

Van Slyke, Shayna

From: Staff, Mary
Sent: Monday, September 9, 2024 5:56 PM
To: Van Slyke, Shayna
Cc: Babst, Greg
Subject: FW: EMI Course Acceptance: E0389

Please add me to the agenda for out of state travel to Emmitsburg, Maryland – Emergency Management Institute for the following dates:

Travel dates: December 01 and December 07

Thank you,

Mary

From: netc-admissnotifications@fema.dhs.gov <netc-admissnotifications@fema.dhs.gov>
Sent: Wednesday, August 21, 2024 7:22 AM
To: Staff, Mary <Mary.Staff@fortbendcountytexas.gov>
Subject: EMI Course Acceptance: E0389

DO NOT REPLY TO THIS EMAIL AS THIS ACCOUNT IS NOT MONITORED

Mary King-Staff
739 Melnar Rd
Wallis, TX 77485

Dear Student,

Congratulations on your acceptance into the Emergency Management Institute course:

**Master Public Information Officer - Implementing
Communications Strategies for Whole Community Leadership
(E0389)**

Course dates: December 02-06, 2024
Travel dates: December 01 and December 07

We're looking forward to training with you!

Read the Welcome Package Linked Below

https://www.usfa.fema.gov/downloads/pdf/NETC_Welcome_Package.pdf

The NETC Welcome Package has been updated with many changes to procedures. Please be sure to read through this important information prior to traveling to campus.

Getting to and from campus

Free airport shuttle service to/from the National Emergency Training Center (NETC) is available from the airport(s) listed below. If you plan to use the bus transportation/shuttle from the airport to NETC and then back to the airport after class, please use the link (if link does not work, copy and paste into browser) below to reserve your shuttle seat. **You must reserve a seat at least 7 days before your course start date.**

Reserve your shuttle to the NETC Transportation Office with your arrival and departure flight information online at

<https://training.fema.gov/netctransportationreservation/Default.aspx?ReservationId=5d63d58f-83a2-4cb7-9629-e2f253133516&Purpose=E0389>

Airport pickup times (all times Eastern)

Please arrive at the airport one hour before the times below.

- Baltimore/Washington International (BWI) pickup times: 07:00 PM (EST)
 - Pick up Location: Lower Level Door 16, outside of the curb.
- No pickups scheduled for Ronald Reagan National Airport (DCA)
 -

Campus departure times

Make your flight reservation for home at least four hours from the time(s) below. It will take two hours to get to the airport.

- Departing for Baltimore/Washington International (BWI): 08:00 AM (EST)
- No departures are scheduled for Ronald Reagan National Airport (DCA)

Lodging

A room is reserved for you from December 01-07. Check-in time is any time after 2 p.m. on your travel day. If you don't need lodging on the NETC campus, please email the Housing Office at fema-netc-housing@fema.dhs.gov immediately.

Meal tickets

Visit www.netcmealtickets.com to order your meal ticket no earlier than 14 days before the course start date. Base your selection on the length of the course, using the travel dates listed above.

If you can't attend this course

If you are unable to attend this course, please notify Kris Hawkinberry at kristine.hawkinberry@fema.dhs.gov or (301) 447-1525 in writing prior to the course start date.

Have a question?

Please check the Welcome Package first as most questions are answered there. If you have any questions or require additional information, please contact Kris Hawkinberry at kristine.hawkinberry@fema.dhs.gov or (301) 447-1525.

Sincerely,

Jo Ann Boyd
Supervisory Admissions Specialist
Management Operations and Support Services

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National Preparedness Course Catalog

Search:

Course ID	Course Title	Provider	Delivery Type	Hours
E0389	Master Public Information Officer - Implementing Communications Strategies for Whole Community Leadership	EMI	Residential, Virtual	32.0
E0393	Master Public Information Officer - Applying Advanced Concepts in Public Information and Communications	EMI	Residential, Virtual	32.0
E0394	Master Public Information Officer - Mastering Public Advocacy Plans to Create an Effective Community of Stakeholders	EMI	Residential	32.0

Showing 1 to 3 of 3 entries (filtered from 760 total entries)

Course Details

E0389: Master Public Information Officer - Implementing Communications Strategies for Whole Community Leadership

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Course Details

Course Catalog	EMI
Course ID	E0389

Delivery Type	Residential ⓘ Virtual ⓘ
Duration in Hours	32.0
Duration in Days	4.0
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 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

The objectives of the MPIOP are to:

- Increase the number of Public Information leaders, advocates and influencers in our communities
- Grow the body of knowledge of Public Information issues within the emergency management community by institutionalizing and promoting research
- Create an active network of experts in Public Information to provide support and perspective to Public Information leaders around the country
- Advocate for diversity in the Public Information field

Refine Search
National Training and Education Division (/frts/)
A learner must achieve a minimum passing score of 75% on final knowledge assessments or demonstrate mastery on performance assessments or research assignments to earn the IACET CEU.

Selection Criteria: A formal application process will be published on the EMI Web site in the spring.

CECs: 12

Course Objectives

- 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).

Mission Areas

- Common

Prerequisites

Follow this application process during the announced period. Usually April through June.

Applicants should direct questions to the Master Public Information Officer mailbox:

FEMA-Master_PIO_Program@FEMA.DHS.GOV.

Email completed application packets in the order listed below to:

netcadmissions@fema.dhs.gov

How to Apply:

Each application must include the following eight (8) items submitted in order 1-8:

1. A cover letter from the applicant requesting admission to the program and specifying the applicant's qualifications and perceived expectations of the program (no required format).



An essay of no more than 500 words that explains why you would like to be considered for admission into this course. This essay should outline:

Refine Search

a. Your sphere of influence within your community. This sphere would include local committee membership, special projects involving other community groups and volunteer agency board memberships. Indicate length of time you've been involved with these organizations.

b. If you are an instructor of basic PIO courses, list the courses as well as the length of time you've been instructing and the number of students you taught in the last two (2) years.

3. Certificate of Completion for the 0388 Advanced Public Information Officer course.

4. A General Admissions Application FEMA Form 119-25-1 (Item 9a on the form should state "Master Public Information Officer Program"). This form will require signature of the FEMA Regional Training Manager (RTM) or the appropriate State Training Officer (STO).

5. The applicant's signed statement indicating their commitment to complete the entire program of three (3) resident courses (E0389, E0393 and E0394) at EMI and the Research Project during the coming fiscal year.

6. A resume not to exceed two (2) pages in length (no required format).

7. Recommendations (at least three) from a supervisor and/or a peer. Recommendations should address the following:

a. Why the applicant should be considered for admission into this course.

b. What the applicant will gain from the course.

c. What the applicant will contribute to the course.

d. What the applicant's potential impact on his/her organization will be.

8. A letter of support from their agency. This letter must recognize the student must attend three (3) sessions at EMI during the fiscal year in order to complete the course.

Recommended: 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; IS 0241.a, Decision-Making and Problem-Solving; and IS 0250.a, Emergency Support Function (ESF) #15/External Affairs: A New Approach to Emergency Communication and Information Distribution

Disciplines

- Emergency Management

Primary Core Capability

Public Information and Warning



POC Work Email

netcadmissions@fema.dhs.gov

POC Work Phone

301-447-1035

Course Schedule

<https://training.fema.gov/emicourses/schedules.aspx> (<https://training.fema.gov/emicourses/schedules.aspx>)

Direct Link to Course Details ([//frts/npccatalog?id=3534](https://frts/npccatalog?id=3534))

State or Regional students may require approval from the State Training Officer (STO) in order to be enrolled in this course. If you are unsure of whether you need this approval please contact your STO.

Find the STO POC for your state (<https://training.fema.gov/programs/aps/stolist.aspx>)



FEMA

(<https://www.fema.gov/>)

FirstResponderTraining.gov

An official website of the Federal Emergency Management Agency
(<https://www.fema.gov/>)

About FEMA

(<https://www.fema.gov/>)

FOIA

(<https://www.fema.gov/>)

Inspector General

(<https://www.oig.dhs.gov/>)

Contact Us

(<https://frts/contactus>)

Plug-Ins

(<https://www.fema.gov/about/website-information/plugin>)

Accessibility

(<https://www.fema.gov/accessibility>)

No FEAR Act

(<https://www.fema.gov/privacy-policy/foia-rights/no-fear-act>)

Privacy Policy

(<https://www.fema.gov/privacy-policy>)

Glossary

(<https://www.fema.gov/organization/glossary>)

DHS-FEMA-NPD-NTED

Attn: First/Last Name

400 G Street SW 7th Floor South
Washington, D.C. 20472-3600

Business Line: 855-336-2001

