



Emergency Management Institute (EMI)



FEMA



EMI Mission

To support the Department of Homeland Security and FEMA's goals by improving the competencies of U.S. officials at all levels of government to prepare for, protect against, respond to, recover from, and mitigate the potential effects of all types of disasters and emergencies on the American people.



FEMA

EMI Goals

1. Improve the capability of State, local, and tribal officials
2. Improve the capability of disaster workforce employees
3. Support implementation of the:
 - Presidential Decision Directive 8 – National Preparedness
 - National Preparedness Goal (NPG)
 - National Incident Management System (NIMS)
 - National Response Framework (NRF)
 - National Disaster Recovery Framework
 - National Mitigation Framework
4. Enhance the “Whole Community” approach to emergency management
5. Enhance EMI’s mission using a results-oriented business approach



FEMA

EMI Mission and Function

Office of the Superintendent

Curriculum Management & Instructional Technology Branch

Mitigation Branch

Preparedness Branch

Response and Recovery Branch

Mission Support Branch

Integrated Emergency Management Branch

Superintendent's Business Office

- Independent Study
- Curriculum Mgmt
- LCMS

- Floodplain Mgmt
- HAZUS
- Schools Program
- Dam Safety Program

- Nat'l Prep Goal Courses
- State Director Course
- ICS/NIMS Courses
- All-hazards PS Courses
- Tribal Courses
- Nat'l Training Liaison
- COOP
- Access and Functional Needs Curriculum
- CERT

- Support 8 FEMA Cadres
- Support NRCC/RRCC
- Manage/Support DFTO

- Support 10 FEMA Cadre
- FEMA Incident Workforce Academy
- Emergency Manager Orientation
- FEMA Corps
- PIO Curriculum
- Emergency Manager Professional Program

- Community-based Exercise Training
- Exercise Design/Dev Courses
- Virtual Table-top Exercise Program
- IMAT Courses
- Complex Coordinated Attack Training

- EMI Action Office
- Course Scheduling
- Contract Mgmt
 - Classroom Support
 - Instructors
 - Equipment
- EMI Info Tech
- EMI Travel Office
- EMI Webmasters
- Finance/HR



FEMA

Course Codes

To identify where the different courses are offered, the following course codes are used:

E – Resident courses held at the National Emergency Training Center (NETC) campus

G – State/Local/Tribal field-delivered courses

IS – Independent Study courses

K – Resident courses held via Adobe Connect

L – Resident courses held offsite

V – Resident courses held via Video Teleconference (VTC)



FEMA

Resident Courses (E, L, V, K Codes)

EMI provides resident course training to Federal, state, local, tribal, territorial (SLTT), volunteer, public, and private sector officials to strengthen emergency management core competencies for professional, career-long training. Resident training can be conducted at:

- NETC
- FEMA's Center for Domestic Preparedness (CDP), in Anniston, Alabama
- FEMA Logistics Center in Frederick, Maryland
- Offsite locations throughout the country, arranged by the agency or organization hosting the course

Courses can also be conducted through video teleconference or Adobe Connect.



FEMA

State Field Courses (G Code)

- A significant portion of EMI's training is conducted by state emergency management agencies and identified by the EMI-developed/state-delivered G course code.
- EMI develops and maintains the curriculum while the states tailor the courses to their communities and provide state-level certificates.
- The G course curriculum is shaped by EMI's established National G Course Working Group. The Working Group provides broad and diverse input on the needs of the state, local, and tribal stakeholders; current status of the curriculum; and potential opportunities for improvement and growth.
- Not all G-coded courses listed in the EMI catalog are offered in each state every year.



FEMA

Independent Study Courses (IS Code)

- The Independent Study (IS) Program is a distance learning program that offers training, free of charge, to the Nation's emergency management network of Federal, state, local, tribal, and territorial governments; non-governmental organizations; and the general public.
- It serves as both an alternative means to deliver valuable training to the professional and volunteer emergency management community, and an opportunity to improve public awareness and promote disaster preparedness nationally.
- The IS Program offers more than 180 training courses via the training site: <https://training.fema.gov/IS/crslist.aspx>.



FEMA

Online Course Catalog

- The NTED National Preparedness Online Course Catalog is available at <https://www.firstrespondertraining.gov/frt/npccatalog>.
- It serves as both an alternative means to deliver valuable training to the professional and volunteer emergency management community, and an opportunity to improve public awareness and promote disaster preparedness nationally.
- The National Preparedness Course Catalog is an online searchable catalog featuring a compilation of courses managed by the three primary FEMA training organizations: the CDP, EMI, and the Training Partners Programs.
- The National Preparedness Course Catalog features a wide range of course topics in multiple delivery modes to meet the increasing training needs of Federal, state, local, territorial, and tribal audiences.



FEMA

How to Apply for “E” Courses

- To take an EMI course, applicants must meet the selection criteria and prerequisites specified for each course.
- All individuals, including FEMA employees, applying for EMI resident classes are required to register and obtain a Student Identification Number (SID). Instructions on how to obtain a FEMA SID at <https://cdp.dhs.gov/femasid>)
- Download and fill out the **General Admission Application, FEMA Form 119-25-1**. A link is available at <https://training.fema.gov/apply/>
- Complete and sign the application form (**Please fill out all blanks on the form completely or it will be returned**).
- Be sure to include:
 - Your FEMA SID
 - Your signature
 - Your supervisor’s signature
 - Your State Training Officer’s signature



FEMA

How to Apply for “E” Courses (cont’d)

- Send completed application(s) to the NETC Admissions Office:
 - Admissions Office, Room I-216
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998
Phone: (301) 447 - 1035
Fax: (301) 447 - 1658
Email: netcadmissions@fema.dhs.gov
- Applications are accepted by mail, email, or fax.
- NETC Admissions will notify applicants:
 - When they receive applications
 - When applicants are rejected (and why)
 - When applicants are accepted for courses



FEMA

How to Apply for “IS” Courses

To take a FEMA Independent Study Course:

- Register for a FEMA SID if you have not done so already.
- Select a course from the IS course list at <https://training.fema.gov/IS/crslist.aspx>.
- Review course materials by choosing any one of the options.
- Select the "Take Final Exam Online" link (found on each Course Overview page).
- Enter your SID and your additional Student Information.
- Answer the exam questions and submit your answer choices.



FEMA

Stipend Reimbursement

The EMI stipend reimbursement program is a cost sharing program:

- The student's or sponsoring organization's share of the program is the cost of meals/participation in the NETC meal program, the cost of ground transportation from the point of departure to the local airports and back, parking, tolls, and the salary and benefit costs to the sponsoring organization of the student
- The government's share includes reimbursement for common carrier transportation or privately owned vehicle (POV) as outlined below; ground transportation between NETC and the designated airports using the campus shuttle service; lodging on campus; and the cost of the first piece of luggage up to 50 pounds, not to exceed \$60 roundtrip.
- If you have any questions about stipends, please contact Admissions either by email at netcadmissions@fema.dhs.gov or by phone at 301-447-1035.



FEMA

Stipend Eligibility

Individuals eligible for reimbursement:

- State, local, or tribal government representatives.
- Recognized volunteer organization representatives
- Active emergency management organization representatives.
- Representatives from state or local fire organizations.

Individuals not eligible for reimbursement:

- Federal government employees
- Private industry employees
- Employees who are contracted to federal, state or local government entities (such as rural-metro departments).
- Representatives of a foreign government or organization
- Students eligible for federally funded grants.

If you have any questions about stipend eligibility, please contact Admissions either by email at netcadmissions@fema.dhs.gov or by phone at 301-447-1035.



FEMA



FEMA