

FORT BEND COUNTY FY 2009
COMMISSIONERS COURT AGENDA REQUEST FORM
Return Completed Form to: Agenda Coordinator, County Judge's Office

Date Submitted: 9/23/09	Submitted By: Jeff D. Braun
Court Agenda Date: 10/6/09	Department: Office of Emergency Management
	Phone Number: 281-342-6185

SUMMARY OF ITEM: Requesting Fort Bend County to approve out of state travel for OEM employee, Alan Spears, to attend Multi-Hazard Emergency Planning for Schools in Emmitsburg, Maryland on October 25-30, 2009. All travel expenses will be paid for by Katy ISD through National Emergency Training Center (NETC).

RENEWAL AGREEMENT/APPOINTMENT YES NO

REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO

List Supporting Documents Attached: *Course Description*

FINANCIAL SUMMARY:

BUDGETED ITEM: YES NO

FUNDNG SOURCE: Accounting Unit:100580100 Account Number: 23350
Activity (If Applicable):

REQUIRES AUDITOR TO CERTIFY FUNDS: YES NO

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms may be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office (✓ when completed)
If by E-Mail to ospindon@co.fort-bend.tx.us If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

<input checked="" type="checkbox"/> Auditor (281-341-3774)	<input checked="" type="checkbox"/> Comm. Pct. 1 (281-342-0587)
<input checked="" type="checkbox"/> Budget Officer (281-344-3954)	<input checked="" type="checkbox"/> Comm. Pct. 2 (281-403-8009)
<input checked="" type="checkbox"/> Facilities/Planning (281-633-7022)	<input checked="" type="checkbox"/> Comm. Pct. 3 (281-242-9060)
<input checked="" type="checkbox"/> Purchasing Agent (281-341-8642)	<input checked="" type="checkbox"/> Comm. Pct. 4 (281-980-9077)
<input checked="" type="checkbox"/> Information Technology (281-341-4526)	<input checked="" type="checkbox"/> County Clerk (281-341-8697)
<input checked="" type="checkbox"/> Other:	<input checked="" type="checkbox"/> County Atty (281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Requesting Fort Bend County to approve out of state travel for OEM employee, Alan Spears, to attend Multi-Hazard Emergency Planning for Schools in Emmitsburg, Maryland on October 25-30, 2009. All travel expenses will be paid for by Katy ISD through National Emergency Training Center (NETC).

Special Handling Requested (specify):

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

2009 EMI Gram: 802 - E361 Multi-Hazard Emergency Planning for Schools (formerly E362 Multi-Hazard Emergency Planning for Schools Train-the-Trainer)

Release Date: 8/14/2009

E361 Multi-Hazard Emergency Planning for Schools (formerly E362 Multi-Hazard Emergency Planning for Schools Train-the-Trainer)

Dates:

October 26-29, 2009
January 25-28, 2010
March 1-4, 2010
June 21-24, 2010
July 19-22, 2010
August 2-5, 2010

Course Length:

4 full days. Travel days are Sunday and Friday.

Course Description:

This 4-day course provides school district teams with the knowledge, skills and tools needed to review, enhance and sustain an all-hazard district/school emergency plan. This course focuses on the phases of incident management and explains how to utilize the National Incident Management System (NIMS) as the foundation for planning and building partnerships with outside agencies such as law enforcement, fire and

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

Course Goal:

1. Establish an action plan for sustainability.
2. Build partnerships among the State and other disaster response and recovery organizations.
3. Apply skills to develop positive working relationships. Prerequisite:

Completion of IS-100.SCa (or IS-100.SC)
Introduction to the Incident Command System,

emergency management. In addition, this course will provide participants with opportunities to exercise the district/school emergency plan using Homeland Security Exercise and Evaluation Program (HSEEP) guidelines as well as guidance on how to sustain the district/school emergency plan through action planning sessions.

The course includes the following units:

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

ICS-100, for Schools is required. In addition, completion of the National Incident Management System (NIMS), An Introduction (IS-700.A/700) is also required.

Target Audience:

School administrators and local first responders interested in comprehensive planning for K-12.

Continuing Education Units (CEUs):

EMI awards 2.8 CEUs for completion of this course.

Location:

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

For further enrollment information, please refer to the EMI website at <http://training.fema.gov/Apply>. For course information, contact the EMI course manager, Dawn Warehime at (301) 447-1309, 1-800-238-3358 (ext. 1309), or email Dawn.Warehime@dhs.gov.

To Apply:

Follow Team Selection Criteria and complete a FEMA Form 75-5, General Admissions Application for each person, with student signature and signature of supervisor or sponsoring agency official. Submit the applications through the State emergency management training office who will fax them to the NETC Admissions Office at (301) 447-1658.

School District Team Selection Criteria:

- Submit applications as a "package" using the format below as a cover sheet. Place person's name next to position they are filling. DO NOT DUPLICATE POSITIONS.
-

Date of Course: _____

Team Coordinator: _____

Telephone Number: _____

State/School District: _____

First Responders:

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

School District Officials: 5 people

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

