a disaster occurs. This course is an Independent Study course that serves as an introduction to CERT for those interested in completing the basic CERT training or as a refresher for current team members. The course includes six modules: CERT Basics, Fire Safety, Hazardous Material and Terrorist Incidents, Disaster Medical Operations, and Search and Rescue, and Course Summary. While the course is useful as a primer or refresher for CERT training, it is not equivalent to, and cannot be used in place of, the classroom delivery of the CERT Basic Training. To become a CERT volunteer, one must complete the classroom training offered by a local government agency such as the emergency management agency, fire or police department. Contact your local emergency manager to learn about the local education and training opportunities available to you. Let this person know about your interest in taking CERT training.

Selection Criteria: Prospective CERT members
CECs: 6

Course Objectives:
At the end of this course, participants will be able to:
Identify key concepts that form the foundation for CERT operations., Identify principles and guidelines for CERT activities., Identify the CERT role in disaster preparedness and response.

Primary Core Capability:
Planning

Mission Areas: Respond, Mitigation

Discipline(s): Citizen/Community Volunteer, Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-317
**Mitigation Planning for Local and Tribal Communities**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Online/Distance Learning

**Course Level:** N/A

**Duration (in Hours):** 12.0

**Duration (in Days):** 0.0

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**Continuing Education Units:**

General: 1.2

**Course Description:**

This course (also referred to as Hazard Mitigation Planning) is for plan-writers and reviewers and will assist participants in undertaking the Hazard Mitigation Plan development process. This plan will meet the needs of participants’ communities and fulfill the requirements for local plans, as described in 44 Code of Federal Regulations (CFR) 201.6, or for tribal plans, as described in 44 CFR 201.7. In addition, this course will help Federal and state plan reviewers interpret the regulations to inform the review of local or tribal Hazard Mitigation Plans.

**Selection Criteria:** This course meets the needs of diverse audiences, including: local or tribal government officials; community managers; community staff, including planners; state, local, or tribal government emergency management agencies; Councils of Government or Regional Planning Commissions; first responders; state hazard mitigation officers; or other state mitigation staff. Representatives from private or non-profit organizations may want to participate in the training if they have a role in developing mitigation plans or participating in mitigation planning processes. These organizations may include: special utility districts or rural utility cooperatives; special districts, such as watershed management districts; hospital campuses; and universities or school districts.

CECs: 12

**Course Objectives:**

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

**Plan Writers:** Understand requirements of the Robert T. Stafford Disaster Relief and Emergency Assistance Act., Identify and profile hazards and estimate potential losses., Develop a mitigation strategy that evaluates and prioritizes mitigation actions., Initiate the plan review process and understand terminology.

**Plan Reviewers:** Provide consistent interpretation of regulations., Provide recommendations to meet the plan requirements., Provide guidance on updating an existing mitigation plan., Provide guidance in developing a local or tribal mitigation plan.

**Primary Core Capability:**

N/A - Training and Education

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**

Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**

https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-318](http://training.fema.gov/is/courseoverview.aspx?code=IS-318)
Tornado Mitigation Basics for Mitigation Staff

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This module is designed to help members of FEMA’s Hazard Mitigation disaster workforce successfully communicate to the public the risks associated with tornadoes, and the mitigation measures available to improve personal safety and reduce damages to structures and personal property. This module is one in a series of Independent Study modules for the hazard mitigation disaster workforce, which addresses appropriate basic mitigation information for public consumption regarding earthquakes, floods, hurricanes, tornadoes, and wildfires.
Topics covered in this module include: How tornadoes cause damage, Mitigation measures for personal safety, structures, manufactured homes, outbuildings, and landscape, Mitigation publications beneficial to local officials, building professionals, and the public
Selection Criteria: FEMA Hazard Mitigation Disaster Workforce Staff
CECs: 1

Course Objectives:
At the end of this course, participants will be able to:
Explain both the tornado hazard and how to mitigate future damages effectively to people affected by tornadoes.

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Environmental Response/Health and Safety

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-319
Wildfire Mitigation Basics for Mitigation Staff

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This module is designed to help members of FEMA’s Hazard Mitigation disaster workforce successfully communicate to the public the risks associated with wildfires, and the mitigation measures available to improve personal safety and reduce damages to structures and personal property. This module is one in a series of Independent Study modules for the hazard mitigation disaster workforce, which addresses appropriate basic mitigation information for public consumption regarding earthquakes, floods, hurricanes, tornadoes, and wildfires.

Selection Criteria: FEMA Hazard Mitigation Disaster Workforce Staff
CECs: 1

Course Objectives:
At the end of this course, participants will be able to:
Explain both the wildfire hazard and how to mitigate future damages effectively to people affected by wildfires.

Primary Core Capability:
Threats and Hazard Identification

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-320
Hurricane Mitigation Basics for Mitigation Staff

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This module is designed to help members of FEMA’s Hazard Mitigation disaster workforce successfully communicate to the public the risks associated with hurricanes, and the mitigation measures available to improve personal safety and reduce damages to structures and personal property. This module is one in a series of Independent Study modules for the hazard mitigation disaster workforce, which addresses appropriate basic mitigation information for public consumption regarding earthquakes, floods, hurricanes, tornadoes, and wildfires. Topics covered in this module include: How hurricanes cause damage, Mitigation measures for personal safety and structures, Mitigation publications beneficial to local officials, building professionals, and the public

Selection Criteria: FEMA Hazard Mitigation Disaster Workforce Staff
CECs: 1

Course Objectives:
At the end of this course, participants will be able to:
Explain both the hurricane hazard and how to mitigate future damages effectively to people affected by hurricanes.

Primary Core Capability:
Long-term Vulnerability Reduction

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-321
Flood Mitigation Basics for Mitigation Staff

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This module is designed to help members of FEMA’s Hazard Mitigation disaster workforce successfully communicate to the public the risks associated with floods, and the mitigation measures available to improve personal safety and reduce damages to structures and personal property. This module is one in a series of Independent Study modules for the hazard mitigation disaster workforce, which addresses appropriate basic mitigation information for public consumption regarding earthquakes, floods, hurricanes, tornadoes, and wildfires. Topics covered in this module include: How floods cause damage, Mitigation measures for personal safety and structures, Mitigation publications beneficial to local officials, building professionals, and the public.

Selection Criteria: FEMA Hazard Mitigation Disaster Workforce Staff
CECs: 1

Course Objectives:
At the end of this course, participants will be able to:
Explain both the flood hazard and how to mitigate future damages effectively to people affected by floods.

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Intelligence and Information Sharing

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-322
Continuing Education Units:
General: .1

Course Description:
This module is designed to help members of FEMA’s Hazard Mitigation disaster workforce successfully communicate to the public the risks associated with earthquakes, and the mitigation measures available to improve personal safety and reduce damages to structures and personal property. This module is one in a series of Independent Study modules for the hazard mitigation disaster workforce, which addresses appropriate basic mitigation information for public consumption regarding earthquakes, floods, hurricanes, tornadoes, and wildfires. Topics covered in this module include: How earthquakes cause damage, Mitigation measures for personal safety, structures, manufactured homes, outbuildings, and landscape, Mitigation publications beneficial to local officials, building professionals, and the public.

Selection Criteria:
FEMA Hazard Mitigation Disaster Workforce Staff
CECs: 1

Course Objectives:
At the end of this course, participants will be able to:
Explain both the earthquake hazard and how to mitigate future damages effectively to people affected by earthquakes.

Primary Core Capability:
Long-term Vulnerability Reduction

Mission Areas: Mitigation
Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: : http://training.fema.gov/is/courseoverview.aspx?code=IS-323
Community Hurricane Preparedness

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 10.0
Duration (in Days): 0.0

Continuing Education Units:
General: 1

Course Description:
This course provides people involved in the decision-making process for hurricane preparedness with basic information about: How hurricanes form, The hazards they pose, How the National Weather Service forecasts future hurricane behavior, What tools and guiding principles can help emergency managers prepare their communities. Note: This course is on a non-Federal government web site operated by the Cooperative Program for Operational Meteorology, Education, and Training.

Selection Criteria: Emergency managers in communities threatened by tropical cyclones
CECs: 10

Course Objectives:
At the end of this course, participants will be able to:
Identify the characteristic features of a hurricane., List ways in which meteorologists monitor hurricane development., Describe hazards from hurricanes., Discuss the basic hurricane forecasting process and its limitations., Identify the correct forecast product to use at various stages in an event., Analyze various sources of information about a hurricane and formulate a plan for dealing with the potential disaster.

Primary Core Capability:
Threats and Hazard Identification

Mission Areas: Protect, Respond
Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-324.a
**Earthquake Basics: Science, Risk, and Mitigation**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 1.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .1

**Course Description:**  
This course presents basic information on earthquake science, risk, and mitigation. It also discusses techniques for structural and non-structural earthquake mitigation. Although certification is not a part of the course, short quizzes are included to enhance interactivity and to boost retention.

**Selection Criteria:** This course is targeted to a wide range of audiences, including homeowners; business owners; the private sector; Federal, state, tribal, and local government workforce at all levels; first responders; non-profit organizations; volunteers; and community-based organizations.

**Course Objectives:**  
At the end of this course, participants will be able to:  
Raise awareness of earthquake risk and mitigation strategies for life-saving planning.

**Primary Core Capability:**  
N/A - Training and Education

**Mission Areas:** Protect, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-325](http://training.fema.gov/is/courseoverview.aspx?code=IS-325)
Plan Review for Local Mitigation Plans  

Training Provider: Emergency Management Institute  
Delivery Type: Online/Distance Learning  
Course Level: N/A  
Duration (in Hours): 3.0  
Duration (in Days): 0.0

Continuing Education Units:  
General: .3

Course Description:  
This course provides state and FEMA staff that review local mitigation plans with the information and training they will need to determine if a plan meets general mitigation planning requirements. Updated May 2018.

Selection Criteria: This course is designed for new and experienced state and FEMA plan reviewers. Plan reviewers may be full or part-time, FEMA Disaster Assistance Reservists, FEMA contract plan reviewers, or state contract plan reviewers.

CECs: 3

Course Objectives:  
At the end of this course, participants will be able to:  
- Explain the purpose and intent of reviewing local mitigation plans.  
- Determine whether a local mitigation plan meets Federal mitigation planning requirements.  
- Describe how to use the Local Hazard Mitigation Plan Review Guide, Plan Review Tool to communicate the results of the review to a state or local community.

Primary Core Capability:  
Planning

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:  
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-328

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
This course provides leading practices and resources to assist elementary and secondary schools, institutions of higher education, and houses of worship in developing emergency plans for preparing for, responding to, and recovering from mass casualty incidents.
Selection Criteria: Whole community partners

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

Primary Core Capability:
Planning

Secondary Core Capability(s): Community Resilience, Operational Coordination

Mission Areas: Prevent, Respond, Recover

Discipline(s): Emergency Management, Emergency Medical Services, Fire Service, Governmental Administrative, Law Enforcement, Public Health, Public Works

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-360
Multi-Hazard Emergency Planning for Schools

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
This course covers basic information about developing, implementing, and maintaining a school Emergency Operations Plan (EOP). This course provides participants with an understanding of the importance of schools having an EOP and basic information on how an EOP is developed, exercised, and maintained. The topics addressed in this course include: understanding Incident Management; forming the Planning Team; understanding the situation; developing a school EOP; incorporating Incident Command System principles and roles in the school EOP; and training, exercising, and maintaining the school EOP.

CECs: 3

Course Objectives:
At the end of this course, participants will be able to:
Describe the activities related to the key areas of incident management., Describe how the school EOP fits into district, community, and family/personal emergency plans., Identify school staff to participate on the school planning team., Identify community members who should be on the school planning team., Identify natural, technological, and human-caused hazards., Identify and assess hazards likely to impact your school., Describe each of the components of the traditional EOP., Identify the steps to approve and disseminate the school EOP., Describe the Incident Command System (ICS) principles and organization., Identify the ICS roles included in the school EOP., Explain the benefits of training and exercising the school EOP., Identify the types of exercises available to exercise the school’s plan., Describe steps for developing effective exercises., Describe how exercise results are used to improve school preparedness efforts.

Primary Core Capability:
Planning

Mission Areas: Prevent, Respond, Recover, Mitigation

Discipline(s): Other

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-362.a
Planning for the Needs of Children in Disasters

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Description:
This course enables participants to improve their community’s Mitigation and Emergency Operations Plan (EOP) specifically regarding the needs of children. The course will provide participants with the information needed to address the unique needs of children prior to, during, and following disasters. It will also provide them guidance and direction on how to form coalitions and how to become advocates for the unique needs of children in all aspects of emergency management.

Selection Criteria: The target audience for this course is state and local emergency managers and planners, child services agencies, non-governmental organizations, childcare providers, schools, and faith-based organizations.

CECs: 6

Course Objectives:
At the end of this course, participants will be able to:
Articulate the importance of providing for the needs of children in disasters in their community’s current emergency management plan., Explain what is required to keep children safe in emergencies and why those needs are unique., Explain the assumptions, concept of operations, and organization and assignment of responsibilities that address the unique needs of children prior to, during, and following disasters., Explain the planning components necessary to address the unique needs of children prior to, during, and following disasters., Create an annex to a community’s EOP, addressing the unique needs of children in disasters., Identify stakeholders and organizations that can assist in preparing for the needs of children in disasters., Initiate steps to form coalitions and build teams that have a stake in keeping children safe in disasters.

Primary Core Capability:
Planning

Secondary Core Capability(s): N/A - Training and Education

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=is-366.a
Including People with Disabilities and Others with Access and Functional Needs in Disaster Operations

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
This course increases awareness and understanding of the need for full inclusion of disaster survivors and FEMA staff who have disabilities or access and functional needs.
Selection Criteria: Open to all enrollees
CECs: 2

Course Objectives:
At the end of this course, participants will be able to:
Explain the importance of including people with disabilities and others with access and functional needs in disaster operations at the JFO and field locations., Describe how JFO and field staff can support and include people with disabilities and others with access and functional needs in disaster operations., Describe principles and FEMA initiatives that provide a foundation for the integration of people with disabilities and others with access and functional needs in disaster operations., Describe the history of the treatment of and services for people with disabilities., Identify laws that provide the legal foundation for issues related to people with disabilities and others with access and functional needs., Describe the function of the Disability Integration Advisor.

Primary Core Capability:
Planning

Mission Areas: Common
Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: : http://training.fema.gov/is/courseoverview.aspx?code=IS-368
Introduction to Residential Coastal Construction  

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Online/Distance Learning  
**Course Level:** N/A  
**Duration (in Hours):** 28.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: 2.8

**Course Description:**  
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. This course can be downloaded from the Independent Study web site and the test can be completed and submitted online.

**Selection Criteria:** The primary audience for this course is engineers and architects. Floodplain managers and building code officials are also encouraged to attend. Hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge and also those from the private sector, such as engineering firms, may also apply.

**CECs:** 10

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

- Understand the basic principles of designing in a coastal environment: Design premise, Design framework, Constraints, Defining a “successful” building.
- Understand the differences in design requirements and expected performance between coastal construction and inland construction.
- Understand the significance and lessons learned from historical coastal events.
- Describe minimum requirements and best practices for coastal construction.
- Identify coastal hazards at potential building sites and identify where to obtain pertinent information.
- Understand how to calculate design loads and conditions.
- Understand the continuous load path principle.
- Identify siting, design, construction, and maintenance defects that result in vulnerable buildings.

**Other Prerequisites:**  
Recommended: Participants should complete IS0279, Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures. Taking IS0279 should also help potential participants establish whether they have the necessary level of building science knowledge.

**Primary Core Capability:**  
Long-term Vulnerability Reduction

**Secondary Core Capability(s):** Community Resilience, Risk and Disaster Resilience Assessment

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management, Governmental Administrative, Public Works

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:**  
http://training.fema.gov/is/courseoverview.aspx?code=IS-386
<table>
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Continuing Education Units:
General: .1

Course Description:
The goal of this course is to provide an orientation to the Hazard Mitigation (HM) organization, its activities, applicable laws, regulations, sources of guidance/information, and important relationships, and to describe how the HM Cadre works as a team to achieve the goal of reducing harm from natural hazards across America.
The training will enable members of the disaster workforce to recognize and advance opportunities for individuals, businesses, tribes, and communities to reduce the risk of future damages from hazard events. It also is intended to provide information about the HM Branch, to raise awareness of its programs and technical capabilities that may facilitate collaboration with Joint Field Office partners in the disaster recovery process.
This course is an overview and is not intended to enable specialist trainees to successfully demonstrate ability to perform behaviors/activities in their Position Task Books. Additional training is provided on the job and through other courses identified in the Position Qualification Sheet.
Selection Criteria: This entry-level course is designed for all new HM support staff as well as non-Mitigation staff who need to understand the concepts, functions, and organization of HM in disaster operations. It will present a broad overview applicable to every function.

Course Objectives:
At the end of this course, participants will be able to:
- Describe the goals of HM,
- Identify the key authorities for HM,
- Describe the key FEMA HM Branch functions in a disaster,
- Give examples of reducing risk of future damages from hazard events,
- Identify opportunities to encourage risk reduction activities during disaster recovery,
- Identify the primary tools used by HM.

Primary Core Capability:
Community Resilience

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

**Introduction to Hazard Mitigation**

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### Continuing Education Units:
General: .2

### Course Description:
Mitigation means taking action to reduce or eliminate long-term risk from hazards and their effects. FEMA has produced a series of courses intended to train those who have responsibility for, or simply interest in, reducing hazard risks in their states, communities, or tribes. This course provides an introduction for those who are new to emergency management and/or hazard mitigation.

Selection Criteria: State, local, and tribal government emergency program managers, other emergency management staff, and other local government employees responsible for mitigation. The secondary audience includes Federal emergency management personnel and employees of Federal, state, and local governments who work in the emergency management field.

CECs: 10

### Course Objectives:
At the end of this course, participants will be able to:
- Define hazard mitigation and the importance of hazard mitigation in sustainable communities.
- List the main components of each phase of the local hazard mitigation planning process.
- Identify hazard mitigation measures that are applicable to your community’s hazard risk problems.
- Identify resources for projects that reduce hazards.

### Primary Core Capability:
Long-term Vulnerability Reduction

### Secondary Core Capability(s):
Community Resilience, Long-term Vulnerability Reduction, Risk and Disaster Resilience Assessment

### Mission Areas:
Respond, Recover, Mitigation

### Discipline(s):
Citizen/Community Volunteer, Emergency Management

### Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

### Course Schedule:
https://training.fema.gov/is/crslist.aspx

### Course Details Link:
Protecting Your Home or Small Business from Disaster

Training Provider: Emergency Management Institute

Delivery Type: Online/Distance Learning

Course Level: N/A

Duration (in Hours): 10.0

Duration (in Days): 0.0

Continuing Education Units:
General: 1

Course Description:
As the costs of disasters continue to rise, governments and ordinary citizens must find ways to reduce hazard risks to our communities and ourselves. Efforts made to reduce hazard risks are easily made compatible with other community goals; safer communities are more attractive to employers as well as residents. As communities plan for new development and improvements to existing infrastructure, mitigation can and should be an important component of the planning effort. Mitigation means taking action to reduce or eliminate long-term risk from hazards and their effects. FEMA has produced a series of courses intended to train those who have responsibility for, or simply interest in, reducing hazard risks in their states, communities, or tribes. This course provides an introduction for those who are new to emergency management and/or hazard mitigation.

CECs: 1

Course Objectives:
At the end of this course, participants will be able 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.

Primary Core Capability:
Threats and Hazard Identification

Mission Areas: Mitigation

Discipline(s): Citizen/Community Volunteer, Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-394.a
**FEMA Risk Assessment Database**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 2.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .2

**Course Description:**  
This course is designed to train on the FEMA 452, Risk Assessment, and FEMA 455, Rapid Visual Screening (RVS) for Buildings, components of the Building Design for Homeland Security course. Selection Criteria: The primary audience for this course is the building sciences and design professional community (architects, engineers, security personnel, and facility planners) working for private institutions, and building owners, managers, and Continuity of Operations communities working for public (Federal, state, local, and tribal) and private institutions. CECs: 2

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Prepare risk assessments using the database, including how to download and install the database.  
- Conduct FEMA 452 risk assessments.  
- Conduct FEMA 455-based RVS.  
- Perform assessment program management and system administrative functions.

**Primary Core Capability:**  
N/A - Training and Education

**Mission Areas:** Prevent, Protect, Mitigation

**Discipline(s):** Emergency Management, Governmental Administrative, Public Works

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-395](http://training.fema.gov/is/courseoverview.aspx?code=IS-395)
Introduction to Individual Assistance

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
This course provides FEMA personnel and partners with a basic knowledge of the Individual Assistance (IA) Program and activities that help individuals and households recover following a disaster.

Selection Criteria: The primary audience is state IA Officers and FEMA IA staff.

CECs: 1

Course Objectives:
At the end of this course, participants will be able to:
Describe how the Stafford Act governs FEMA disaster operations., Explain the Declaration Process., Identify the different types of IA programs., Explain the Sequence of Delivery of the IA programs., Define Individual and Households Program (IHP) Housing Assistance., Define IHP Other Needs Assistance., Identify the various field offices and processing centers.

Primary Core Capability:
Housing

Secondary Core Capability(s): Economic Recovery

Mission Areas: Recover

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-403
### Mass Care/Emergency Assistance Overview

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Online/Distance Learning  
**Course Level:** N/A  
**Duration (in Hours):** 1.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .1

**Course Description:**  
This course provides an introduction to Mass Care and Emergency Assistance (MC/EA) support, with a focus on Whole Community, by outlining the importance of collaboration and coordination between government, non-profit, public, and private sectors.  
Selection Criteria: FEMA, state, tribal, local, and voluntary agency personnel assigned to MC/EA functions during disaster operations  
CECs: 1

**Course Objectives:**  
At the end of this course, participants will be able to:  
Explain the importance of the National Incident Management System, the National Response Framework, and the Whole Community approach to emergency management., Identify MC/EA activities., Describe a suggested sequence of support for MC/EA., Explain the importance of thinking about MC/EA activities in an interoperable way.

**Primary Core Capability:**  
Operational Coordination

**Secondary Core Capability(s):** Mass Care Services

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-405](http://training.fema.gov/is/courseoverview.aspx?code=IS-405)
Emergency Preparedness for Federal Employees

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This course provides practical steps you can take to prepare for emergencies that could threaten your home, workplace, and community. It is intended for Federal employees living and working outside of the National Capital Region. The first lesson focuses on the importance of personal emergency preparedness and its relationship to your professional responsibilities as a Federal employee. The second lesson introduces the four steps to personal emergency preparedness: be informed, make a plan, build a kit, and get involved. The last lesson reinforces the concepts learned in the previous lessons by applying the four steps of emergency preparedness to a given scenario.

Selection Criteria: Federal employees living and working outside the National Capital Region

Course Objectives:
At the end of this course, participants will be able to:
Describe the importance of emergency preparedness and its relationship to personal and professional responsibilities., Explain basic steps you should take today to be better prepared for a range of emergencies and increase your ability to recover from the effects., Identify items to include in an emergency supply kit for your home and workplace., Apply the four steps of emergency preparedness—be informed, make a plan, build a kit, and get involved—to a given scenario.

Primary Core Capability:
Community Resilience

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-450
### Emergency Preparedness for Federal Employees in the National Capital Region

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### Continuing Education Units:
- General: 0.1

### Course Description:
This course provides practical steps you can take to prepare for emergencies that could threaten your home, workplace, and community. It is intended specifically for Federal employees living and working in the National Capital Region. The first lesson focuses on the importance of personal emergency preparedness and its relationship to your professional responsibilities as a Federal employee. The second lesson introduces the four steps to personal emergency preparedness: be informed, make a plan, build a kit, and get involved. The last lesson reinforces the concepts learned in the previous lessons by applying the four steps of emergency preparedness to a given scenario.

### Selection Criteria:
Federal employees living and working in the National Capital Region

### Course Objectives:
- Describe the importance of emergency preparedness and its relationship to personal and professional responsibilities.
- Explain basic steps you should take today to be better prepared for a range of emergencies and increase your ability to recover from the effects.
- Identify items to include in an emergency supply kit for your home and workplace.
- Apply the four steps of emergency preparedness—be informed, make a plan, build a kit, and get involved—to a given scenario.

### Primary Core Capability:
Community Resilience

### Mission Areas:
Mitigation

### Discipline(s):
Emergency Management

### Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

### Course Schedule:
https://training.fema.gov/is/crslist.aspx

### Course Details Link:
http://training.fema.gov/is/courseoverview.aspx?code=IS-450.NC
Anthrax Awareness

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 1.5
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
In this course, you will learn about the potential for a biological attack, specifically one involving the disease known as anthrax.

You will learn about the measures the federal government has taken to minimize any negative effects from such an attack, including specific steps taken by the Department of Homeland Security (DHS) and how those measures affect you.

Additionally, the course gives you important information about what you should do to help protect yourself and others in the event of a biological attack.

Selection Criteria: Federal employees; specifically DHS/FEMA employees.

Course Objectives:
At the end of this course, participants will be able to:
Explain what anthrax is, how it affects people, and how it is treated., Explain the steps that the federal government has taken to minimize the effects of an anthrax attack., Describe how the DHS Anthrax Preparedness Initiatives and the DHS Medical Countermeasures (MCM) Program are utilized in the event of an anthrax attack., Explain what DHS personnel should do in the event of an anthrax attack.

Primary Core Capability:
Public Health, Healthcare, and Emergency Medical Services

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-451
Points of Dispensing Team Training

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
As part of its effort to remain vigilant against terrorism and natural threats, the Department of Homeland Security (DHS) has taken steps to prepare for and respond to a biological attack.

A key part of this response is providing the DHS workforce with medical countermeasures (MCM) whenever appropriate. This will be accomplished through the use of DHS Points of Dispensing (PODs), staffed by trained volunteers from within the DHS workforce. These POD team volunteers will be an integral part of this important effort.

Selection Criteria: Federal employees only, specifically DHS and FEMA employees

Course Objectives:
At the end of this course, participants will be able to:
- Explain the purpose of a POD during a biological attack.
- Describe basic considerations for establishing a POD.
- Describe the major roles and responsibilities of POD leaders and operational team members.
- Explain the management of POD documents and best practices for operation of a POD.

Other Prerequisites:
Recommended: IS0800.b, National Response Framework, An Introduction

Primary Core Capability:
Public Health, Healthcare, and Emergency Medical Services

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-452
**Introduction to Homeland Security Planning**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Online/Distance Learning  
**Course Level:** N/A  
**Duration (in Hours):** 2.5  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .3

**Course Description:**
This course serves as an introduction to, and overview of, homeland security planning. It is meant to act as an awareness tool for employees who may or may not have a direct homeland security planning job function. For those who do have job functions that require additional training in planning, this course is meant to be a “gateway” to the 3-day Introduction to Homeland Security/Homeland Defense course or the 5-day National Planner’s course.

**Selection Criteria:** All DHS employees

**Course Objectives:**  
At the end of this course, participants will be able to:
Describe homeland security planning., Describe characteristics of effective planning., Recognize how the planning process and tools lead to increased homeland security preparedness., Describe the planning considerations associated with the National Preparedness Mission Areas: Prevention, Protection, Mitigation, Response, and Recovery., Apply knowledge of homeland security preparedness to a given scenario.

**Primary Core Capability:**
Planning

**Mission Areas:** Common  
**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-453](http://training.fema.gov/is/courseoverview.aspx?code=IS-453)
Fundamentals of Risk Management

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
This course is designed to foster an overall culture of risk management throughout the Department of Homeland Security Workforce. While providing awareness of the fundamental concepts of risk management, the course will prepare employees to manage risk at home, in the workplace, and in the community, and provide them with a foundation for further development in the area of risk management.

Selection Criteria: All DHS employees
CECs: 2

Course Objectives:
At the end of this course, participants will be able to:
Recognize the value of risk management., Explain how the fundamental concepts and principles of risk management apply at home, in the workplace, and in the community., Explain how the DHS Risk Management Cycle uses logical reasoning and critical thinking to address risk management problems., Describe how risk management alternatives are developed and evaluated in order to support better decisions to effectively manage risk., Explain how and why the management of risk is one of the fundamental strategies adopted by DHS in meeting mission performance expectations., Describe the characteristics of effective risk communication.

Primary Core Capability:
Risk Management for Protection Programs and Activities

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: : http://training.fema.gov/is/courseoverview.aspx?code=IS-454
# Religious and Cultural Literacy and Competency in Disaster

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Online/Distance Learning  
**Course Level:** N/A  
**Duration (in Hours):** 5.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .5

## Course Description:
Religious and cultural communities are part of the whole community, and the DHS Center for Faith-based and Neighborhood Partnerships works to form partnerships between the Federal Government and faith-based and neighborhood organizations to more effectively serve Americans in need.

As part of this effort, in partnership with the University of Southern California Center for Risk and Economic Analysis of Terrorist Events (CREATE), this course and its companion tip sheet resources have been developed with the University of Southern California Center for Religion and Civic Culture (CRCC) and the National Disaster Interfaiths Network. In addition, FEMA personnel assisted the development of the course by providing their relevant expertise responding to disasters.

The course provides emergency management professionals and faith and community leaders active in disaster with the religious literacy and competency tools needed to learn how to effectively engage religious and cultural groups and their leaders throughout the disaster lifecycle.

CECs: 5

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

- Explain why we engage religious and cultural communities in disaster, and how religious and cultural diversity and practice is not only protected by law but how it strengthens emergency management’s capabilities.
- Define the meaning of religious and cultural literacy and competency in disaster management.
- Describe how religious and cultural language differs from government culture and language.
- Identify the skills needed to competently engage religious and cultural leaders and groups in the field.
- Describe each step in the six step “LEADER” process.

## Primary Core Capability:
N/A - None

## Mission Areas:
Recover

## Discipline(s):
Emergency Management

## Course POC:
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: independent.study@fema.dhs.gov

## Course Schedule:
https://training.fema.gov/is/crslist.aspx
Introduction to Continuity of Operations Planning for Pandemic Influenzas

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This course introduces participants to the characteristics of a pandemic influenza, the effects that a pandemic influenza can have on every facet of our society, and the steps their organizations can take to minimize the effects of a pandemic. The primary audiences for this course are personnel at any level of government, representatives from non-governmental organizations, or representatives from private industry who may have a need for a basic understanding of pandemic influenza and the impacts that they can expect should a widespread pandemic occur in the United States. Selection Criteria: Participation is open to Federal, state, local, territorial, and tribal government employees responsible for COOP.

Course Objectives:
At the end of this course, participants will be able to:
- Explain the differences between seasonal influenza and pandemic influenza
- Relate the effects of a pandemic influenza to daily organizational operations and basic services
- Describe strategies for resolving continuity challenges presented in a pandemic situation

Primary Core Capability:
Public Health, Healthcare, and Emergency Medical Services

Mission Areas: Protect, Respond, Mitigation

Discipline(s): Citizen/Community Volunteer, Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-520
Exercising Continuity Plans for Pandemics

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 8.0
Duration (in Days): 0.0

Continuing Education Units:
General: .8

Course Description:
This is a follow-on course to IS0520, Introduction to Continuity of Operations Planning for Pandemic Influenzas. It includes a brief review of continuity planning for pandemics and then involves the participant in a continuity pandemic exercise (Determined Accord). The primary audiences for this course are personnel at any level of government, representatives from non-governmental organizations, or representatives from private industry who desire to conduct a short tabletop continuity pandemic exercise (Determined Accord). Participants should be familiar with their agency/organization continuity and pandemic plans.

Selection Criteria: Participation is open to Federal, state, local, territorial, and tribal government employees responsible for Continuity of Operations (COOP).

Course Objectives:
At the end of this course, participants will be able to:
Relate the anticipated conditions and effects of a pandemic influenza to responders and communities., Describe best practices for planning for and responding to a pandemic influenza., Apply knowledge of the anticipated conditions and suggested practices to an activity., Develop next steps for pandemic planning within their agencies or communities.

Prerequisite(s): Introduction to Continuity of Operations Planning for Pandemic Influenzas (IS0520)

Primary Core Capability:
Planning

Mission Areas: Protect, Respond, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Resilient Accord-Exercising Continuity Plans for Cyber Incidents

Training Provider: Emergency Management Institute  
Course Level: N/A  
Delivery Type: Online/Distance Learning  
Duration (in Hours): 3.0  
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
The purpose of the Resilient Accord Workshop is to increase Federal department and agency, state, local, territorial, and tribal jurisdictional Continuity of Operations awareness and discuss how to execute continuity operations resulting from a cyber security event. Upon completion of this workshop, participants should be able to do the following: Define the importance of an increased organizational awareness of incorporating cyber security into continuity planning., Discuss how critical essential functions will continue through a cyber security emergency and the planning required to perform those functions., Review the essential elements of a viable continuity capability., Identify solutions or alternative actions to challenges, gaps, or vulnerabilities in organizational continuity plans and procedures.

Selection Criteria: This course is available to anyone involved in Continuity of Operations.

Course Objectives:
At the end of this course, participants will be able to:  
Demonstrate increased organizational awareness about the importance of incorporating cyber security into continuity planning., Establish and enhance relationships between information technology professionals and emergency managers or continuity planners., Discuss how cyber disruptions may impact the performance of essential functions and identify solutions to address vulnerabilities in existing continuity plans.

Primary Core Capability:
Planning

Secondary Core Capability(s): Cybersecurity

Mission Areas: Protect, Respond, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link:  
**Guardian Accord Workshop**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 4.0  
**Duration (in Days):** 0.0  

**Continuing Education Units:**  
General: .4  

**Course Description:**  
The purpose of Guardian Accord Workshop is to increase Federal department and agencies, state, territorial, tribal, and local jurisdictions awareness about the importance of incorporating the specific risks of terrorism into continuity planning.  
Selection Criteria: Federal, state, territorial, local, and tribal government employees responsible for managing a Continuity of Operations Program  

**Course Objectives:**  
At the end of this course, participants will be able to:  
Increase awareness of the sources, methods, and targets of terrorism. Explore the unique implications of a terrorist event on continuity programs and the ability to continue essential functions. Provide a forum to identify and correct gaps or vulnerabilities in organizational continuity plans and procedures.  

**Primary Core Capability:**  
Planning  

**Mission Areas:** Protect, Respond, Mitigation  
**Discipline(s):** Emergency Management  

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov  

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx  

**Course Details Link:**  
http://training.fema.gov/is/courseoverview.aspx?code=IS-525
**Reconstitution Planning Course**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Online/Distance Learning

**Course Level:** N/A  
**Duration (in Hours):** 4.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .4

**Course Description:**  
This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) plans and programs. The purpose of the Reconstitution Planning Workshop is to assist Federal Department and Agency, state, local, tribal, and territorial jurisdictions with the importance of developing effective and comprehensive reconstitution Planning.  
Selection Criteria: Participation is open to Federal, state, local, tribal, and territorial government employees responsible for COOP and reconstitution planning.

**Course Objectives:**  
At the end of this course, participants will be able to:  
Effectively and comprehensively describe reconstitution requirements., Describe the different types of reconstitution planning., Define Reconstitution Planning Teams., Identify and define special considerations for reconstitution., Develop a reconstitution plan or update and improve an existing plan.

**Other Prerequisites:**  
Participants must have knowledge of COOP Programs and the Federal Continuity Directives 1 and 2.

**Primary Core Capability:**  
Planning

**Mission Areas:** Protect, Recover  
**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
[https://training.fema.gov/is/crslist.aspx](https://training.fema.gov/is/crslist.aspx)

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-545](http://training.fema.gov/is/courseoverview.aspx?code=IS-545)
Continuity of Operations Awareness

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This web-based course will provide all public sector employees with a fundamental understanding of Continuity of Operations (COOP), terms, objectives, and benefits to their organization. It gives a brief overview of the elements of a viable COOP capability. This awareness course provides information on how a COOP event might affect participants, their organizations, and their families, whether they are a member of their organization’s COOP team or not.

Selection Criteria: Participation is open to Federal, state, local, territorial, and tribal government employees responsible for COOP.

CECs: 1

Course Objectives:
At the end of this course, participants will be able to:
Define Continuity of Operations., Identify the legal basis for Continuity of Operations., Explain the Continuity Program Management Cycle., Describe the elements of a viable continuity program.

Primary Core Capability:
Operational Coordination

Mission Areas: Protect

Discipline(s): Emergency Management, Emergency Medical Services, Fire Service, Governmental Administrative, Law Enforcement, Public Health, Public Works

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: : http://training.fema.gov/is/courseoverview.aspx?code=IS-546.a
Continuing Education Units:
General: .2

Course Description:
This web-based course is designed for a broad Federal audience--from senior managers to those directly involved in the Continuity of Operations (COOP) planning effort. The course provides a working knowledge of the COOP guidance. The course also provides activities to enhance participants' COOP Programs.

Selection Criteria: Participation is open to Federal, state, local, territorial, and tribal government employees responsible for COOP.
CECs: 2

Course Objectives:
At the end of this course, participants will be able to:
Define COOP., Identify the legal basis for COOP., Describe the structure of the continuity planning team., Explain the continuity program management cycle., Identify the phases of continuity., Recognize the steps in the continuity planning model.

Prerequisite(s): Continuity of Operations Awareness (IS0546.a)

Primary Core Capability:
Operational Coordination

Mission Areas: Protect

Discipline(s): Emergency Management, Emergency Medical Services, Fire Service, Governmental Administrative, Law Enforcement, Public Health, Public Works

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-547.a
Continuity of Operations Devolution Planning

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
This course provides participants with the tools and practical knowledge necessary to develop their organization's devolution plans and procedures.

Selection Criteria: Participation is open to Federal, state, local, territorial, and tribal government employees responsible for COOP.

Course Objectives:
At the end of this course, participants will be able to:
- Identify the conditions under which devolution would be appropriate for your organization.
- Describe the activation protocols for devolution.
- Tailor the devolution template to meet your organization’s needs.
- Identify special considerations for devolution planning.

Prerequisite(s): Continuity of Operations Awareness (IS0546.a), Introduction to Continuity of Operations (IS0547.a)

Other Prerequisites:
E/L 0548, Continuity of Operations Program Manager

Primary Core Capability:
Planning

Mission Areas: Prevent, Respond, Recover

Discipline(s): Emergency Management, Emergency Medical Services, Fire Service, Governmental Administrative, Law Enforcement, Public Health, Public Works

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-551
# The Public Works Role in Emergency Management

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 2.0  
**Duration (in Days):** 0.0

## Continuing Education Units:
General: .2

## Course Description:
This course provides an introduction to the role of public works departments in community emergency management. The training is intended to help communities improve their emergency management efforts regarding the functions of public works agencies prior to, during, and after disasters.

Selection Criteria: Public works professionals, urban planners, local government officials, and elected officials  
CECs: 2

## Course Objectives:
At the end of this course, participants will be able to:
- Define the roles of local, state, and federal governments as they relate to an understanding of what agency/locale will have authority and responsibility.
- Develop administrative practices and procedures.
- State the importance of effective communication.
- Identify the components that make up the emergency response system.
- Prepare an after-action evaluation and review.

## Other Prerequisites:
Recommended: IS0700.a, National Incident Management System, An Introduction; IS0800.b, National Response Framework, An Introduction; and IS0860.a, National Infrastructure Protection Plan

## Primary Core Capability:
N/A - None

## Mission Areas:
Protect, Respond, Recover, Mitigation

## Discipline(s):
Emergency Management

## Course POC:
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: independent.study@fema.dhs.gov

## Course Schedule:
https://training.fema.gov/is/crslist.aspx

## Course Details Link:
Emergency Planning for Public Works

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
This course explains how public works prepares and plans for emergencies.
Selection Criteria: Public works professionals, urban planners, local government officials, and elected officials
CECs: 3

Course Objectives:
At the end of this course, participants will be able to:
Explain the relationships between public works activities and emergency planning.
Describe how to establish a planning team.
Explain how risk and vulnerability assessments are used in public works planning.
Explain how to plan for each activity in the emergency management process.
Explain basic principles for implementing and maintaining a public works emergency plan.

Primary Core Capability:
Planning

Mission Areas: Common
Discipline(s): Emergency Management, Public Works, Transportation

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: : http://training.fema.gov/is/courseoverview.aspx?code=IS-554
Damage Assessment for Public Works

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
This course will build local capacity for damage assessment by enabling the development or refinement of a damage assessment program for the public works agency.
Selection Criteria: Public works professionals, urban planners, local government officials, and elected officials
CECs: 3

Course Objectives:
At the end of this course, participants will be able to:
- Explain basic concepts related to damage assessment.
- Use risk and vulnerability assessment information for public works damage assessment planning.
- Explain how public works is involved in planning the damage assessment program for both the community and the agency.
- Use training and exercises to enhance the damage assessment program.
- Describe basic operations of local damage assessment.
- Analyze damage assessment after-action information.

Other Prerequisites:
Recommended: IS0552, Public Works Role in Emergency Management

Primary Core Capability:
Risk and Disaster Resilience Assessment

Mission Areas: Mitigation

Discipline(s): Emergency Management, Emergency Medical Services, Fire Service, Governmental Administrative, Law Enforcement, Public Health, Public Works

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-556
**Public Works and Disaster Recovery**

| Training Provider: Emergency Management Institute | Course Level: N/A |
| Delivery Type: Online/Distance Learning | Duration (in Hours): 3.0 |
| | Duration (in Days): 0.0 |

**Continuing Education Units:**
General: .3

**Course Description:**
This course will explain how public works is involved in disaster recovery.

**Selection Criteria:** Public works professionals, urban planners, local government officials, and elected officials

**CECs:** 3

**Course Objectives:**
- At the end of this course, participants will be able to:
- Explain the role of public works during the recovery period.
- Explain how and why public works should plan for recovery.
- Describe the primary areas that should be included when public works is planning for recovery.
- Describe effective communication and coordination practices during the recovery period.
- Select a course of action based on information in a recovery plan.
- Identify opportunities for achieving recovery goals.

**Primary Core Capability:**
Logistics and Supply Chain Management

**Mission Areas:** Respond

**Discipline(s):** Emergency Management, Emergency Medical Services, Fire Service, Governmental Administrative, Law Enforcement, Public Health, Public Works

**Course POC:**
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:**  [http://training.fema.gov/is/courseoverview.aspx?code=IS-558](http://training.fema.gov/is/courseoverview.aspx?code=IS-558)
Local Damage Assessment

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
This course provides information and resources that will enable participants to plan an effective damage assessment program and conduct rapid and effective damage assessments in order to save lives, protect property and the environment, and begin the process of recovery and mitigation.

Selection Criteria: Local officials who are responsible for assessing, collecting, and reporting damages during and after any event that causes damage of private, public, and critical infrastructure

CECs: 2

Course Objectives:
At the end of this course, participants will be able to:
- Explain basic concepts related to damage assessment.
- Describe how risk and vulnerability assessment information is used for damage assessment planning.
- Explain the process for planning the damage assessment program.
- Describe how training and exercises are used to enhance the damage assessment program.
- Describe basic operations of local damage assessment.
- Describe damage assessment after-action activities.

Other Prerequisites:
Recommended: IS0100.b, Introduction to the Incident Command System, ICS 100; IS0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS0700.a, National Incident Management System, An Introduction; IS0800.b, National Response Framework, An Introduction; IS0120.a, An Introduction to Exercises; and IS0130, Exercise Evaluation and Improvement Planning

Primary Core Capability:
Risk and Disaster Resilience Assessment

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-559
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**Continuing Education Units:**
General: .2

**Course Description:**
This course is designed to familiarize participants with general debris removal operations and identify critical debris operations issues.
Selection Criteria: All audiences
CECs: 2

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

- List the eligibility criteria for participation in the Public Assistance Program.
- Identify the organizational structure for managing debris removal operations.
- Describe the types of debris generated by disasters.
- Explain strategies for debris removal.
- Describe procedures for debris removal.
- Discuss the special issues associated with debris removal operations.

**Other Prerequisites:**
Recommended: IS0634, Introduction to FEMA’s Public Assistance Program

**Primary Core Capability:**
Environmental Response/Health and Safety

**Mission Areas:** Recover

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-632.a](http://training.fema.gov/is/courseoverview.aspx?code=IS-632.a)
Debris Management Plan Development

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 6.0
Duration (in Days): 0.0

Continuing Education Units:
General: .6

Course Description:
This course familiarizes students with the concepts of a debris management plan and the process and components involved in developing a comprehensive debris management plan.

Course Objectives:
At the end of this course, participants will be able to:
Explain the importance of a debris management plan., Describe the debris management plan development process., Describe the elements of a comprehensive debris management plan.

Primary Core Capability:
Planning

Secondary Core Capability(s): Infrastructure Systems

Mission Areas: Recover

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: https://training.fema.gov/is/courseoverview.aspx?code=IS-633
Introduction to FEMA's Public Assistance Program

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 4.0
Duration (in Days): 0.0

Continuing Education Units:
General: .4

Course Description:
This course is designed to familiarize participants with the Public Assistance (PA) Program and the steps in the PA process, as well as the documentation requirements. After completing the course, participants should: be familiar with the PA Program; identify the functional steps in the PA Program; and be familiar with the documentation requirements for the PA Program.

Selection Criteria: All audiences
CECs: 4

Course Objectives:
At the end of this course, participants will be able to:
Demonstrate a basic knowledge of the Public Assistance Program and the steps in the PA process.

Primary Core Capability:
N/A - Training and Education

Mission Areas: Recover

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-634
Building Partnerships with Tribal Governments

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 10.0
Duration (in Days): 0.0

Continuing Education Units:
General: 1

Course Description:
This course provides non-tribal participants with the basic knowledge to build effective partnerships with tribal governments and to work in concert with them to protect native people and their property against all types of hazards. Throughout this course, tribal representatives speak about their history, their culture, their way of life, and how to develop good relationships with tribal communities.
Selection Criteria: FEMA employees. This course is available to anyone.
CECs: 10

Course Objectives:
At the end of this course, participants will be able to:
Build effective partnerships with tribal governments.
Work in concert with tribal governments to protect native people and property against all types of hazards.

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-650.a
Introduction to Public-Private Partnerships

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Online/Distance Learning
Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
This course provides an introduction to the role of public-private partnerships in emergency preparedness and planning. The goal of this training is to establish a common vocabulary for public sector agencies and private sector organizations interested in using partnerships to improve response, recovery, and resilience.

Selection Criteria: Emergency management professionals involved in public-private partnerships
CECs: 2

Course Objectives:
At the end of this course, participants will be able to:
Clarify roles and responsibilities., Improve teams and coordination., Improve operational coordination., Expedite economic recovery.

Primary Core Capability:
N/A - None

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-660
Improving Preparedness and Resilience through Public-Private Partnerships

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
This online Independent Study course describes how to establish and sustain public-private partnerships, as well as how to communicate and share resources in a partnership.
Selection Criteria: Emergency management planners and others interested in public-private partnerships
CECs: 2

Course Objectives:
At the end of this course, participants will be able to:
Clarify roles and responsibilities., Improve teamwork and coordination., Improve operational coordination., Improve operational communications., Improve economic recovery.

Primary Core Capability:
Community Resilience

Secondary Core Capability(s): Logistics and Supply Chain Management

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-662
An Introduction to the National Incident Management System

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Online/Distance Learning
Duration (in Hours): 3.5
Duration (in Days): 0.0

Continuing Education Units:
General: .4

Course Description:
This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.

Selection Criteria: The course is intended for a wide audience of personnel which includes government executives, private-sector and nongovernmental organization (NGO) leaders, and emergency management practitioners, senior elected and appointed leaders, such as Federal department or agency heads, State Governors, mayors, tribal leaders, and city or county officials and other individuals with emergency management responsibilities including prevention, protection, response, recovery and mitigation.

CECs: 3

Course Objectives:
At the end of this course, participants will be able to:
Describe and identify the key concepts, principles, scope, and applicability underlying NIMS., Describe activities and methods for managing resources., Describe the NIMS Management Characteristics., Identify and describe Incident Command System (ICS) organizational structures., Explain Emergency Operations Center (EOC) functions, common models for staff organization, and activation levels., Explain the interconnectivity within the NIMS Management and Coordination structures: ICS, EOC, Joint Information System (JIS), and Multiagency Coordination Groups (MAC Groups)., Identify and describe the characteristics of communications and information systems, effective communication, incident information, and communication standards and formats.

Primary Core Capability: Operational Coordination

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-700.b
National Incident Management System Public Information Systems

Training Provider: Emergency Management Institute

Course Provider: N/A

Delivery Type: Online/Distance Learning

Duration (in Hours): 3.0

Duration (in Days): 0.0

Continuing Education Units:

General: .3

Course Description:
The public information systems described in National Incident Management System (NIMS) are
designed to effectively manage public information at an incident, regardless of the size and
complexity of the situation or the number of entities involved in the response. The goal of this
course is to facilitate NIMS compliance by providing participants with the basic information and
tools that they need to apply the NIMS public information systems and protocols during incident
management.

Selection Criteria: This course is designed for local and state public information officers.

CECs: 3

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

Define NIMS public information systems to include onsite operations, the Joint Information System
(JIS), and the Joint Information Center (JIC), and how they relate to each other., Describe the
JIS/JIC process of gathering, verifying, coordinating, and disseminating information by public
information and incident management personnel., Identify each agency involved in given
emergency situations and the role of each in the JIS to ensure appropriate situational awareness
information is communicated to the public., Define key terms related to public information systems
to include the relationship with multi-agency coordination systems and the field.

Other Prerequisites:
Recommended: IS0700.a, National Incident Management System, An Introduction

Primary Core Capability:
Public Information and Warning

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-702.a
National Incident Management System Resource Management

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Online/Distance Learning
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
This course introduces resource management as described in the National Incident Management System (NIMS) and shows how systems for managing resources can be used to improve incident response. The course includes examples of best practices, lessons learned, and job aids to assist the participant in planning for resource management.

Selection Criteria: This course is designed for Federal, state, tribal, and local emergency managers; first responders, including incident commanders from all emergency management disciplines; private industry personnel responsible for coordination activities during a disaster; and voluntary agency personnel.

CECs: 3

Course Objectives:
At the end of this course, participants will be able to:
- Explain the systems for describing, inventorying, requesting, and tracking resources.
- Describe how to activate these systems prior to and during an incident.
- Describe how to dispatch resources prior to and during an incident.
- Explain the process used to deactivate or recall resources during or after incidents.

Other Prerequisites:
Recommended: IS0700.a, National Incident Management System, An Introduction

Primary Core Capability:
Logistics and Supply Chain Management

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-703.a
Emergency Operations Center Management and Operations

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 4.0
Duration (in Days): 0.0

Continuing Education Units:
General: .4

Course Description:
This course describes the role, design, and functions of Emergency Operations Centers (EOCs) and their relationships as components of a Multi-Agency Coordination System (MACS). The course contains disaster-related examples, activities, and case studies that relate to EOCs and MACS at the Federal, state, and local levels of government.

Selection Criteria: Federal, state, local, and tribal emergency managers; first responders to include incident commandersons from all emergency management disciplines; private industry personnel responsible for coordination activities during a disaster; and Voluntary Organizations Active in Disaster personnel

Course Objectives:
At the end of this course, participants will be able to:
Relate EOC operations to National Incident Management System requirements., Describe the role that EOCs play in overall multi-agency coordination., Describe the relationship between the EOC and the on-scene Incident Command System structure., Identify staffing, information, systems, and equipment needs at the EOC., Determine whether participants’ EOC organizations are conducive to effective coordination., Identify potential alternate locations suitable for EOC operations should the primary EOC facility become damaged or inoperable., Create a test, training, and exercise plan for critical EOC operations., Develop a strategy and schedule for reviewing EOC resource requirements and technology needs.

Primary Core Capability:
Planning

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: : http://training.fema.gov/is/courseoverview.aspx?code=IS-775
### External Affairs Program Liaison Function

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**Continuing Education Units:**
- General: .2

**Course Description:**
This training is designed to equip participants with the skills needed to perform effectively at the Trainee level in their assigned Program Liaison area.

**Selection Criteria:** The primary audience for this training is individuals who are new to the function of EA Program Liaison. A secondary audience is individuals who have field experience, but require component-specific instruction to fully prepare them to perform their function.

**Course Objectives:**
At the end of this course, participants will be able to:
- Recognize the importance of getting accurate and timely information that informs the general public and survivors to the public during and after a disaster.
- Explain how the Program Liaison supports the disaster recovery mission by gathering and sharing information.
- Describe techniques for building and maintaining effective working relationships with program areas.
- Describe how information gathered by the Program Liaison is analyzed for significance and to identify opportunities to achieve mission objectives.

**Other Prerequisites:**
Recommended: IS0250.a, Emergency Support Function (ESF) #15—External Affairs: A New Approach to Emergency Communication and Information Distribution

**Primary Core Capability:**
Planning

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-794](http://training.fema.gov/is/courseoverview.aspx?code=IS-794)
National Response Framework, An Introduction

Training Provider: Emergency Management Institute

Delivery Type: Online/Distance Learning

Course Level: N/A

Duration (in Hours): 3.0

Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
This course introduces participants to the concepts and principles of the National Response Framework. The goal of this course is to familiarize participants with the National Response Framework and the ways it is applied in actual response situations.

Selection Criteria:
This course is intended for government executives, private-sector and nongovernmental organization (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, city or county officials, and FEMA and other federal agency emergency managers and staff – those who have a responsibility to provide for effective response.

All levels of government, the private and nonprofit sectors, and individuals that play a role in response are also welcome to take this course.

Course Objectives:
At the end of this course, participants will be able to:
Describe how the National Response Framework is applied to manage all-hazards response.,
Describe the purpose, scope, organization, and underlying doctrine of the National Response Framework.,
Describe the roles and responsibilities of response partners.,
Describe core capabilities for response and actions required to deliver those capabilities.,
Describe coordinating structures and operational planning used to support emergency response.

Primary Core Capability:
Operational Coordination

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-800.b
**ABCs of Temporary Emergency Power**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Online/Distance Learning

**Course Level:** N/A

**Duration (in Hours):** 2.0

**Duration (in Days):** 0.0

**Continuing Education Units:**
- General: .2

**Course Description:**
The goal of this course is to acquaint members of various communities of practice (emergency management, public works, water/wastewater, healthcare, etc.) with requirements related to provision of temporary emergency power to their facilities following disruption of the commercial power grid.

**Course Objectives:**
- At the end of this course, participants will be able to:
  - Identify the types of facilities local community personnel believe could be critical to response and recovery activities,
  - Describe various mitigation and best practices related to facility generator requirements,
  - Describe preparedness and best practices to determine facility generator requirements,
  - Describe the required activities related to the installation of a generator,
  - Describe the required activities related to the sustainment of generator operations,
  - Describe the required activities related to de-installation and demobilization of a generator,
  - Describe the safety requirements and activities related to generator installation and operations

**Primary Core Capability:**
Public Health, Healthcare, and Emergency Medical Services

**Secondary Core Capability(s):** Community Resilience, Economic Recovery, Health and Social Services, Infrastructure Systems, Operational Coordination, Physical Protective Measures, Public Health, Healthcare, and Emergency Medical Services

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=is-815](http://training.fema.gov/is/courseoverview.aspx?code=is-815)
Introduction to National Response Framework Support Annexes

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies from the smallest incident to the largest catastrophe. As part of the NRF, Support Annexes describe how Federal departments and agencies, the private sector, volunteer organizations, and non-governmental organizations coordinate and execute the common support processes and administrative tasks required during an incident. The actions described in the Support Annexes are not limited to particular types of events, but are overarching in nature and applicable to nearly every type of incident.

Selection Criteria: This course is available to anyone.

CECs: 1

Course Objectives:
At the end of this course, participants will be able to:
Describe the purpose of the NRF Support Annexes., Identify the roles and responsibilities of response partners for supporting incident management., Describe the coordinating procedures and mechanisms set forth in each NRF Support Annex.

Other Prerequisites:
Recommended: IS0800.b, National Response Framework, An Introduction

Primary Core Capability:
Operational Coordination

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-820
Critical Infrastructure and Key Resources Support Annex

Training Provider: Emergency Management Institute  
Course Level: N/A
Delivery Type: Online/Distance Learning  
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, Support Annexes describe how Federal departments and agencies, the private sector, volunteer organizations, and non-governmental organizations coordinate and execute the common support processes and administrative tasks required during an incident. The actions described in the Support Annexes are not limited to particular types of events, but are overarching in nature and applicable to nearly every type of incident. This course provides an introduction to the Critical Infrastructure and Key Resources Support Annex to the NRF.

Selection Criteria: This course is available to anyone.

Course Objectives:
At the end of this course, participants will be able to:
Describe the relationship between the NRF and critical infrastructure preparedness., Define the role of the Infrastructure Liaison in supporting coordination with the critical infrastructure sectors and all levels of partners., Identify the processes defined in the NRF for ensuring that critical infrastructure considerations are integrated into incident response efforts.

Other Prerequisites:
Recommended: IS0800.b, National Response Framework, An Introduction

Primary Core Capability:
Infrastructure Systems

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/courseoverview.aspx?code=IS-821.a
**Fundamentals of Management and Support Coordination of Federal Disaster Operations**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 4.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .4

**Course Description:**  
This course is designed to provide the fundamental knowledge for FEMA and other Federal emergency management personnel to assist with disaster operations with incident management or support roles. The course content is based upon FEMA’s authorities and doctrine. This awareness-level course provides the learner a good starting point to further training in his/her specific FQS position.

**Selection Criteria:** All FEMA employees who are assigned to a FEMA Qualification System position in incident management or incident support

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Identify key FEMA authorities and doctrine that guide the organization’s actions.
- Summarize the FEMA disaster declaration process.
- Describe the relationships among FEMA partners in response to a disaster.
- Identify the key principles and concepts of FEMA doctrine as they apply to disaster response and recovery operations.
- Differentiate the different roles and responsibilities between FEMA (and Federal) incident management and incident support coordination.
- Describe the Individual Assistance, Public Assistance, and Hazard Mitigation programs.
- Describe how the National Response Framework (NRF) and the National Incident Management System (NIMS) are applied at the FEMA incident management level.
- Identify the different types of planning.
- Describe the resource requirements process.

**Other Prerequisites:**  
Recommended: IS0100.b, Introduction to the Incident Command System, ICS 100; IS0200.b, Incident Command System for Single Resources and Initial Action Incidents; IS0700.a, National Incident Management System, An Introduction; and IS0800.b, National Response Framework, An Introduction

**Primary Core Capability:**  
Operational Coordination

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** : [http://training.fema.gov/is/courseoverview.aspx?code=IS-822](http://training.fema.gov/is/courseoverview.aspx?code=IS-822)
Introduction to National Response Framework Incident Annexes

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
As part of the National Response Framework (NRF), Incident Annexes address the unique aspects of how we respond to seven broad incident categories (e.g., biological, nuclear/radiological, mass evacuation). The overarching nature of functions described in these annexes frequently involves either support to or cooperation of all Federal departments and agencies involved in incident management efforts to ensure seamless integration of and transitions between preparedness, prevention, response, recovery, and mitigation activities. Selection Criteria: This course is available to anyone.

CECs: 1

Course Objectives:
At the end of this course, participants will be able to:
Describe the purpose of the NRF Incident Annexes., Identify the roles and responsibilities of response partners for supporting incident management., Describe the coordinating procedures and mechanisms set forth in each NRF Incident Annex.

Other Prerequisites:
Recommended: IS0800.b, National Response Framework, An Introduction

Primary Core Capability:
Operational Coordination

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-832
Nuclear/Radiological Incident Annex

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies—from the smallest incident to the largest catastrophe. As part of the NRF, the Incident Annexes describe the concept of operations to address specific contingency or hazard situations or an element of an incident requiring specialized application of the NRF. This course provides an introduction to the Nuclear/Radiological Incident Annex (NRIA) to the NRF.

Course Objectives:
At the end of this course, participants will be able to:
1. Describe the overall purpose of the NRIA and the policies that govern its use.
2. Describe the roles and responsibilities of agencies involved in the management of nuclear/radiological incidents.
3. Describe the types of incidents for which it would be activated and the concept of operations for a response.

Primary Core Capability:
Operational Coordination

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-836
NEMIS HMGP System: Overview and Startup  

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 0.917  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .5

**Course Description:**  
The NEIMS HMGP System: Overview and Startup course provides a way to administer Hazard Mitigation Grant Program (HMGP) information and grant applications.

**Course Objectives:**  
At the end of this course, participants will be able to:
- Log into and navigate the NEMIS HMGP System,
- Manager disaster information,
- Enter mitigation plan information,
- Manage the HMGP funding estimate.

**Primary Core Capability:**  
Threats and Hazard Identification

**Secondary Core Capability(s):** Community Resilience, Long-term Vulnerability Reduction

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-841.a](http://training.fema.gov/is/courseoverview.aspx?code=IS-841.a)
**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 1.5  
**Duration (in Days):** 0.0

### Continuing Education Units:
General: .2

### Course Description:
This course will provide NEMIS HMGP users with the basic information they need to enter HMGP applications in the system, review application information, and verify and submit HMGP applications to FEMA.

Selection Criteria: The primary audience for the course is state, tribal and local HMGP applicants with access to the NEMIS HMPG system. Additional audiences include FEMA personnel with access to the NEMIS HMGP system.

### Course Objectives:
At the end of this course, participants will be able to:
Enter and review HMGP application information., Verify and submit HMGP applications to FEMA., Perform global functions including attaching documents and using the comment editor.

### Primary Core Capability:
Risk Management for Protection Programs and Activities

### Mission Areas:
Mitigation

### Discipline(s):
Emergency Management

### Course POC:
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

### Course Schedule:
https://training.fema.gov/is/crslist.aspx

### Course Details Link:
http://training.fema.gov/is/courseoverview.aspx?code=IS-842.b
NEMIS HMGP System: Project Eligibility Determination

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 0.5  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .1

**Course Description:**  
The NEIMS HMGP System: Project Eligibility Determination course provides NEMIS HMGP users with the basic information about the HMGP applications process.

**Course Objectives:**  
At the end of this course, participants will be able to:  
Access and execute work eligibility packets receipt and delegate tasks., Review HMGP applications., Approve HMGP applications., Search for updated NEMIS HMGP resources.

**Primary Core Capability:**  
Threats and Hazard Identification

**Secondary Core Capability(s):** Community Resilience, Long-term Vulnerability Reduction

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-843.a](http://training.fema.gov/is/courseoverview.aspx?code=IS-843.a)
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Continuing Education Units:
General: .5

**Course Description:**
The NEIMS HMGP System: Managing Projects course provides a way to administer Hazard Mitigation Grant Program (HMGP) information and grant applications.

**Course Objectives:**
At the end of this course, participants will be able to:
Create and manage project amendments., Create and submit allocations, obligations, deobligations and deallocations.

**Primary Core Capability:**
Threats and Hazard Identification

**Secondary Core Capability(s):** Community Resilience, Long-term Vulnerability Reduction

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-844.a](http://training.fema.gov/is/courseoverview.aspx?code=IS-844.a)
**NEMIS HMGP System: Oversight and Closeout**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 0.66  
**Duration (in Days):** 0.0

**Continuing Education Units:**
General: .5

**Course Description:**
The NEIMS HMGP System: Oversight and Closeout course provides a way to administer Hazard Mitigation Grant Program (HMGP) information and grant applications.

**Course Objectives:**
At the end of this course, participants will be able to:
- Perform project and program oversight tasks.
- Complete project closeout entries.
- Perform the final project closeout.
- Perform program closeout in NEMIS HMGP.
- Generate standard HMGP reports.

**Primary Core Capability:**
Threats and Hazard Identification

**Secondary Core Capability(s):** Community Resilience, Long-term Vulnerability Reduction

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-845.a](http://training.fema.gov/is/courseoverview.aspx?code=IS-845.a)
# The National Infrastructure Protection Plan, An Introduction

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 2.0  
**Duration (in Days):** 0.0  

**Continuing Education Units:**  
General: .2

**Course Description:**  
Ensuring the security and resilience of the critical infrastructure of the United States is essential to the Nation’s security, public health and safety, economic vitality, and way of life. The purpose of this course is to present an overview of the National Infrastructure Protection Plan (NIPP). The NIPP provides the unifying structure for the integration of existing and future critical infrastructure security and resilience efforts into a single national program.

**Selection Criteria:** Open to anyone  
**CECs:** 2

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Describe NIPP 2013 key concepts across the entire critical infrastructure community - including private sector and government at all levels.  
- Describe the core tenets and the values and assumptions considered when planning for critical infrastructure security and resilience.  
- Identify activities critical partners may implement to achieve national goals aimed at enhancing critical infrastructure security and resilience efforts put forward in the NIPP 2013 Call to Action.  
- Describe ways to apply these concepts to support security and resilience within your community or area of responsibility.

**Primary Core Capability:**  
Infrastructure Systems

**Secondary Core Capability(s):** Risk and Disaster Resilience Assessment

**Mission Areas:** Protect, Respond, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: independent.study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Dams Sector: Crisis Management**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 2.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .2

**Course Description:**  
This is the first course in the Dams Sector web-based training series. The purpose of this series of courses is to provide owners and operators with information pertaining to security awareness, protective measures, and crisis management. This course addresses crisis management activities as an important component of an overall risk management program and provides dam and levee stakeholders with recommendations to assist in the development of various plans focused on enhancing preparedness, protection, recovery, and resilience capabilities. The training course describes the purpose and basic elements of emergency action plans, recovery plans, and continuity plans; and addresses the basic elements of an effective exercise program.  

**Selection Criteria:** All Dams Sector facility owners and operators, with emphasis on owners and operators seeking the fundamentals of the crisis management elements of a risk management program  
**ACE:** Level: Vocational Certificate  
**ACE:** Credit Hours: 2  
**CECs:** 2

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

- Describe the mission and characteristics of the Dams Sector.  
- Identify the elements of risk management related to the Dams Sector.  
- Describe the purpose and elements of emergency action, recovery, and continuity plans.  
- Describe the purpose and elements of pandemic preparedness.  
- Describe the purpose and types of exercises.  
- Identify the elements of risk management, including consequence, vulnerability, and threat.  
- Describe the purpose and elements of emergency action plans, recovery plans, and continuity plans.  
- Describe the purpose and types of exercises, including discussion-based and operations-based exercises.

**Primary Core Capability:**  
Planning

**Mission Areas:** Protect

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-870.a](http://training.fema.gov/is/courseoverview.aspx?code=IS-870.a)
**Dams Sector: Security Awareness**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 2.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .2

**Course Description:**
Dams Sector: Security Awareness is the second course in the Dams Sector web-based training series. The purpose of this series of courses is to provide owners and operators with information pertaining to security awareness, protective measures, and crisis management. This course explains how security awareness is an important component of an overall risk management program. In addition, it provides owners and operators with information that assists in identifying security concerns, coordinating proper response, and establishing effective partnerships with local law enforcement and first responders.

**Selection Criteria:** All Dams Sector facility owners and operators, with emphasis on owners and operators seeking the fundamentals of the crisis management elements of a risk management program

**ACE:**  
Level: Vocational Certificate  
Credit Hours: 2  
CECs: 2

**Course Objectives:**
At the end of this course, participants will be able to:
- Describe the mission and partners of the Dams Sector.
- Identify the common characteristics of dams.
- Describe the consequences of dam failures.
- Describe common security vulnerabilities and interdependencies that affect the Dams Sector.
- Describe potential terrorist threats and targets related to the Dams Sector.
- Identify terrorist surveillance objectives and methodologies.
- Identify indicators of surveillance and other suspicious activities.
- Identify indicators of weapons, explosives, chemical, biological, and radiological threats.
- Describe the process for reporting incidents.
- Identify the strengths and weaknesses in a sample report narrative.

**Prerequisite(s):** Dams Sector: Crisis Management (IS0870.a)

**Primary Core Capability:**
N/A - None

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-871.a](http://training.fema.gov/is/courseoverview.aspx?code=IS-871.a)
Dams Sector: Protective Measures

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
Dams Sector: Protective Measures is the third course in the Dams Sector web-based training series. The purpose of this series of courses is to provide owners and operators with information pertaining to security awareness, protective measures, and crisis management. This course provides owners and operators with information regarding protective programs used to reduce and manage risk within the Dams Sector.

Selection Criteria: All Dams Sector facility owners and operators, with emphasis on owners and operators seeking the fundamentals of the crisis management elements of a risk management Program
ACE: Level: Vocational Certificate
ACE: Credit Hours: 2
CECs: 2

Course Objectives:
At the end of this course, participants will be able to:
Describe the mission and partners of the Dams Sector., Describe the steps for establishing a protective program., Identify the elements of the risk management model., Describe strategies for reducing risk., Identify the general categories of protective measures., Describe how protective measures relate to threat levels., Select potential protective measures to address a threat when given a scenario.

Prerequisite(s): Dams Sector: Crisis Management (IS0870.a), Dams Sector: Security Awareness (IS0871.a)

Primary Core Capability:
N/A - None

Mission Areas: Protect
Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: : http://training.fema.gov/is/courseoverview.aspx?code=IS-872.a
Workplace Security Awareness

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This course provides guidance to individuals and organizations on how to improve workplace security.
Selection Criteria: Staff at Critical Infrastructure and Key Resources (CIKR) locations

Course Objectives:
At the end of this course, participants will be able to:
Identify potential risks to workplace security., Describe measures for improving workplace security., Determine the actions to take in response to a security situation.

Primary Core Capability:
On-scene Security, Protection, and Law Enforcement

Secondary Core Capability(s): Risk Management for Protection Programs and Activities, Threats and Hazard Identification

Mission Areas: Protect, Respond, Mitigation

Discipline(s): Citizen/Community Volunteer

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: : http://training.fema.gov/is/courseoverview.aspx?code=IS-906
Active Shooter: What You Can Do

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Online/Distance Learning
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and otherwise populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. All employees can help prevent and prepare for potential active shooter situations. This course provides guidance to individuals, including managers and employees, so that they can prepare to respond to an active shooter situation. This course is not written for law enforcement officers but for non-law enforcement employees. The material may provide law enforcement officers information on recommended actions for non-law enforcement employees to take should they be confronted with an active shooter situation.

Selection Criteria: This course is available to anyone.

Course Objectives:
At the end of this course, participants will be able to:
Describe actions to take when confronted with an active shooter and responding law enforcement officials., Recognize potential workplace violence indicators., Describe actions to take to prevent and prepare for potential active shooter incidents., Describe how to manage the consequences of an active shooter incident.

Primary Core Capability:
N/A - None

Mission Areas: Protect

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-907
Emergency Management for Senior Officials

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This course introduces senior officials to the important role they play in emergency management. The responsibility for preparing for, responding to, and recovering from incidents, both natural and manmade, begins at the local level—with individuals and public officials in the county, city, or town affected by the incident. This course presents simple steps officials can take to become acquainted with their emergency management role, authorities, and team members. The course includes video presentations sharing lessons learned from officials of the city of Baton Rouge, East Baton Rouge Parish, Louisiana.

Selection Criteria: Senior officials, including mayors, city managers, and county managers

Course Objectives:
At the end of this course, participants will be able to:
- Identify the emergency management role assumed by senior officials, describe emergency management authorities.
- Identify emergency management team members.
- Describe the purpose of an emergency operations plan, state the importance of resource management, training, and exercises.
- Identify the role of the senior official during a crisis, and describe the importance of involving the whole community in preparedness.

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-908
Community members are the key to our Nation’s preparedness and resilience. As such, we need to:

- Support the development of prepared, vigilant, and engaged communities.
- Foster strategic partnerships among:
  - The private sector;
  - Non-governmental organizations;
  - Foundations;
  - Community-based organizations.

This course presents a model program for community preparedness. In addition, it includes 16 Preparedness Modules ranging from 20 to 90 minutes that can be delivered to community groups. The modules (available in English and Spanish) provide information and activities on:

- Creating a no-cost or low-cost disaster kit.
- Developing a communications plan.
- Establishing a personal support network.
- Planning for and practicing an evacuation.
- Staying safe when evacuation is not an option.
- Practicing your disaster plan.
- Identifying and reducing home hazards.
- Identifying and reducing fire risks.
- Using a fire extinguisher.
- Implementing simple risk-reduction (mitigation) measures.
- Protecting important items and documents.
- Taking care of pets and service animals during a disaster.
- Starting a “Stay Healthy” Kit and plan.
- Preparing for utility outages.
- Planning for recovery from disaster.
- Understanding emergency management and response roles and getting involved.

**CECs:** 1

**Course Objectives:**
At the end of this course, participants will be able to:
- Identify the definition of preparedness.
- Describe the role of individuals and households in preparedness.
- Identify community preparedness principles.
- Describe the purpose of community-based preparedness activities.
- Identify the steps for planning and conducting a community-based preparedness program.
- Identify resources for supporting community-based preparedness programs.

**Primary Core Capability:**
Planning

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-909](http://training.fema.gov/is/courseoverview.aspx?code=IS-909)
Retail Security Awareness: Understanding the Hidden Hazards

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This course will make persons involved in commercial retail operations aware of the actions they can take to identify and report suspicious purchases or thefts of products that actors could use in terrorist or other criminal activities. To achieve this goal, the course provides an overview of prevention steps aimed at identifying and monitoring high-risk inventory products and reporting suspicious activities to law enforcement agencies.

Selection Criteria: This course is available to anyone.

Course Objectives:
At the end of this course, participants will be able to:
Identify steps they can take to help prevent their inventory from being used to manufacture or deploy homemade explosives., Describe the importance of identifying and reporting suspicious purchases and activities in the retail sector., Specify additional actions they can take to protect their inventory from misuse or theft.

Primary Core Capability:
Physical Protective Measures

Secondary Core Capability(s): Intelligence and Information Sharing, Screening, Search, and Detection

Mission Areas: Prevent, Protect

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-912
Critical Infrastructure Security and Resilience: Achieving Results through Partnership and Collaboration

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 2.0
Duration (in Days): 0.0
Continuing Education Units:
General: .2

Course Description:
This course will make critical infrastructure employees and service providers aware of actions they can take to detect and report suspicious activities associated with hostile surveillance. To achieve this goal, the course provides an overview of surveillance activities and the indicators associated with them, as well as the actions that employees and service providers can take to report potential surveillance incidents.

Selection Criteria: The course is available to anyone.

Course Objectives:
At the end of this course, participants will be able to:
Explain the value of partnerships to infrastructure security and resilience.
Identify strategies to build successful critical infrastructure partnerships.
Describe methods to work effectively in a critical infrastructure partnership.
Identify processes and techniques used to sustain critical infrastructure partnerships.
Identify strategies and methods for achieving results through critical infrastructure partnerships.

Primary Core Capability:
Operational Coordination

Mission Areas: Common
Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-913.a
Surveillance Awareness: What You Can Do

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This course introduces the skills and tools to effectively achieve results for critical infrastructure protection and resilience through partnership and collaboration. The course provides an overview of the elements of and processes to develop and sustain successful critical infrastructure protection partnerships.

Selection Criteria: This course is available to anyone.

Course Objectives:
At the end of this course, participants will be able to:
Identify potential targets of adversarial surveillance., Describe the information obtained by surveillance that is of interest to adversaries., Recognize indicators of surveillance within the everyday environment., Identify actions that you can take to detect potential adversarial surveillance incidents., Describe the importance of identifying and reporting suspicious activities associated with adversarial surveillance., Specify actions you can take to report potential incidents of adversarial surveillance.

Primary Core Capability:
Screening, Search, and Detection

Mission Areas: Protect
Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-914
### Protecting Critical Infrastructure Against Insider Threats

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Online/Distance Learning  
**Course Level:** N/A  
**Duration (in Hours):** 1.0  
**Duration (in Days):** 0.0  

#### Continuing Education Units:  
General: .1

#### Course Description:  
This course provides guidance to critical infrastructure employees and service providers on how to identify and take action against insider threats to critical infrastructure.

#### Course Objectives:  
At the end of this course, participants will be able to:  
- Describe the threat that malicious insiders pose to critical infrastructure.  
- Identify common characteristics and indicators associated with malicious insiders.  
- Identify actions that can be taken against insider threats.

#### Primary Core Capability:  
Screening, Search, and Detection

#### Mission Areas:  
Protect

#### Discipline(s):  
Emergency Management

#### Course POC:  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

#### Course Schedule:  
[https://training.fema.gov/is/crslist.aspx](https://training.fema.gov/is/crslist.aspx)

#### Course Details Link:  
Critical Infrastructure Security: Theft and Diversion - What You Can Do

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This course introduces critical infrastructure personnel to the information they need and the resources available to them to identify threats and vulnerabilities to critical infrastructure from the theft and diversion of critical resources, raw materials, and products that can be used for criminal or terrorist activities. The course also identifies actions that participants can take to reduce or prevent theft and diversion.

Selection Criteria: This course is designed for critical infrastructure personnel who: are responsible for the storage, sale, or transfer of materials or technologies of value; work at sites where products or raw materials are susceptible to theft or diversion, such as facilities covered under the Chemical Facility Anti-Terrorism Standards regulations; and desire to heighten their awareness regarding theft or diversion vulnerabilities and countermeasures.

Course Objectives:
At the end of this course, participants will be able to:
Describe the threat that theft and diversion pose to critical infrastructure protection and resilience.,
Recognize which of your resources, raw materials, products, or technologies are vulnerable to theft and diversion., Identify commonly used theft and diversion methods and schemes.,
Recognize suspicious behaviors and activities associated with theft and diversion., Identify measures for protecting against theft and diversion.

Other Prerequisites:
Recommended: IS0906, Workplace Security Awareness

Primary Core Capability:
Physical Protective Measures

Secondary Core Capability(s): Infrastructure Systems, Screening, Search, and Detection

Mission Areas: Protect, Respond

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-916
Implementing Critical Infrastructure Security and Resilience and Critical Infrastructure Security and Resilience Toolkit

Training Provider: Emergency Management Institute  
Delivery Type: Online/Distance Learning  
Course Level: N/A  
Duration (in Hours): 3.0  
Duration (in Days): 0.0

Continuing Education Units:  
General: .3

Course Description:  
This course introduces those with critical infrastructure duties and responsibilities at the state, local, tribal, and territorial levels to the information they need and the resources available to them in the execution of the mission to secure and improve resilience in the Nation’s critical infrastructure.

Selection Criteria: This course is designed for all individuals with critical infrastructure protection responsibilities.

Course Objectives:  
At the end of this course, participants will be able to:
Summarize critical infrastructure responsibilities., Identify the range of critical infrastructure government and private-sector partners at the state, local, tribal, territorial, regional, and Federal levels., Describe processes for effective information sharing with critical infrastructure partners., Identify various methods for assessing and validating information.

Other Prerequisites:  
Recommended: Review of the National Infrastructure Protection Plan (NIPP) and Critical Infrastructure Support Annex to the National Response Framework (NRF) documents OR completion of the following Independent Study courses: IS0860.a, National Infrastructure Protection Plan and IS0821, Critical Infrastructure Support Annex.

Primary Core Capability:  
Risk Management for Protection Programs and Activities

Secondary Core Capability(s): Infrastructure Systems

Mission Areas: Prevent, Protect, Respond, Mitigation

Discipline(s): Emergency Management

Course POC:  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:  
https://training.fema.gov/is/crslist.aspx

Course Details Link:  
http://training.fema.gov/is/courseoverview.aspx?code=IS-921.a
Applications of GIS for Emergency Management

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
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.

Selection Criteria: This course is intended for Federal, state, local, and tribal emergency managers; state, local, and tribal GIS specialists responsible for risk assessment activities; regional personnel responsible for mitigation and response activities; other Federal agencies with a need to conduct risk assessment; and state, local, and tribal planners.

ACE: Level: Vocational Certificate
ACE: Credit Hours: 3
CECs: 3

Course Objectives:
At the end of this course, participants will be able to:
Describe the types of products that Geospatial Information Systems (GIS) can produce.
Explain the role that GIS plays in supporting emergency management through each mission area.
Understand the types of technology options that are currently available, and equip you with a list of questions and issues that you should consider when choosing the best solution for your organization.

Primary Core Capability:
Operational Coordination

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-922
Emergency Responder Health Monitoring and Surveillance: A Guide for Key Decision Makers

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Continuing Education Units:
General: .1

Course Description:
This course is a companion to the National Response Team Technical Assistance Document on Emergency Responder Health Monitoring and Surveillance (ERHMS). It provides a step-by-step summary of the components of the ERHMS system, its primary data requirements, primary recommendations, and key decision points, and it outlines the type of health and safety reports that the ERHMS system can provide to decision-makers.

Course Objectives:
At the end of this course, participants will be able to:
Pre-Deployment: Determine that each participating organization completes activities to ensure its emergency responders and volunteers have the required personal information, health screening data, and training. Ensure the data from these activities is made available to the ERHMS Unit.
Facilitate the procurement of any missing/absent data by direct survey of participating responders.
Deployment: Be certain the Incident Commander appoints an ERHMS Unit in charge of collecting and analyzing the responder safety and health data that is required by the ERHMS system.
Facilitate collaboration and sharing of data between this Unit and other key components of the Incident Command System (ICS) structure, such as Planning and Logistics and the Safety Officer.
Post-Deployment: Administer an out-processing assessment survey for all responders at or near the completion of their duties for the event. Ensure the ERHMS Unit will identify those responders or responder groups whose health would benefit from periodic tracking after the event, make recommendations regarding the most suitable method of tracking, and suggest an appropriate duration for health tracking.
Facilitate the compiling of an After-Action Report for ICS leadership that should be made available to all responder organizations involved, so they can benefit from these insights.

Primary Core Capability:
Public Health, Healthcare, and Emergency Medical Services

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-930
Continuing Education Units:
General: .2

Course Description:
The intent of this course is to provide a mechanism for DHS employees in all related disciplines who utilize radio communications systems to understand the operation of portable/mobile radios, the basics of how radio systems work, and the principles and concepts of interoperable communications (especially within the National Incident Management System). Additionally, this training will provide instruction on how to locate and properly use the DHS Common Interoperability Channels.

Selection Criteria: DHS operational component members who utilize a radio as part of their first-line or collateral duty.

ACE: Level: Vocational Certificate
ACE: Credit Hours: 2
CECs: 2

Course Objectives:
At the end of this course, participants will be able to:
- Explain the capabilities of land mobile radios and radio systems.
- Determine which interoperability channels are programmed into DHS radios.
- Locate interoperability channels on portable and mobile radios.
- Identify when and how to use interoperability channels in an operational environment.

Other Prerequisites:
While there are no prerequisite courses required for the DHS Radio Interoperability Training, prior participation in/completion of a radio communications familiarity training course conducted during basic training, or by the employee’s specific DHS component, is strongly encouraged. Recommended: ICS-100; ICS-200

Primary Core Capability:
Operational Communications

Secondary Core Capability(s): Interdiction and Disruption, On-scene Security, Protection, and Law Enforcement, Operational Coordination, Situational Assessment, Threats and Hazard Identification

Mission Areas: Protect, Respond, Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-951
Increased Cost of Compliance

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This course provides students with Increased Cost of Compliance (ICC) information to assist and guide policyholders through the mitigation claims process after a flood loss, while collaborating with the local community. Increased Cost of Compliance course provides an overview of ICC coverage and eligibility and takes the learner through the claims process to gain a better understanding of this important coverage benefit.

Selection Criteria: Insurance agents, adjustors, floodplain managers, building code officials, local government officials and property owners.

CEC’s: 1

Course Objectives:
At the end of this course, participants will be able to:
Discuss ICC coverage, eligibility requirements, and exclusions., Define BFE, FEMA-provided ABFE, and Best Available Data., Define substantial damage determination., Explain the four eligible ICC compliance activities (FRED)., Describe the steps a policyholder must take once the community has declared a building as substantially or repetitively damaged., Describe the steps a policyholder must take before ICC work can begin., State the timeframe for completing ICC work., Describe the steps the policyholder must take to obtain an ICC payment., Identify the documents that are necessary for ICC claim processing and payment., Identify the responsibilities of the team members who assist a policyholder through the ICC claim process.

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Community Resilience, Long-term Vulnerability Reduction

Mission Areas: Recover, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link:  http://training.fema.gov/courseoverview.aspx?code=IS-1100.a
Continuing Education Units:
General: .3

Course Description:
This course is intended to provide insurance agents an introduction to the National Flood Insurance Program (NFIP) and help them to gain an understanding of fundamental aspects of the program including general policy rules, regulations, flood map usage, proper rating methods and claims handling processes.
CECs: 3

Course Objectives:
At the end of this course, participants will be able to:
Apply knowledge of the National Flood Insurance Program in order to answer customer questions and resolve issues., Build an NFIP policy while taking the necessary community, building, coverage and rating options into consideration., Locate and use NFIP resources.

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Community Resilience

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/courseoverview.aspx?code=IS-1100.b
The Theory of Elevation Rating

Training Provider: Emergency Management Institute  
Delivery Type: Online/Distance Learning

Continuing Education Units:  
General: .3

Course Description:  
This course is to guide insurance professionals, particularly agents, through the steps to properly determine the Lowest Floor Elevation for Post-FIRM Buildings in A or V zones as shown on the FEMA Elevation Certificate. Due to BW-12 legislation and HFIAA-14, elevation certificates play a more crucial role in determining a policyholder’s premium rate.

Selection Criteria: The primary audience for this course is property and casualty insurance agents who are rating buildings and selling flood insurance.

CEC’s: 2

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

Determine when an Elevation Certificate is necessary to properly rate a flood insurance policy.,

Describe the characteristics of, and differences between an A Zone and a V Zone., List the steps for accurately identifying the lowest floor in a building for rating purposes using the Elevation Certificate., Follow the basic steps for elevation rating., Determine when a building should be considered a “submit for rate”., Determine the lowest floor for rating for several types of non-elevated buildings using Elevation Certificate Building Diagrams 1 through 4., Determine the lowest floor for rating for several types of elevated buildings using Elevation Certificate Building Diagrams 5 through 9., Explain how rating in V Zones is different that rating in A Zones., Describe the NFIP requirements for proper flood openings and how proper floor openings affect rating., Describe how insect screening, lattice, or slats affect insurance rates., Describe how machinery and equipment affect insurance rates., Describe options for reducing NFIP flood insurance premiums., Locate online resources related to elevation ratings.

Other Prerequisites:  
Recommended: IS1101, Basic Agent Tutorial and IS1105, EC Made Easy: Elevation Certificate Overview

Primary Core Capability:  
Long-term Vulnerability Reduction

Secondary Core Capability(s): Community Resilience

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:  
https://training.fema.gov/is/crslist.aspx

**Elevation Certificate for Surveyors**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 2.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .2

**Course Description:**  
This course provides an in-depth look at the Elevation Certificate (EC) along with relevant resources to answer your questions. This is a four-lesson series for surveyors on how to accurately and thoroughly complete the EC, which helps agents determine the proper flood insurance premium rate. Properly completed ECs also aid local floodplain administrators in determining how high to elevate buildings located in the Special Flood Hazard Area to reduce flood risk.

**Selection Criteria:** The primary audience for this course is Land Surveyors and other licensed professionals who may be retained to produce an FEMA NFIP elevation certificate. The secondary audience for this course is floodplain management professionals.

**CECs:** 2

**Course Objectives:**  
At the end of this course, participants will be able to:  
Complete a basic FEMA Elevation Certificate. Describe the documents used to support the Elevation Certificate. Identify the Elevation Certificate's key components. Recognize the resources used in conjunction with the Elevation Certificate.

**Other Prerequisites:**  
Recommended: IS1105, Elevation Certificate Made Easy (EC Made EZ); and IS1102, The Theory of Elevation Rating

**Primary Core Capability:**  
Threats and Hazard Identification

**Secondary Core Capability(s):** Community Resilience, Long-term Vulnerability Reduction

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: independent.study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:**  
NFIP Claims Review for Adjusters

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 5.0
Duration (in Days): 0.0

Continuing Education Units:
General: .5

Course Description:
New and experienced adjusters seeking the necessary knowledge and skill to adjust claims for the NFIP will find Claims Review for Adjusters essential for adjusting NFIP claims. This course defines the role, standards and necessary requirements to adjust claims within the NFIP. In addition, it offers an overview of the Standard Flood Insurance Policy through a step by step outline of the similarities and contrasts found in the Dwelling Form, General Property Form, and the Residential Condominium Building Association Policy. With a focus on providing excellent customer service, this course also identifies common errors and adjustment issues where special attention is needed to ensure a high level of quality in the claims settlement process.

Selection Criteria: Independent claims adjusters who want to become "NFIP Certified Adjusters" or maintain their "NFIP Certified Adjuster" status.

CECs: 5

Course Objectives:
At the end of this course, participants will be able to:
- Review Policy Form.

Primary Core Capability:
Infrastructure Systems

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

## EC Made Easy: Elevation Certificate Overview

<table>
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<tr>
<th>Training Provider:</th>
<th>Emergency Management Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Type:</td>
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<tr>
<td>Course Level:</td>
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<tr>
<td>Duration (in Hours)</td>
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<td>Duration (in Days)</td>
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</table>

### Continuing Education Units:
General: .2

### Course Description:
This course provides a basic overview of the FEMA Elevation Certificate (FEMA Form 086-033, expires July 31, 2015)

Selection Criteria: Property and casualty insurance agents, professional engineers and surveyors, financial institutions, floodplain management professionals, flood determination companies, flood claims adjusters, community officials and property owners

CECs: 2

### Course Objectives:
At the end of this course, participants will be able to:
- Describe the purpose of the FEMA Elevation Certificate,
- Detail how to obtain a FEMA Elevation Certificate,
- Locate a professional to complete or update a FEMA Elevation Certificate,
- Complete the FEMA Elevation Certificate,
- Interpret a completed FEMA Elevation Certificate,
- Locate a copy of a completed FEMA Elevation Certificate.

### Primary Core Capability:
Long-term Vulnerability Reduction

### Secondary Core Capability(s):
Community Resilience, Threats and Hazard Identification

### Mission Areas:
Mitigation

### Discipline(s):
Emergency Management

### Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

### Course Schedule:
https://training.fema.gov/is/crslist.aspx

### Course Details Link:
**FEMA Mapping Changes**

**Training Provider:** Emergency Management Institute  
**Delivery Type:** Online/Distance Learning  
**Course Level:** N/A  
**Duration (in Hours):** 1.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .1

**Course Description:**  
This interactive course provides a practical look at how changes to FEMA flood maps affect property owners, insurance agents, lending institutions and others. FEMA Mapping Changes explores the impact of map changes through a series of self-guided interactive exercises designed to assist learners with how to navigate through mapping changes as they occur.

**Selection Criteria:** Insurance agents, property owners, floodplain managers, planners and other local officials who are assisting property owners with flood map changes or determinations.

**CECs:** 1

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Recognize three ways in which FEMA flood maps have evolved and understand an overview of the four-step mapping process,  
- Identify at least three resources for locating flood maps and affiliated materials,  
- Cite the benefits of updated flood maps and recount the basic impacts of new flood maps,  
- Point out key implementation issues that revised flood maps produce for both insurance agents and the lending community,  
- Specify at least three procedures that can be used to challenge flood maps or flood zone determinations

**Other Prerequisites:**  
Recommended: IS1101, Basic Agent Tutorial

**Primary Core Capability:**  
Long-term Vulnerability Reduction

**Secondary Core Capability(s):** Community Resilience, Planning, Threats and Hazard Identification

**Mission Areas:** Mitigation

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: independent.study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx
Adjuster-Customer Service

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
A flood might be one of the most traumatic events a person can experience. As one of the first people to interact with the policyholder after a flood, you, the adjuster, play a critical role in representing the National Flood Insurance Program. A customer-centric focus can result in claims being closed faster, with fewer appeals, and happier policyholders.

Selection Criteria: Claims adjusters (new and certified)
CECs: 3

Course Objectives:
At the end of this course, participants will be able to:
Create and maintain customer-centric focus during every policyholder interaction., Build rapport using empathy, sincerity, likeability, integrity, and friendliness., Respond to and communicate effectively with policyholders., Project a professional image by being respectful, prepared, having a game-plan, and knowing the program.

Other Prerequisites:
Recommended: IS1112, Introduction to Flood Claims

Primary Core Capability:
N/A - Training and Education

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Insuring Condominiums

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This course reviews the different ways that condominiums can be written in the NFIP and what makes condominiums unique - in other words, what sets them apart from other building types that are written in the National Flood Insurance Program. Rich Slevin of NFIP Training will lead you through a series of video segments covering topics relevant to condominiums in the NFIP. Knowledge checks following the segments help you check your understanding and reinforce the subject matter.

Selection Criteria: NFIP insurance agents
CECs: 1

Course Objectives:
At the end of this course, participants will be able to:
Define condominium according to the NFIP., Identify the different ways condominiums are written using the three Standard Flood Insurance Policy (SFIP) coverage forms., Explain the methods used for rating low-rise and high-rise condominium buildings., Recognize the coverage differences and distinct loss settlement procedures for condominiums insured under the RCBAP, Dwelling, and General Property Forms.

Other Prerequisites:
Recommended: IS1101, Basic Agent Tutorial

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Community Resilience

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/courseoverview.aspx?code=IS-1108
Understanding Basement Coverage

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Duration (in Hours): 1.0
Duration (in Days): 0.0
Course Level: N/A
Continuing Education Units:
General: .1

Course Description:
This course reviews key characteristics of basement buildings and discusses covered and non-covered building and personal property items located in basement buildings. The final section concludes with special adjustment issues.

Selection Criteria: Flood claims adjusters employed by a claims adjusting company, insurance companies that write NFIP flood insurance (WYO), or contracted to work through other adjusting companies, salvors, engineers, architects, building code officials, floodplain managers, local officials and the general public
CECs: 1

Course Objectives:
At the end of this course, participants will be able to:
Identify characteristics of a basement, Distinguish between covered and non-covered building and personal property items in basements, Identify special adjusting issues related to a basement claim, Explain coverage limitations associated with basements and document accordingly

Other Prerequisites:
Recommended: IS1102, The Theory of Elevation Rating; IS1107, Adjuster-Customer Service; IS1112, Introduction to Flood Claims

Primary Core Capability:
N/A - None

Mission Areas: Recover, Mitigation
Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx
Writing Commercial Exposures

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This course provides an introduction to commercial exposures and how they are insured within the National Flood Insurance Program (NFIP).
Selection Criteria: Property and casualty agents
CECs: 1

Course Objectives:
At the end of this course, participants will be able to:
Identify commercial exposures., Understand eligibility requirements for commercial buildings.,
Become familiar with how losses are settled for commercial buildings., Explain special considerations such as homeowner’s associations and tenant’s coverage., Provide better client consultation on NFIP commercial exposures.

Other Prerequisites:
Recommended: IS1101, Basic Agent Tutorial

Primary Core Capability:
Long-term Vulnerability Reduction

Secondary Core Capability(s): Community Resilience

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/courseoverview.aspx?code=IS-1110
Introduction to Commercial Claims

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This course provides an introduction to commercial claims. It covers small and large commercial claims, certification requirements and adjuster authority, the General Property Form, NFIP documentation requirements, and adjustment standards and requirements. Then case studies are used for the students to apply the information discussed.

Selection Criteria: Insurance agents, adjusters, floodplain managers, building code officials, local government officials and property owners.

CECs: 1

Course Objectives:
At the end of this course, participants will be able to:
Understand the difference between a small commercial claim and a large commercial claim.,
Recognize the certification requirements and knowledge base required for commercial claims adjusters with emphasis on adjuster authority to make recommendations., Discuss the coverage provided by the General Property Form., Explain NFIP documentation requirements., Understand the adjustment standards and requirements involved in commercial claims., Apply key learning's to case studies involving policy limits and estimating the reserve.

Other Prerequisites:
Recommended: IS1112, Introduction to Flood Claims; IS1107, Adjuster Customer Service; and IS1104, NFIP Claims Review for Adjusters

Primary Core Capability:
N/A - Training and Education

Mission Areas: Mitigation
Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/courseoverview.aspx?code=IS-1111
Introduction to Flood Claims

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
During an active storm season, NFIP flood-certified adjusters can be in high demand to assist property owners with claims that meet the general condition of flood. This course is designed to introduce adjusters to the National Flood Insurance Program (NFIP). The first lesson reviews the necessary qualifications and process to become a flood adjuster and the resources available to help adjusters learn what they need to know to become flood certified. The second lesson discusses the history and organization of the NFIP, provides an overview of the Standard Flood Insurance Policy (SFIP) and use of its three forms, and defines key terms and concepts that flood claims adjusters must know in order to accurately handle flood claims.

Selection Criteria: Insurance adjusters (new and certified)
CECs: 2

Course Objectives:
At the end of this course, participants will be able to:
- Describe the NFIP Adjuster Database and the entities that use flood certified adjusters.
- Describe the necessary qualifications of a flood certified adjuster.
- Explain the process for becoming a flood certified adjuster.
- Discuss the five areas of authorization for an adjuster.
- Identify adjuster resources and links to FEMA resource pages.
- Discuss the history and organization of the NFIP.
- Define key NFIP terms: participating community, pre-FIRM and post-FIRM, flood, mudflow, and SFHAs and non-SFHAs.
- Differentiate between residential and non-residential buildings as relevant to the SFIP.
- Explain replacement cost loss settlement criteria.
- Explain what each of the SFIP forms covers.
- Define key building definitions: elevated building, enclosure, breakaway wall, and basement.

Primary Core Capability:
N/A - Training and Education

Secondary Core Capability(s): Community Resilience, N/A - Training and Education

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link:  http://training.fema.gov/courseoverview.aspx?code=IS-1112
Coastal Barrier Resources Act

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 1.0
Duration (in Days): 0.0

Continuing Education Units:
General: .1

Course Description:
This course is designed to assist insurance agents with their understanding of the Coastal Barrier Resources System (CBRS) and Otherwise Protected Areas (OPAs). Agents must correctly identify buildings located in or near these protected areas to determine eligibility for flood insurance. In this course, we will review flood zones affected by the Act, describe the designation process, and discuss building eligibility in these designated areas on the NFIP flood insurance rate map.

Selection Criteria: Insurance agents, engineers, surveyors, planners, floodplain managers, building code officials and local officials who desire more information about Coastal Barrier Resources System (CBRS) and Otherwise Protected Areas (OPAs) on the Flood Insurance Rate Map.
CCEs: 1

Course Objectives:
At the end of this course, participants will be able to:
Recognize Coastal Barrier Resources System (CBRS) and Otherwise Protected Areas (OPAs) on the Flood Insurance Rate Map (FIRM).
Locate the CBRS and OPA designation dates.
Utilize the CBRS mapper.
Find the date of construction for a building.
Determine building eligibility for NFIP flood insurance.
Assist property owners with buildings in or near a CBRS boundary.

Primary Core Capability:
Environmental Response/Health and Safety

Mission Areas: Mitigation
Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/courseoverview.aspx?code=IS-1113
Damage Assessment Operations Training

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 4.0
Duration (in Days): 0.0

Continuing Education Units:
General: .4

Course Description:
This course will equip participants to conduct damage assessment in accordance with the Damage Assessment Operations Manual: A Guide to Assessing Damage and Impact. Flexible Delivery materials will take approximately 8-10 hours to deliver. Instructors should leave 2 hours for personnel to take the online version of the test to receive credit.
Selection Criteria: This course is designed for anyone who may be involved in damage assessment as a team member, team lead, or coordinator. The target audience includes Federal, state, local, tribal, and territorial representatives from a wide range of job positions and responsibilities.

Course Objectives:
At the end of this course, participants will be able to:
Describe the relationship between damage assessment and Federal disaster assistance.,
Describe roles, responsibilities, and activities during each phase of the damage assessment.,
Prepare to conduct damage assessment.,
Conduct damage assessment for Individual Assistance (IA) and Public Assistance (PA).,
Evaluate damage and impact to the community.

Primary Core Capability:
Situational Assessment

Secondary Core Capability(s): Intelligence and Information Sharing, Planning, Risk and Disaster Resilience Assessment, Situational Assessment

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: https://training.fema.gov/is/courseoverview.aspx?code=IS-1160
**Introduction to the Interagency Security Committee (ISC)**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 0.45  
**Duration (in Days):** 0.0  

**Continuing Education Units:**  
General: .1  

**Course Description:**  
This is the first course in the Interagency Security Committee (ISC) web-based training series. This course provides an overview of the history of the ISC, its mission and organization, and a basic outline of the ISC Risk Management Process (RMP).

**Course Objectives:**  
At the end of this course, participants will be able to:  
Describe the history, vision, and mission of the ISC. Describe how the ISC is organized. Identify the Risk Management Process Standard.  

**Primary Core Capability:**  
Planning  

**Mission Areas:** Protect  

**Discipline(s):** Emergency Management  

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: independent.study@fema.dhs.gov  

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx  

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=IS-1170](http://training.fema.gov/is/courseoverview.aspx?code=IS-1170)
Overview of Interagency Security Committee (ISC) Publications

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 0.5
Duration (in Days): 0.0

General: .1

Course Description:
This is the second course in the Interagency Security Committee (ISC) web-based training series. This course provides an overview of ISC facility security standards and policies and other documents that support the Risk Management Process (RMP).

Selection Criteria: This course is available to anyone.

Course Objectives:
At the end of this course, participants will be able to:
Identify and describe the principles outlined in the publication “Risk Management Process for Federal Facilities: An Interagency Security Committee Standard” and associated appendices.,
Identify and describe the principles outlined in other relevant ISC standards and policies., Identify and describe other ISC documents and how they support the Risk Management Process (RMP).

Other Prerequisites:
Recommended: IS1170, Introduction to the Interagency Security Committee (ISC)

Primary Core Capability:
Planning

Mission Areas: Protect

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training/fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-1171

Training Provider: Emergency Management Institute  
Course Level: N/A  
Delivery Type: Online/Distance Learning  
Duration (in Hours): 1.0  
Duration (in Days): 0.0

Continuing Education Units:  
General: .1

Course Description:  
This is the third course in the Interagency Security Committee (ISC) web-based training series. The purpose of this course is to provide Federal personnel with responsibilities for security-related policies, programs, projects, and/or operations for their department or agency an overview of the process to determine the Facility Security Level (FSL) for a Federal facility.

Selection Criteria: This course is available to anyone.

Course Objectives:  
At the end of this course, participants will be able to:
Describe how the Facility Security Level (FSL) supports the Interagency Security Committee (ISC) Risk Management Process (RMP), Identify who is responsible for the final FSL determination., Identify when an FSL determination is required., Identify five factors used to determine an FSL., Explain intangible adjustments.

Other Prerequisites:  
Recommended: IS1170, Introduction to the Interagency Security Committee; and IS1171, Overview of ISC Publications

Primary Core Capability:  
Planning

Mission Areas: Protect

Discipline(s): Emergency Management

Course POC:  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:  
https://training.fema.gov/is/crslist.aspx

Course Details Link: : [http://training.fema.gov/is/courseoverview.aspx?code=is-1172](http://training.fema.gov/is/courseoverview.aspx?code=is-1172)
Levels of Protection (LOP) and Application of the Design-Basis Threat (DBT) Report

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Continuing Education Units:
General: .1

Course Description:
The purpose of this For Official Use Only course is to provide Federal personnel with responsibilities for security-related policies, programs, projects, and/or operations for their department or agency an overview of the process to determine the Facility Security Level (FSL) for a Federal facility.
Selection Criteria: This course is available to anyone.

Course Objectives:
At the end of this course, participants will be able to:
- Explain how the Facility Security Level (FSL) determines the baseline Level of Protection (LOP).
- Explain the risk assessment methodology.
- Define the five levels of protection identified in the Risk Management Process.
- Describe the elements of each undesirable event.
- Define levels of protection.
- Define risk acceptance and the necessary documentation.

Other Prerequisites:

Primary Core Capability:
Risk Management for Protection Programs and Activities

Mission Areas: Protect

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=is-1173
**Facility Security Committees**

Training Provider: Emergency Management Institute  
Delivery Type: Online/Distance Learning

Course Level: N/A  
Duration (in Hours): 1.25  
Duration (in Days): 0.0

Continuing Education Units:  
General: .1

**Course Description:**  
The purpose of this course is to provide Federal personnel with an overview of Facility Security Committees (FSCs), including: their members, their roles and responsibilities, and policies and procedures for FSC operations and decision-making.  
Selection Criteria: This course is open to anyone.

**Course Objectives:**  
At the end of this course, participants will be able to:  
Define a Facility Security Committee (FSC), Identify FSC member roles and responsibilities.,  
Explain the FSC business, funding, and decision processes., Explain the FSC voting process.,  
Define risk acceptance and explain necessary documentation.,  
Describe Interagency Security Committee (ISC) resources and training available to assist an FSC.

**Other Prerequisites:**  

**Primary Core Capability:**  
Operational Coordination

**Mission Areas:** Common

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: independent.study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** http://training.fema.gov/is/courseoverview.aspx?code=IS-1174
**TERT Team Leader Course**

Training Provider: Emergency Management Institute  
Delivery Type: Online/Distance Learning  
Course Level: N/A  
Duration (in Hours): 4.0  
Duration (in Days): 0.0

**Continuing Education Units:**
General: .4

**Course Description:**
This online course is intended to provide guidance to first line supervisors of 9-1-1 operators, call takers, and dispatchers on what to expect when being deployed to a disaster site.

Selection Criteria: First line supervisor of emergency management communications personnel.

ACE: Level: Vocational Certificate  
ACE: Credit Hours: 4  
CECs: 4

**Course Objectives:**
At the end of this course, participants will be able to:
- Clarify roles and responsibilities.
- Improve teams and coordination.
- Improve operational coordination.
- Improve operational communications.

Prerequisite(s): An Introduction to the Incident Command System, ICS 100 (IS0100.c), Telecommunicators Emergency Response Taskforce Basic Course (IS0144), An Introduction to the National Incident Management System (IS0700.b), National Response Framework, An Introduction (IS0800.c)

**Primary Core Capability:**
Operational Communications

**Secondary Core Capability(s):** Community Resilience, Operational Coordination, Situational Assessment

**Mission Areas:** Respond

**Discipline(s):** Emergency Management

**Course POC:**
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: independent.study@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/is/crslist.aspx
National Preparedness Goal and System Overview

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning
Course Level: N/A
Duration (in Hours): 2.0
Duration (in Days): 0.0

Continuing Education Units:
General: .2

Course Description:
This course provides an overview of the National Preparedness Goal and the National Preparedness System. The foundation of this course is the National Preparedness Goal which identifies the Nation’s core capabilities required for executing the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery. This course also focuses on the National Preparedness System that builds on current efforts, many of which are based on the Post-Katrina Emergency Management Reform Act and other statutes. Implementing the National Preparedness System allows our Nation to work together to prepare for and address any threat or hazard. The goal of this course is to familiarize participants with the National Preparedness Goal and the six main components of the National Preparedness System.

Selection Criteria: Individuals with emergency management responsibilities including prevention, protection, mitigation, response, and recovery.

Course Objectives:
At the end of this course, participants will be able to:
Explain the core capabilities within the context of the National Preparedness Goal., Discuss the National Preparedness System.

Primary Core Capability:
Community Resilience

Secondary Core Capability(s): Planning

Mission Areas: Respond, Mitigation

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: : http://training.fema.gov/is/courseoverview.aspx?code=is-1200
Introduction to FEMA Operational Planning

Training Provider: Emergency Management Institute  
Delivery Type: Online/Distance Learning  
Course Level: N/A  
Duration (in Hours): 4.0  
Duration (in Days): 0.0

Continuing Education Units:
General: .4

Course Description:
This course offers training in the fundamentals of how FEMA conducts operational planning activities. The goal of this training is to maximize planning interoperability within FEMA and the national and regional interagency and to ensure proper coordination with the state, local, and tribal planners.

Course Objectives:
At the end of this course, participants will be able to:
- Explain the purpose of planning and how the FOPM is organized.
- Explain that crisis action planning does not differ from deliberate planning in any way except for the environment in which it occurs.
- Identify and engage all appropriate entities that can contribute to the plan or who will be affected by or will use the finished plan.
- Conduct research and informational analysis and identify critical facts and assumptions to gain and maintain a common situational understanding.
- Use their common situational understanding to envision a desired end state and identify operational approaches to realize that end state.
- Develop and compare solutions in the form of Courses of Action (COAs).
- Write a deliberate plan using a FEMA standard format and use the FEMA criteria for assessing the quality of a draft plan in order to get a FEMA operational plan approved and to disseminate a FEMA operational plan.
- Conduct a training and exercise schedule, an implementation schedule, and a maintenance schedule to inform the response community of how to use the plan.
- Adapt deliberate plans to meet crisis action planning needs.
- Summarize the FEMA operational planning process.

Prerequisite(s): An Introduction to the Incident Command System, ICS 100 (IS0100.c), Incident Command System for Single Resources and Initial Action Incidents (IS0200.b), Emergency Planning (IS0235.b)

Primary Core Capability:
Planning


Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link:  https://training.fema.gov/is/courseoverview.aspx?code=IS-2002
**National Prevention Framework, an Introduction**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Online/Distance Learning  
**Duration (in Hours):** 2.0  
**Duration (in Days):** 0.0

**Continuing Education Units:**  
General: .2

**Course Description:**  
The course introduces participants to the concepts and principles of the National Prevention Framework. The goal of this course is to familiarize participants with the National Prevention Framework which provides guidance for all levels of government, private and nonprofit-sector partners, and individuals to prevent, avoid, or stop a threatened or actual act of terrorism.  

**Selection Criteria:** Government executives, private-sector and nongovernmental organization (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 prevention.  

All levels of government, the private and nonprofit sectors, and individuals that play a role in preventing terrorism.

**Course Objectives:**  
At the end of this course, participants will be able to:  
Describe how the National Prevention Framework is applied to help prevent terrorist threats.,  
Describe the purpose, scope, organization, and underlying doctrine of the National Prevention Framework.,  
Describe the roles and responsibilities of prevention partners.,  
Describe the core capabilities for prevention and actions required to deliver those capabilities.,  
Describe the coordinating structures and operational planning used to support prevention.

**Primary Core Capability:**  
Operational Coordination

**Mission Areas:** Prevent

**Discipline(s):** Emergency Management

**Course POC:**  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: independent.study@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/is/crslist.aspx

**Course Details Link:** [http://training.fema.gov/is/courseoverview.aspx?code=is-2500](http://training.fema.gov/is/courseoverview.aspx?code=is-2500)
National Protection Framework, An Introduction

Training Provider: Emergency Management Institute
Course Level: N/A
Delivery Type: Online/Distance Learning
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
This course introduces participants to the concepts and principles of the National Protection Framework. The goal of this course is to familiarize participants with the National Protection Framework, which describes the way that the whole community safeguards against acts of terrorism, natural disasters, and other threats or hazards.

Selection Criteria: This course is intended for government executives, private-sector and nongovernmental organization (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 protection.

Course Objectives:
At the end of this course, participants will be able to:
Describe how the National Protection Framework is applied to help protect our Nation from acts of terrorism and other threats or hazards., Describe the purpose, scope, organization, and underlying doctrine of the National Protection Framework., Describe the roles and responsibilities of Protection partners., Describe the core capabilities for Protection and actions required to deliver those capabilities., Describe the coordinating structures used to support Protection.

Primary Core Capability:
Operational Coordination

Mission Areas: Protect
Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Phone: 301-447-1200
POC Email: independent.study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: : http://training.fema.gov/is/courseoverview.aspx?code=is-2600
National Mitigation Framework, An Introduction  

Training Provider: Emergency Management Institute  
Delivery Type: Online/Distance Learning  
Course Level: N/A  
Duration (in Hours): 3.0  
Duration (in Days): 0.0  

Continuing Education Units:  
General: .4  

Course Description:  
This course introduces participants to the concepts and principles of the National Mitigation Framework. The goal of this course is to familiarize participants with the National Mitigation Framework, which outlines how the nation can expand its commitment to mitigation and strengthen resilience.  
Selection Criteria: Government executives, private-sector and nongovernmental organization (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 mitigation.  

Course Objectives:  
At the end of this course, participants will be able to:  
Describe how the National Mitigation Framework is applied to meet the challenge of building a society that is robust, adaptable and has the capacity for rapid recovery., Describe the purpose, scope, organization, and underlying doctrine of the National Mitigation Framework., Describe the roles and responsibilities of Mitigation partners., Describe the core capabilities for Mitigation and actions required to deliver those capabilities., Describe the coordinating structures used to support Mitigation.  

Primary Core Capability:  
Operational Coordination  

Mission Areas: Mitigation  

Discipline(s): Emergency Management  

Course POC:  
Independent Study Program Office  
POC Work Phone: 301-447-1200  
POC Work Email: independent.study@fema.dhs.gov  

Course Schedule:  
https://training.fema.gov/is/crslist.aspx  

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=is-2700
National Disaster Recovery Framework (NDRF) Overview

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 3.0
Duration (in Days): 0.0

Continuing Education Units:
General: .3

Course Description:
The National Disaster Recovery Framework (NDRF), developed in conformance with Presidential Policy Directive-8, outlines the basis for a national approach to disaster recovery. The NDRF defines how we will work together to best meet the needs of individuals, families, communities and states in their ongoing efforts to prevent, protect, mitigate, respond to and recover from any disaster event.

Selection Criteria: This course is available to anyone.
CECs: 3

Course Objectives:
At the end of this course, participants will be able to:
Describe why the NDRF was developed and its purpose., Describe the timelines and associated recovery elements in the NDRF Recovery Continuum., Describe each of the NDRF’s eight Guiding Principles., Describe how each of the NDRF’s Guiding Principles applies to disaster recovery., Describe recovery success factors., Describe the respective recovery roles and responsibilities of different stakeholders among different sectors of the community., Describe the NDRF’s Planning Principles., Describe local, state, tribal, and Federal recovery leadership roles and responsibilities., Define the term Recovery Support Function (RSF)., Describe the mission of the RSFs., Explain how the RSF structure is flexible to meet different levels of post-disaster needs.

Primary Core Capability:
Planning

Secondary Core Capability(s): Community Resilience, Economic Recovery, Housing, Natural and Cultural Resources, Operational Coordination, Public Information and Warning

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
Independent Study Program Office
POC Work Phone: 301-447-1200
POC Work Email: Independent.Study@fema.dhs.gov

Course Schedule:
https://training.fema.gov/is/crslist.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-2900.a
Course Description:
Candidates will have ONE YEAR to complete a full exercise package, either full-scale or functional (no TTX), and present their exercise to a review board of SME’s. This will be conducted virtually, via VTC, FaceTime or Adobe Connect. Candidates should also include a video highlighting clips of their exercise being conducted.

Selection Criteria: The participant must have status as a current MEPP Candidate by completing E0132 and E0133.

ACE: Credit Hours: 1
ACE: Curriculum: Emergency Management

Course Objectives:
At the end of this course, participants will be able to:
Submit a full exercise package for review, receive a grade, and complete the program, receiving a "Master Exercise Practitioner" certificate.

Prerequisite(s): Exercise Foundations, Program Management, Design and Development (E0132), Exercise Conduct, Evaluation and Improvement Planning (E0133)

Primary Core Capability:
N/A - Exercises

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Homeland Security Exercise and Evaluation Program (HSEEP) Training Course

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 16.0
Duration (in Days): 0.0

Continuing Education Units:
General: 1.6

Course Description:
This is an intermediate-level course designed to describe the core principles and processes of HSEEP, its standardized methodology, available resources, and practical skill development, which will assist in developing an HSEEP consistent exercise program.

Selection Criteria: The target audience for this training are those involved in planning, program management, design and development, conduct, evaluation, and improvement planning of HSEEP consistent exercises.

Course Objectives:
At the end of this course, participants will be able to:
Understand the role of HSEEP in National Preparedness, and how HSEEP exercise principles and methodology support efforts across the whole community to improve our national capacity to build, sustain, and deliver core capabilities.

Prerequisite(s): An Introduction to Exercises (IS0120.c)

Other Prerequisites: Recommended: IS0130, Exercise Evaluation and Improvement Planning

Primary Core Capability:
N/A - Exercises

Mission Areas: Common
Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx

Course Details Link: http://training.fema.gov/is/courseoverview.aspx?code=IS-1.a
Introduction to Instructional Design Methods

Training Provider: Emergency Management Institute
Delivery Type: Online/Distance Learning

Course Level: N/A
Duration (in Hours): 24.0
Duration (in Days): 0.0

Continuing Education Units:
General: 2.4

Course Description:
This course provides participants an introduction to methods and theories used to develop and evaluate a training program effectively. Key topics include conducting a Performance and Needs Analysis, designing and developing courses, and evaluating a training program.

Selection Criteria: The primary audience for this course is composed of individuals assigned to curriculum design and development duties or positions.

ACE: Level: Upper Division
ACE: Credit Hours: 2
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Describe Instructional Design and explain the component parts of the Analysis, Design, Development, Implementation, and Evaluation (ADDIE) Model and how they relate to each other., Analyze performance problems and training needs., Using the job aids provided, discuss the appropriate interventions., Explain the components of a Plan of Instruction (POI)., Evaluate POIs., Identify components of the training development process., Evaluate course materials., List the components that make up implementation of training., Explain the application of effective training evaluation., Describe how to manage classroom interactions., Discuss the importance of identifying training liabilities during the ADDIE process.

Primary Core Capability:
N/A - None

Mission Areas: Common
Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**Dam Security and Protection Technical Seminar**

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident  
**Duration (in Hours):** 12.0  
**Duration (in Days):** 2.0

**Continuing Education Units:**  
General: 1.2

**Course Description:**  
This seminar presents information on the fundamental aspects of security and protection concepts for dams and waterways, and how these can have a substantial impact on the severity of consequences, or even prevent an incident from occurring entirely. This seminar provides a foundation for effective security and protection programs and is designed to be practical and provide adequate support for implementation of learned objectives outside the classroom. Selection Criteria: The audience for this course is limited to dam owners, professional staff of dam safety and security programs, and emergency managers at the Federal, state, local, tribal, and territorial levels, as well as dam safety, dam security, and incident management personnel from the private sector. CECs: 12

**Course Objectives:**  
At the end of this course, participants will be able to:  
Discuss the purpose of risk assessment methodologies and results., Identify potential threats to the Dams Sector., Describe security programs and protective measures applicable to dams, levees, hydropower plants, and related critical infrastructure., Describe steps in designing and implementing a crisis management program., Describe the basic foundation of cybersecurity., Define risk., Identify threat, vulnerability, and consequence as elements of risk., Discuss the purpose of risk assessment results., Describe techniques and references for enhancing security awareness for individuals and organizations., Describe the characteristics of the Incident Command System., Describe available tools for designing and conducting activities.

**Primary Core Capability:**  
Risk and Disaster Resilience Assessment  
**Secondary Core Capability(s):** Risk Management for Protection Programs and Activities  
**Mission Areas:** Common  
**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
**Consequences of Dam Failure**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident

**Duration (in Hours):** 16.0

**Duration (in Days):** 2.0

**Course Description:**
This course provides dam owners, emergency managers, and other relevant stakeholders with information needed to define and estimate consequences for dam failure scenarios. The course will provide participants with an overview and description of current consequence estimation methodologies, including information on the technical capability and resource requirements for each.

The course will highlight the importance of defining dam failure scenarios and assessing consequences through the presentation of case studies. The full range of social, institutional, and environmental consequences will be addressed during the course, including focus on direct and indirect economic consequences and loss-of-life estimation. Specific instructions and detailed examples for computing economic and loss-of-life consequences will be provided for some of the more commonly used procedures and methodologies. Participants will be provided with the concepts of how consequence assessment is an important part of risk management strategies, how to establish initial priorities using consequence data, and how consequence estimation plays an important role in emergency preparedness efforts.

**Selection Criteria:** The audience for this course is limited to dam owners, professional staff of dam safety and security programs, and emergency managers at the Federal, state, local, tribal, and territorial levels, as well as dam safety, dam security, and incident management personnel from the private sector.

**ACE: Level:** Vocational Certificate

**ACE: Credit Hours:** 4

**CECs:** 12

**Course Objectives:**
At the end of this course, participants will be able to:
- Describe how potential consequences can be estimated.
- Describe the potential economic consequences of dam failure.
- Assess other consequences of dam failure, including social, institutional, and environmental consequences and identify other costs or benefit losses of dam failure and how they may affect a community.
- State the difference between a consequence assessment and risk assessment.
- Explain how GIS can be used to estimate the number and value of structures that might be damaged, and to estimate the population at risk of being affected by dam failure as well as populations that may need assistance should evacuation be mandated.
- Identify factors that affect the decision to evacuate.
- Analyze a scenario to determine potential consequences of dam failure.
- Recognize the skills to develop an overall assessment of the potential consequences of dam failure.
- Understand how consequence assessment is used in managing risk.
- Identify the role that consequence estimates play in emergency preparedness.
- Identify, describe, and employ various methods that can be used to estimate potential loss of life associated with a dam failure.
- Describe the various methods that can be used to estimate direct and indirect economic consequences of dam failure.
- Assess social impacts of dam failure on the community, impacts of dam failure on community institutions, and impacts of dam failure on the environment.
EMI

Primary Core Capability:
N/A - Training and Education

Mission Areas: Common

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Risk MAP Process and Tools

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident

Course Level: N/A
Duration (in Hours): 4.0
Duration (in Days): 0.5

Continuing Education Units:
General: .4

Course Description:
This course is designed to enable participants to define and describe Risk MAP; identify the purpose and scope of the Risk MAP process and tools; describe the roles of Federal, state, and local users in producing and delivering Risk Map; describe Risk MAP decision-making tools; and identify Risk MAP resources.
Selection Criteria: Federal, state, local, or tribal floodplain managers

Course Objectives:
At the end of this course, participants will be able to:
Define and describe Risk MAP., Identify the purpose and scope of the Risk MAP process and tools., Describe the roles of Federal, state, and local users in producing and delivering Risk Map., Describe Risk MAP decision-making tools., Identify Risk MAP resources.

Primary Core Capability:
Risk and Disaster Resilience Assessment

Secondary Core Capability(s): Long-term Vulnerability Reduction, Planning

Mission Areas: Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Hurricane Readiness

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident
Course Level: N/A
Duration (in Hours): 7.0
Duration (in Days): 1.0

Continuing Education Units:
General: .7

Course Description:
This 1-day course is an introduction to the National Hurricane Center’s (NHC’s) forecast procedures and products and the National Hurricane Program’s tools for how to incorporate them into planning and response. Topics include hurricane hazards, how forecasters use model guidance, readiness checklists, decision aids, and evacuation planning.

Selection Criteria: Local emergency staff from coastal state/communities that are involved in the hurricane decision-making process
CECs: 7

Course Objectives:
At the end of this course, participants will be able to:
Decide the NHC forecast process and products., Explain the uncertainty of NHC forecasts that must be considered in emergency management decision-making., Explain how to use NHC storm surge information., Explain the components of the Hurricane Evacuation Studies and how to plan for the threat., Identify the resources available for evacuation decision-making.

Primary Core Capability:
N/A - Training and Education

Mission Areas: Protect, Respond

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
### Hurricane Preparedness for Decision-Makers-State Specific

**Training Provider:** Emergency Management Institute  
**Course Level:** N/A  
**Delivery Type:** Mobile/Non-Resident  
**Duration (in Hours):** 21.0  
**Duration (in Days):** 3.0

**Continuing Education Units:**  
General: 2.1

**Course Description:**  
This course, conducted onsite at state locations, instructs state and local emergency managers/planners on how to plan for and make decisions to implement and execute protective actions from hurricanes, particularly hurricane evacuations. Participants receive comprehensive instruction from National Hurricane Center (NHC) Specialists on how to use hurricane forecasts and other NHC products to determine who and when they must evacuate from various types of approaching hurricanes. This includes how to interpret and use the Sea, Lake, and Overland Surge from Hurricanes numerical storm surge model to perform the hurricane hazard analysis of their coastal jurisdiction. The course then provides instruction from FEMA and U.S. Army Corps of Engineers Specialists on using data from their state and local Hurricane Evacuation Studies (HES) to formulate local evacuation plans. In addition, the course provides hands-on instruction on the use of the HURREVAC computer software decision-support tool for determining the optimum timing of their evacuation decisions and evacuation orders. The course includes a demonstration of how the NHC Specialists track and forecast hurricanes and their potential impacts. The final course activity is a hurricane exercise to practice the tools and techniques presented in the course.

**Selection Criteria:** The state sponsoring the training selects the attendees that represent the target audience.

**CECs:** 12

**Course Objectives:**  
At the end of this course, participants will be able to:  
- Describe the NHC forecast process and products.  
- Describe the uncertainties of NHC forecasts that must be considered in emergency management decision-making.  
- Describe how to use NHC storm surge information.  
- Explain the components of HES and how to plan for the threat.  
- Identify the resources available for evacuation decision-making.

**Prerequisite(s):** Community Hurricane Preparedness (IS0324.a)

**Primary Core Capability:**  
Operational Coordination

**Secondary Core Capability(s):** Public Information and Warning, Situational Assessment

**Mission Areas:** Protect, Respond

**Discipline(s):** Emergency Management

**Course POC:**  
NETC Admissions  
POC Work Phone: 301-447-1035  
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**  
https://training.fema.gov/emicourses/schedules.aspx
Hurricane Preparedness for Decision-Makers

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident

Course Level: N/A
Duration (in Hours): 26.5
Duration (in Days): 4.5

Continuing Education Units:
General: 2.7

Course Description:
This course, held at the National Hurricane Center (NHC) in Miami, Florida, instructs emergency managers on how to plan for and make decisions to implement and execute protective actions from hurricanes, particularly hurricane evacuations.
Participants receive comprehensive instruction from NHC Specialists on how to use hurricane forecasts and other NHC products to determine who and when they must evacuate from various types of approaching hurricanes. This includes how to interpret and use the Sea, Lake, and Overland Surge from Hurricanes (SLOSH) numerical storm surge model to perform the hurricane Hazard Analysis of their coastal jurisdiction.
The course then provides instruction from FEMA and U.S. Army Corps of Engineers Specialists on using data from their state and local Hurricane Evacuation Studies (HES) to formulate local evacuation plans. In addition, the course provides hands-on instruction on the use of the HURREVAC computer software decision-support tool for determining the optimum timing of their evacuation decisions and evacuation orders.
The course includes a behind-the-scenes tour of the NHC and a demonstration of how the NHC Specialists track and forecast hurricanes and their potential impacts. The final course activity is a hurricane exercise to practice the tools and techniques presented in the course.
Selection Criteria: The course is designed for: State and coastal local emergency managers that have hurricane evacuation decision-making authority., Elected officials that have hurricane evacuation decision-making authority., Hurricane evacuation planners and operations officers who have direct responsibilities for evacuation decision-making during a hurricane. Participants will be selected based on their jurisdiction and responsibilities. To participate, all applicants must serve coastal communities. Applications from inland communities will not be accepted.
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Describe various hurricane hazards including storm surge., Describe the NHC forecast process., Describe the impact of forecast uncertainties on emergency management decision-making., Describe the components of HES and how HES can be used to improve hurricane threat planning., List the available resources and real-time products for evacuation decision-making., During a hurricane simulation exercise, use HURREVAC and SLOSH and other knowledge learned during the course to make decisions to different scenarios.
Prerequisite(s): Community Hurricane Preparedness (IS0324.a)
Other Prerequisites:
Recommended: Participation in Webinars in HURREVAC/HVX

Primary Core Capability:
Operational Coordination
Secondary Core Capability(s): Public Information and Warning
Mission Areas: Protect, Respond
Discipline(s): Emergency Management
EMI

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Orientation to Mission Assignments for FEMA Staff and Interagency Partners

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident

Course Level: N/A
Duration (in Hours): 14.0
Duration (in Days): 2.0

Continuing Education Units:
General: 1.4

Course Description:
This course is intended to provide FEMA and its partners with the knowledge of how to request Federal assistance through the Resource Request and Mission Assignment (MA) processes including reimbursement, billing, and close-out.
Selection Criteria: FEMA Regional staff, Other Federal Agency staff, and state emergency management staff.

Course Objectives:
At the end of this course, participants will be able to:
Demonstrate the process of requesting Federal assistance using the resource request process., Describe the MA roles, responsibilities, and authorities., Provide a working knowledge of the MA process and MA types., Identify reporting requirements., Identify steps in billing, reimbursement, and closeout.

Prerequisite(s):
Mission Assignment Overview (IS0293)

Other Prerequisites:
IS0293 prerequisite may be waived at the approval of the FEMA Headquarters/Region or EMI Course Manager.

Primary Core Capability:
N/A - Training and Education

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Multi-Hazard Emergency Management for Higher Education

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident

Duration (in Hours): 21.0
Duration (in Days): 3.0

Continuing Education Units:
General: 2.1

Course Description:
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 using the Incident Command System to develop and implement an Emergency Operations Plan (EOP).

Selection Criteria: Individuals that are part of an emergency management team at institutions of higher education and their disaster partners. Positions may include community first responders, law enforcement/SRO, fire/emergency medical services (EMS)/public health, office of emergency management college/university officials, 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

CECs: 12

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

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

Other Prerequisites:
Recommended: IS0775, Emergency Operations Center Management and Operations

Primary Core Capability:
Planning

Secondary Core Capability(s): Operational Coordination

Mission Areas: Mitigation
Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Continuity of Operations for Tribal Governments

Course Description:
This 2-day course provides tribal representatives with an understanding of how to develop and implement a Continuity of Operations Program to ensure continuity of community essential functions across a wide range of emergencies and events. Topics include legal basis for continuity, continuity planning, determining essential functions, vital records management, and pandemic flu implications for continuity operations.

Selection Criteria: The primary audience is tribal leaders, tribal emergency managers, and tribal community response personnel. This course is only offered as an offsite delivery. Delivery must be requested through the EMI Preparedness Branch.

CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
- Explain the process for and benefits of completing an in-depth risk analysis.
- Describe the essential functions required for a viable continuity capability.
- Describe the continuity planning model.
- Apply the continuity planning model to their tribal continuity requirements.

Other Prerequisites:
Recommended: E0580, Emergency Management Framework for Tribal Governments; IS 0546.a, Continuity of Operations Awareness; or IS0547.a, Introduction to Continuity of Operations

Primary Core Capability:
Planning

Secondary Core Capability(s): Operational Coordination

Mission Areas: Prevent, Protect, Respond, Mitigation

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Emergency Management Overview for Tribal Leaders

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident
Course Level: N/A
Duration (in Hours): 4.0
Duration (in Days): 0.5
Continuing Education Units:
General: .4
Course Description:
This 4-hour course will provide elected and appointed tribal officials with the knowledge and skills necessary to prepare their communities to respond to and recover from incidents and help tribal leaders understand how effective emergency management can improve the sustainability of their tribal community and better protect tribal citizens, lands, culture, and sovereignty.
Selection Criteria: Tribal elected officials; tribal council members; tribal chairs, presidents, governors, principal chiefs, and appointed officials
Course Objectives:
At the end of this course, participants will be able to:
Describe the role that tribal leaders play in ensuring the safety and security of tribal members and others on tribal land., Define the legal and financial responsibilities that tribal leaders have for emergency management., Describe the relationships among Federal, state, local, and tribal governments for overall emergency preparedness., Explain the relationship between emergency management and operations.
Primary Core Capability:
Operational Coordination
Mission Areas: Respond, Recover, Mitigation
Discipline(s): Emergency Management
Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov
Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
Continuing Education Units:
General: 3

Course Description:
This seminar-style course offers a whole government/community perspective for disaster/humanitarian relief logistics. The course is 4½ academic days long and is unclassified (no security clearance required). The Interagency Logistics (IL) Seminar focuses on national- and international-level logistics operations by providing military and civilian stakeholders with insights into interagency logistics planning and execution.

The objectives of the course are accomplished through the use of dynamic lectures provided by experts in the field of disaster operations and logistics with threaded discussions that are interspersed with mini and culminating case study activities. Current policy, doctrine, theory, and processes are addressed.

The IL Seminar provides participants with the opportunity to develop and define the authorities, attributes, needs, and perspectives of a National Logistics Coordinator as described in Emergency Support Function (ESF) #7, Logistics Management and Resource Support, of the National Response Framework (NRF). Additionally, this course provides insights and explores potential solutions necessary to manage logistics at the strategic, operational, and tactical levels during a national disaster/incident.

The course includes a number of guest lecturers from DHS/FEMA, Department of Defense (DOD), General Services Administration, states, non-governmental organizations, private sector, and other Federal departments and agencies. All material is non-testable. Participants will be granted access to the Interagency Logistics Portal for presentations and other relevant course material.

Selection Criteria: Participants should be mid-to-senior-level logistics managers from organizations such as DHS, FEMA, and the Military services (Active, Guard, Reserve). Military officers (O-4 through O-6), warrant officers (W-3 through W-5), senior non-commissioned officers (E-8 through E-9), or DOD civilians (GS-12 through GS-15 or equivalent) assigned to, or en route to, a position requiring Interagency logistics knowledge. Civilians from non-governmental and volunteer agencies are invited to attend. International Logistics Exchange Officers assigned to a U.S. joint level or multi-national staff billet are eligible to attend. All others not falling into one of the above categories by either rank or duties, but feel they may benefit from this course, may attend pending approval.

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

1. Recognize logistics planning considerations of FEMA all-hazards and DOD Support of Civil Authorities (DSCA) missions.

Prerequisite(s): National Response Framework, An Introduction (IS0800.c)

Other Prerequisites:
Recommended: Defense Support of Civil Authorities (DSCA Phase I/USARMYNORTH web site); ESF #7 Annex/FEMA EMI Action: FEMA/Link on Portal DSCA 3½-Day Course (EMI/Various locations CONUS and Hawaii Army Logistics University; Joint Logistics Course, Fort Lee, Virginia; Joint Humanitarian Ops Course (2-Day)/USAID, Alexandria, Virginia

Primary Core Capability:
Logistics and Supply Chain Management

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**Basic Interagency Logistics**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident

**Course Level:** N/A

**Duration (in Hours):** 20.5

**Duration (in Days):** 3.5

**Continuing Education Units:**
- General: 2.1

**Course Description:**
This basic Interagency Logistics (IL) course is conducted seminar-style and familiarizes participants with IL concepts of planning and response. The course facilitates discussion on key interagency (whole community) logistics concepts of operation.

**Selection Criteria:** Participants should be mid-to-senior-level logistics/emergency managers from organizations such as DHS, or other Federal, state, local, tribal, territorial agencies and the Military Services (Active, Guard, Reserve) to include Military Officers (O-4 through O-6), Warrant Officers (W-3 through W-5), Senior Non-Commissioned Officers (E-7 through E-9), or Federal Civilians (GS-13 through GS-15 or equivalent). Civilians from non-governmental and volunteer agencies are also invited to attend. Those not falling into one of the above categories, but may benefit from, or contribute, to this seminar-style forum may attend, with Governor’s Office of Emergency Services approval.

**Course Objectives:**
At the end of this course, participants will be able to:
- Recognize the logistics planning considerations for all hazards response activities for Federal, state, local, territorial, tribal, non-governmental organizations, and other partners which provide logistics support in accordance with the "whole community" concept set forth in Presidential Policy Directive (PPD) 8, dated March 2011.

**Other Prerequisites:**
Recommended: IS0027, Orientation to FEMA Logistics; IS0100.b, Introduction to Incident Command System (ICS 100); IS0700.a, National Incident Management System, An Introduction; IS0800.b, National Response Framework, An Introduction; IS0807, Emergency Support Function (ESF) #7—Logistics Management and Resource Support Annex

**Primary Core Capability:**
- Logistics and Supply Chain Management

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
- NETC Admissions
- POC Work Phone: 301-447-1035
- POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Introduction to FEMA Office of Chief Counsel Field Operations

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident

Course Description:
This course provides new FEMA legal staff with the skills required to provide effective legal support during response and recovery operations.

After completion of this course, participants will have a basic understanding of FEMA’s statutory and regulatory framework, fiscal and grant management law, the interface between FEMA Headquarters Office of Chief Counsel (OCC) and field operations, and the roles and responsibilities of the field legal staff. They will have a basic knowledge of substantive topics including disaster declarations and response operations focusing on Federal agency authorities; coordination of Federal, state, local, tribal, and voluntary agency support; mission assignments; grant assistance for emergency protective measures; records requests (Freedom of Information Act and Privacy Act); and recovery operations focusing on public assistance, individual assistance, and hazard mitigation. In addition, they will receive instruction on providing legal advice under disaster conditions (Advice in Crisis).

Selection Criteria: FEMA OCC staff

Course Objectives:
At the end of this course, participants will be able to:
- Demonstrate working knowledge of the Stafford Act and its implementing regulations and related policies.
- List steps in the disaster declarations process.
- Demonstrate fundamental knowledge of contracting; Procurement; Fiscal Law.
- Describe key readiness and pre-declaration activities and authorities.
- Demonstrate working knowledge of response operations focusing on federal agency authorities and mission assignments.
- Explain key tenets of legal advice under disaster conditions (Advice in Crisis).
- Demonstrate fundamental knowledge of Recovery operations focusing on public assistance, individual assistance and hazard mitigation.
- Identify significant aspects of human capital and personnel law.
- Explain key information management requirements and processes for litigation holds, subpoenas, FOIA and Privacy Act.

Other Prerequisites:
Must have read Your Guide to FEMA Booklet (disaster-related)

Primary Core Capability:
Operational Coordination

Mission Areas: Respond, Recover

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
**FEMA Resource Support Section Incident Support Course**

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident

**Course Level:** N/A

**Duration (in Hours):** 13.0

**Duration (in Days):** 2.0

**Continuing Education Units:**
General: 1.3

**Course Description:**
The 2-day course will train FEMA Incident Support (IS) staff on the Resource Support Section (RSS) processes, roles, and interactions that occur at and among the National Response Coordination Center (NRCC) and/or Regional Response Coordination Centers (RRCCs). This course builds on the concepts and principles covered in L0820, Fundamentals of Incident Response.

**Course Objectives:**
At the end of this course, participants will be able to:
- Describe coordination required with internal and external RSS stakeholders.
- Recognize impact RSS functions have on others at NRCC/RRCC and in the field.
- Discuss best practices for anticipating, managing, and overcoming challenges within the RSS so timely and cost-effective support is provided.

**Prerequisite(s):** Introduction to National Response Framework Support Annexes (IS0820)

**Primary Core Capability:**
Operational Coordination

**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
FEMA Chief and Advisory Staff Support Section Incident Support Course

Training Provider: Emergency Management Institute
Delivery Type: Mobile/Non-Resident

Course Level: N/A
Duration (in Hours): 6.0
Duration (in Days): 1.0

Continuing Education Units:
General: .6

Course Description:
This course will train FEMA Incident Support (IS) staff on the Chief and Advisory Staff Section processes, roles, and interactions that occur at and among the National Response Coordination Center and/or Regional Response Coordination Centers. This course builds on the concepts and principles covered in L0820, Fundamentals of Incident Response. At the completion of this course, the IS Chief and Advisory Staff will enhance their ability to function in their specific roles to support national and regional requirements.

Selection Criteria: All IS (Incident Support) employees and other agency representatives who will serve as Chief and Advisory Staff personnel or are preparing for such a role with the NRCC/RRCC.

Course Objectives:
At the end of this course, participants will be able to:
- Explain the structure of the Chief and Advisory Staff as defined in the National Incident Management Manual (NISM)/Regional Incident Support Manual (RISM).
- Discuss the various coordination responsibility of the Chief of Advisory Staff.
- Describe the oversight and management responsibilities of the Chief and Advisory Staff.

Prerequisite(s): Introduction to National Response Framework Support Annexes (IS0820)

Primary Core Capability:
- Operational Communications

Secondary Core Capability(s): Operational Coordination, Situational Assessment

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
FEMA Situational Awareness Section Incident Support Course

**Training Provider:** Emergency Management Institute

**Delivery Type:** Mobile/Non-Resident

**Course Level:** N/A

**Duration (in Hours):** 11.0

**Duration (in Days):** 2.0

**Continuing Education Units:**
General: 1.1

**Course Description:**
This course will train FEMA Incident Support staff on the Situational Awareness Section (SAS) processes, roles, and interactions that occur at and among the National Response Coordination Center and/or Regional Response Coordination Centers. This course builds on the concepts and principles covered in L0820, Fundamentals of Incident Response.

Selection Criteria: The target audience includes all FEMA IS employees serving as SAS personnel or preparing for an SAS role within the NRCC or RRCC.

**Course Objectives:**
At the end of this course, participants will be able to:
- Explain the meaning of each level of incident activation.
- Explain the various coordination SAS requires with FEMA and non-FEMA SAS stakeholders.
- Demonstrate the ability to collect, analyze, and disseminate incident-related information.
- Discuss best practices when operating in SAS.

**Prerequisite(s):** Fundamentals of Incident Support (L0820)

**Other Prerequisites:**
Working knowledge of WebEOC/FEMA Watch Guide (read-ahead document)

**Primary Core Capability:**
Situational Assessment

**Secondary Core Capability(s):** Operational Communications, Operational Coordination

**Mission Areas:** Respond

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
Course Description:
This course provides an overview of the FEMA Incident Support function, as well as foundational knowledge regarding the roles and responsibilities of the National Response Coordination Center (NRCC) and Regional Response Coordination Centers (RRCCs) in order to prepare FEMA personnel to assume incident support positions as part of the National Response Coordination Staff (NRCS) or Regional Response Coordination Staff (RRCS).

Course Objectives:
At the end of this course, participants will be able to:
- Identify the purpose of the NRCS and RRCS in Incident Support.
- Describe the organizational structure of the NRCC and RRCC.
- Identify key relationships between NRCS, RRCS, and other partner organizations.
- Explain key concepts, activities, and tasks within the NRCC and RRCC.
- Explain regional differences in environment, disaster history, and other factors that affect implementation/execution of the National Incident Support Manual and Regional Incident Support Manual.

Other Prerequisites:
Recommended: IS0822, Fundamentals of Management and Support Coordination of Federal Disaster Operations; IS0293, Mission Assignment Overview; ESF-related Independent Study courses; IS0393.a, Introduction to Hazard Mitigation; IS0403, Introduction to Individual Assistance; and IS0634, Introduction to FEMA’s Public Assistance Program

Primary Core Capability:
Operational Coordination

Mission Areas: Respond

Discipline(s): Emergency Management

Course POC:
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:
https://training.fema.gov/emicourses/schedules.aspx
2-Day Community Dam Safety Preparedness and Mitigation Course

Training Provider: Emergency Management Institute

Duration (in Days): 2.0
Duration (in Hours): 16.0

Course Description:
This is a shortened version of E/L0291 Community Dam Safety, Preparedness and Mitigation. It is about how Dam Safety is not just the responsibility of the owner and operator of the dam. The best way to reduce, mitigate, or eliminate the risks of flooding resulting from normal dam operations and dam failure is for the entire community to work together to reduce the effects of a potential dam failure by increasing preparedness, reducing potential consequences, improving communications, and land use planning.

This two-day course will teach dam owners; emergency service providers; emergency planners and managers; land use and transportation planners; community leaders; and other members of the community to work together through upfront planning to reduce the risks and mitigate the consequences resulting from a dam failure, and to recover more effectively in the event of a failure.

Selection Criteria: This two-day course is designed for stakeholders in communities that could be affected by a dam breach or failure. Applicants should have experience in one or more of the following areas: dam ownership, dam operations, emergency action planning, emergency response, land use planning, or transportation planning.

ACE: Level: Vocational Certificate
ACE: Credit Hours: 4
CECs: 12

Course Objectives:
At the end of this course, participants will be able to:
Identify the steps necessary for an effective Dam Safety Emergency Action Planning process.,
Identify the key stakeholders, their roles and responsibilities in contributing to effective Dam Safety Emergency Action Planning, and community resilience to dam flood risk. (Key stakeholders include but may not be limited to dam owners, dam safety officials, emergency managers, first responders, local officials, land use professionals, and planners.),
Recognize the importance of the National Incident Management System on and its role within Dam Safety Emergency Action Planning, Response Planning, and Recovery Planning.,
Recognize the importance that effective monitoring and emergency level determination have on local emergency response activities.,
Identify tools and resources commonly available to the local dam safety community, emergency management community, and local government officials to identify populations and critical infrastructure and resources at risk from dam-related flooding.,
Recognize how information from dam inundation studies and dam risk assessments is used to identify populations and critical infrastructure at risk from dam-related flooding as well as to inform evacuation planning, shelter-in-place strategies, and response and recovery planning efforts.,
Develop an evacuation plan based on information drawn from dam inundation studies and dam risk assessments.,
Recognize the importance of effective dam safety tabletop and functional Emergency Action Plan activities.

Primary Core Capability:
Community Resilience

Secondary Core Capability(s): Infrastructure Systems, Long-term Vulnerability Reduction, Public
Information and Warning, Risk and Disaster Resilience Assessment

**Mission Areas:** Protect, Respond, Recover, Mitigation

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx
**Virtual Tabletop Exercise**

| Training Provider: Emergency Management Institute | Course Level: N/A |
| Delivery Type: Online/Distance Learning | Duration (in Hours): 4.0 |
| | Duration (in Days): 0.0 |

**Course Description:**
The VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess plans, policies, training, and procedures. The VTTX differs from other tabletop exercises in that it will be conducted using Video-Teleconference (VTC) technology (not a web based program), and is intended to provide an opportunity for responders across the Nation to simultaneously participate in a hazard-specific facilitated discussion. Lead facilitation for the exercise will be coordinated by EMI, with local facilitation provided by the participating agency. This format allows the common delivery of exercise materials, scenarios, modules, and discussion questions among those participating in the exercise.

Selection Criteria: Emergency management jurisdiction, organization, or agency

**Course Objectives:**
At the end of this course, participants will be able to:
Effectively conduct all-hazards emergency response and recovery., Better coordinate response operations with counterparts from Federal agencies, state governments, local governments, private sector organizations, and non-governmental agencies., Share real-time disaster-related preparation, response, and recovery solutions with other participants/locations.

**Other Prerequisites:**
Recommended: ISO100.b, Introduction to the Incident Command System, ICS 100

**Primary Core Capability:**
Planning


**Mission Areas:** Respond, Recover

**Discipline(s):** Emergency Management

**Course POC:**
NETC Admissions
POC Work Phone: 301-447-1035
POC Work Email: netcadmissions@fema.dhs.gov

**Course Schedule:**
https://training.fema.gov/emicourses/schedules.aspx