



FEMA

August 9, 2012

Melanie J Manville
1206 Wiedner Dr
Katy, TX 77494

*- take surge protector
- humidifier*

Dear Ms. Manville:

Congratulations on your acceptance as a candidate in the Emergency Management Institute's (EMI) Master Exercise Practitioner Program (MEPP) in Series # (22). The MEPP requires completion of 3 resident training courses and related proficiency demonstrations in residence at the National Emergency Training Center (NETC) in Emmitsburg, MD to be awarded the MEPP Certificate of Achievement and MEP title.

FY 13: FEMA MEP Program Series 22

Course	Dates	Location
E132 Exercise Design and Evaluation	October 15-18, 2012	Emmitsburg, MD
E133 Exercise Control Simulation	January 14-17, 2013	Emmitsburg, MD
E136 Exercise Development	May 20-23, 2013	Emmitsburg, MD

For general information about NETC or NTC such as travel planning, attendance, dress policy, food service, registration, etc., please access the website <http://training.fema.gov>.

Questions regarding acceptance, travel, etc., should be directed to Admissions Office, United States Fire Administration (USFA), (301) 447-1035.

We are confident that your MEPP participation will benefit you, your sponsoring organization or agency, and the emergency management exercise community. I look forward to seeing you in the first offering of the MEPP series.

If you have additional questions or concerns about the MEPP, please contact Richard Sexton, (301) 447-7687, Richard.sexton@dhs.gov.

Sincerely,

Richard Sexton
Master Exercise Practitioner
Program Manager
Emergency Management Institute
Training Division
Federal Emergency Management Agency

EMI TRAVEL COURSE SPECIFIC INFORMATION

CANCELLATIONS: Fax to the Admissions Office, (301) 447-1441, or email to netc-admissions@dhs.gov. If you do not notify Admissions in writing at least 30 days prior to the course start date, you may be restricted from attending EMI- or NFA- sponsored classes for 2 years.

“NETC Welcome Packet”: As the applicant, you are responsible for reading the NETC Welcome Packet and other information contained on the website below before you make any travel plans. Otherwise, you may incur additional expenses which may not be reimbursable. This website also includes important security information that you should review before your arrival at the National Emergency Training Center (NETC). To access this and other required information, click on the file by your course code/name on the following web site page: <http://training.fema.gov/emiweb/welcomepkg.asp>

If you have any problems getting the materials from this site or you do not have access to a computer, please call Admissions at (301) 447-1035 and we will fax the materials to you.

Travel days are **SUNDAY** and **FRIDAY** for this course.

ARRIVAL: NETC provides a bus shuttle from each of the following airports and departs, (See below box for further guidance for arrivals.)

- **Ronald Reagan National (DCA) Airport promptly at 6:00 p.m.**
Pickup is near the Travelers' Aid Desk in Terminal 'B' (Lower Level, between Baggage Claim areas 5 & 6). Buses and vans depart from the outside lane. If you arrive in Terminal 'A' please take the Economy/Rental Car airport bus shuttle to Terminal 'B', lower level, or walk across the terminal connector and go downstairs to exit door number 5, on your left.
- **Baltimore Washington International (BWI) Airport promptly at 3:00 p.m. and 7:00 p.m.**
Pickup is near the Lower Level Baggage Areas 13 & 14. There is not a Travelers' Aid Desk in this location. Buses and vans depart from the outside lane.

DEPARTURE: Transportation departs NETC at 9:30 a.m. on Friday to either airport. **DO NOT SCHEDULE RETURN FLIGHTS BEFORE 1:30 p.m.**

If you need bus transportation to NETC from the airports, **plan to arrive at least 1 hour before bus departure time.** Provide the bus reservations guidelines on the reverse side of this page to ensure a seat on the shuttle bus. **If you do not follow the guidelines, transportation to NETC may be at your own expense.**

Our transportation will be either a motor coach/charter bus identified with NETC signage in the front window/door, or a white passenger van with the DHS logo on the side doors. You may contact the NETC Transportation Office 1 day before your arrival to inquire as to which vehicle will be used. For security reasons, our drivers cannot leave their vehicles so **YOU WILL NEED TO LOOK FOR THE BUS OR VAN.** *If you do not see the carrier 5 minutes prior to the pickup time, please call the NETC Transportation Office for guidance.*

If you are scheduled to use NETC transportation and your flight is delayed for any reason, please call the Transportation Office (301) 447-1113 IMMEDIATELY. The airline may be responsible for your transportation to NETC for unrelated weather delays; if they will not transport you, please contact the Transportation Office upon arrival at the airport after speaking with the airline.

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!!! NOTICE !!!

You must notify the NETC Transportation Office (24/7 Operation) at (301) 447-1113 or fax the required information to (301) 447-1324 at least 2 weeks or before your scheduled arrival to reserve a seat on the bus/van to/from the Emmitsburg/airport.

IF YOU DO NOT CALL OR FAX AT LEAST 2 WEEKS PRIOR TO YOUR ARRIVAL TO RESERVE A SEAT, A SEAT MAY NOT BE AVAILABLE FOR YOU AND TRANSPORTATION TO NETC MAY BE AT YOUR OWN EXPENSE!

Plan to arrive at least 1 hour before bus departure time.

Please have the following *required* information available when contacting the transportation office.

Student's Name	_____
Student Identification Number (SID)	_____
Contact Telephone #	_____
Cellular Phone #	_____
Course Code	E0133
Course Date	January 14 – 17, 2013
Arrival Airport	BWI or DCA (CIRCLE ONE)
Arrival Date	Sunday, January 13th
Arrival Time	_____
Airline and Flight #	_____
Departing Airport	BWI or DCA (CIRCLE ONE)
Departure Date	Friday, January 18 th
Departure Time	_____
Airline and Flight #	_____