

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## Course: E0922 – Integrated Emergency Management Course (IEMC): Planned Events

### Course Dates:

December 9-12, 2013  
August 18-21, 2014

### Course Length:

This course is 4 full days in length; 8:00 a.m. – 5:00 p.m. each day.

### Travel Dates:

Sunday, December 8 and Friday, December 13, 2013  
Sunday, August 17 and Friday, August 22, 2014

### Location:

Emergency Management Institute (EMI)  
National Emergency Training Center (NETC)  
Emmitsburg, Maryland

### Course Description:

The IEMC: Planned Events course focuses on preparation for the community to establish plans for an upcoming event(s), such as rallies/large scale gatherings, sports, funerals, etc. that are non-routine. These are events that will place a strain on community resources, which could involve a large number of people. Additional requirements such as special permits, additional planning, preparation, budgets, and mitigation activities will be addressed in the training.

### Course Design:

The IEMC: Planned Events course consists of classroom-based lecture, small-group activities, and a series of exercise-based activities for cognitive learning. Small-group activities and exercises reinforce the concepts taught during lectures.

### Course Objective:

Upon completion of this course, participants will gain a better understanding of the needs of their community to

produce an emergency operations plan for a planned event. This course will provide an opportunity to enhance overall preparedness.

### Prerequisite:

No prerequisites are required for the IEMC: Planned Events course, however, the following course completions are recommended prior to this course to better understand the Incident Command System:

- IS 100.b – Introduction to Incident Command System (ICS), ICS-100
- IS 200.b – ICS for Single Resources and Initial Action Incidents, ICS-200
- IS 700.a – National Incident Management System (NIMS), An Introduction
- IS 800.b – National Response Framework, An Introduction

### Target Audience:

The target audience for this course includes Emergency Operations Center (EOC) management personnel. EOC management personnel include, but are not limited to, mayors, city/county managers, general counsel, community/county managers, emergency managers, fire/police/public safety chiefs, public works and public health managers, Emergency Medical Services (EMS) managers, community services providers, Private Industry, National Guard Members, and key EOC support staff. Each participant is assigned a role similar to their real-life position.

### Application Deadline:

Participants can apply to EMI courses any time up to 5 weeks before the start of the course. For participants who apply early, acceptance letters will be sent 8 weeks prior to the start of the course.

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### Student Stipends:

Student stipend funding will be provided to reimburse students for the cost of transportation and lodging. The NETC provides bus shuttles to and from major airports in the Washington–Baltimore area for students at no cost, and a schedule of transportation times is provided. Incidentals, rental cars, and local transportation costs are not reimbursable.

### To Apply:

Complete FEMA Form 119-25-1, General Admissions Application, with a student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training office which will mail, scan, or fax it to:

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

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

### Application Review:

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

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:



[http://training.fema.gov/EMIWeb/downloads/NETC\\_Welcome\\_Package.pdf](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf)

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email [FEMA-netc-housing@fema.dhs.gov](mailto:FEMA-netc-housing@fema.dhs.gov).

### Selection Criteria:

The program audience includes personnel from emergency management, emergency medical services, fire, law enforcement, government administrative, hazardous materials, health care, public health, public safety communications, public works, or any emergency management or response personnel who may have the opportunity to serve on an Incident Management Team during an incident.

### Notice to Applicants for EMI courses:

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

### How do I obtain my FEMA SID number?

- Step 1: To register, go to <https://cdp.dhs.gov/femasid>
- Step 2: Click on the “Need a FEMA SID” button on the right side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: You will receive an email with your SID number. You should save this number in a secure location.

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

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

For continual updates on other EMI courses, please sign up for **our free e-mail subscription service** at: <http://training.fema.gov/EMIWeb/IEMC/>

### EMI Point of Contact:

For additional information contact course manager, Doug Kahn at (301) 447-7645, or email [Douglas.Kahn@fema.dhs.gov](mailto:Douglas.Kahn@fema.dhs.gov)

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