



**Ohio EMA  
2025-2026  
Training  
Policy &  
Catalog**

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October 1, 2025





DATE: October 1, 2025

TO: County Emergency Management Staff and Partners

FROM: Sima S. Merick, Executive Director

SUBJECT: **Training Policy & Catalog for July 1, 2025 - June 30, 2026**

I am pleased to present the Ohio Emergency Management Agency Training Policy and Catalog for July 1, 2025 through June 30, 2026.

It is important to emphasize training and professional development. We can improve our service to the citizens of the state of Ohio when we receive excellent training. I encourage each of you to take advantage of our courses as a means to broaden your knowledge base and refresh seldom used or practiced skills.

The Ohio EMA Training and Exercise Branch coordinates and conducts the Ohio Emergency Management and Homeland Security Training and Exercise programs. Our audience includes local emergency management professionals, first responders, volunteer organizations, private organizations and other partners that focus on keeping Ohio safe from all hazards, natural or human-caused. We also coordinate with other federal and state training providers and we are the State Administrative Agency (SAA) point of contact for other training resources.

If you have any questions concerning any of the course offerings, have unmet training needs or suggestions about how we can make our training program better, please contact the Ohio Emergency Management Agency Training and Exercise Supervisor at (614) 799-3677.

### **Mission Statement**

*"To coordinate activities to mitigate, prepare for, respond to, and recover from disasters."*

Sima S. Merick, Executive Director  
2855 West Dublin-Granville Road  
Columbus, Ohio 43235-2712 U.S.A.

# Ohio Emergency Management Agency 2025 - 2026 Training Policy & Catalog

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## **VISION STATEMENT:**

A safer future through effective partnerships committed to saving lives and reducing the impact of disasters.

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Established under Chapter 5502 of the Ohio Revised Code (O.R.C.), the Ohio Emergency Management Agency (Ohio EMA) is the central point of coordination within the state for disaster response and recovery. More specifically, the O.R.C. designates the executive director of Ohio EMA as the State Coordinator during emergency response and stipulates that he/she “shall coordinate all activities of all agencies for emergency management within the state; shall maintain liaison with similar agencies for emergency management within the state; shall maintain liaison with similar agencies of other states and of the federal government; shall cooperate with those agencies subject to the approval of the governor; and shall develop a statewide emergency operations plan that shall meet any applicable federal requirements for such plans.”

Effective emergency management systems are a tiered effort. When an emergency exceeds the capacity of local government, they request the assistance of the state through the State of Ohio Emergency Operations Center (EOC), maintained and operated by Ohio EMA, and staffed by state agencies and non-governmental organizations. If an emergency response exceeds the capacity of the state, the governor requests assistance from the president through the Federal Emergency Management Agency (FEMA).

The primary focus of the agency, when not in response or recovery mode, is to ensure the state and the nearly 12 million residents, are prepared to respond to an emergency or disaster and to lead mitigation efforts against the effects of future disasters. Those preparedness activities include education, training, planning, exercising and improving communications to ensure Ohio’s readiness to respond to future emergencies and disasters.

The Ohio Emergency Management Agency has conducted operations from the State Emergency Operations Center/Joint Dispatch Facility, located at 2855 West Dublin-Granville Road in Columbus since October 1994.

## Table of Contents

<b>GENERAL</b> .....	6
<b>TRAINING GOALS &amp; OBJECTIVES</b> .....	6
<b>ELIGIBILITY</b> .....	6
<b>ACCOMMODATING STUDENTS</b> .....	6
<b>REGISTRATION &amp; ACCEPTANCE</b> .....	7
<b>COURSE COST</b> .....	7
<b>COURSE MATERIALS</b> .....	7
<b>CLASS CANCELLATION POLICY</b> .....	7
<b>STUDENT CANCELLATION &amp; NO-SHOW POLICY</b> .....	7
<b>ATTENDANCE &amp; CONDUCT</b> .....	8
<b>STUDENT CONDUCT AND DRESS</b> .....	8
<b>ATTENDANCE POLICY</b> .....	8
<b>ACADEMIC HONESTY</b> .....	8
<b>TESTING</b> .....	8
<b>CERTIFICATES</b> .....	8
<b>COURSE COMPLETION</b> .....	8
<b>CERTIFICATE ACCEPTANCE</b> .....	8
<b>CLASSROOM POLICY</b> .....	9
<b>WEAPONS IN CLASSROOMS</b> .....	9
<b>FOOD IN CLASSROOMS</b> .....	9
<b>TOBACCO USE IN CLASSROOMS</b> .....	9
<b>CELL PHONE &amp; ELECTRONIC DEVICE USE IN CLASSROOMS</b> .....	9
<b>LODGING POLICY</b> .....	9
<b>VIRTUAL LEARNING</b> .....	9
<b>GENERAL VIRTUAL LEARNING GUIDELINES</b> .....	9
<b>STUDENT VIRTUAL LEARNING GUIDELINES</b> .....	9
<b>INSTRUCTOR VIRTUAL LEARNING GUIDELINES</b> .....	10
<b>TRAINING RECORDS &amp; TRANSCRIPTS</b> .....	10
<b>COUNTY DIRECTOR &amp; EMPG FUNDED EMPLOYEE TRAINING REQUIREMENTS</b> .....	10
<b>INTEGRATED PREPAREDNESS PLANNING</b> .....	11
<b>TRAINING APPLICATION POLICY</b> .....	11
<b>CERTIFIED INSTRUCTOR POLICY</b> .....	11
<b>TYPES OF COURSES</b> .....	11
<b>COMMUNITY EMERGENCY RESPONSE TEAM (CERT) COURSES</b> .....	12
<b>FEMA’S NATIONAL DISASTER &amp; EMERGENCY MANAGEMENT UNIVERSITY (NDEMU)</b> .....	12

**FEMA’S EMERGENCY MANAGEMENT INSTITUTE (EMI)..... 12**

**EMI RESIDENTIAL COURSE REGISTRATION..... 12**

**ALL OTHER EMI COURSES ..... 13**

**PROFESSIONAL DEVELOPMENT SERIES..... 13**

**ADVANCED PROFESSIONAL SERIES..... 13**

**FEMA’S EMERGENCY MANAGEMENT PROFESSIONAL PROGRAM (EMPP) ..... 13**

**NATIONAL EMERGENCY MANAGEMENT ACADEMIES ..... 13**

**DEPARTMENT OF HOMELAND SECURITY (DHS) TRAINING CONSORTIUMS..... 15**

**NATIONAL DOMESTIC PREPAREDNESS CONSORTIUM (NDPC) TRAINING SITES..... 16**

**RURAL DOMESTIC PREPAREDNESS CONSORTIUM (RDPC) TRAINING SITES..... 17**

**OHIO EMA AVAILABLE COURSES WITH DESCRIPTIONS ..... 17**

**APPENDIX A: RECOMMENDED CURRICULUM ..... 26**

**APPENDIX B: COURSE EVALUATION FORM ..... 27**

**APPENDIX C: TRAINING & EXERCISE STAFF CONTACTS..... 28**

**APPENDIX D: DIRECTIONS TO OHIO EMA..... 29**

**Ohio EMA  
Training Policy & Catalog**



## GENERAL

The Ohio Emergency Management Agency (EMA) training section administers an emergency management-training program that offers a wide variety of courses for students. This year Ohio EMA will coordinate a variety of mobile courses in local communities around the state as well as virtual offerings.

In accordance with the Department of Homeland Security, Ohio EMA will process student requests to attend classes provided by FEMA's Emergency Management Institute (EMI) as well as FEMA's National Domestic Preparedness Consortium (NDPC) and Rural Domestic Preparedness Consortium (RDPC) partner sites. These training providers offer classes within Ohio as a mobile course and at their training sites in residence.

## Training Goals & Objectives

**Goal 1.** Deliver a training program that provides emergency management professionals and partners with the knowledge and skills they need to successfully function during a real-world response.

**Objective 1.1** Maintain a training catalog of relevant and current emergency management courses.

**Objective 1.2** Recruit and retain capable subject matter experts for instruction of courses.

**Objective 1.3** Serve as Ohio's leader in providing high quality emergency management education.

**Goal 2.** Utilizing an All-Hazard approach, enhance resiliency by providing training to individuals and stake holders on how to prepare for, respond to, and recover from disasters and emergencies that have the potential to negatively impact Ohio residents.

**Objective 2.1** Provide quality emergency management training to all communities and jurisdictions.

**Objective 2.2** Address identified vulnerabilities through training.

**Objective 2.3** Provide training that covers all phases of emergency management on various related topics.

**Goal 3.** Strengthen collaboration and partnerships among emergency management agencies, state and local partners, the private sector, academia, and non-profit organizations.

**Objective 3.1** Encourage the development of professional relationships through training for long lasting collaboration.

**Objective 3.2** Utilize partners and subject matter experts to improve and develop training courses.

**Objective 3.3** Work with partners to identify gaps in training.

## ELIGIBILITY

Most of the courses listed in this training catalog are available to anyone involved in emergency management or response at the local, state, or federal levels. Eligible attendees include public policymakers, emergency managers, response team leaders, volunteers, public health, schools, universities, first responders and many other partners from the public and private sectors.

## ACCOMMODATING STUDENTS

It is the goal of Ohio EMA to ensure that all students have the tools necessary to successfully complete courses offered by Ohio EMA. If students require additional accommodations when attending trainings, they should let the Ohio EMA training and exercise section know, and they will confidentially meet reasonable requests.

Ohio EMA can also arrange to provide interpretation services. Students may elect to have tests read to them or arrange for extra time. All facilities that host courses, funded by Ohio EMA, are accessible by wheelchair.

If a student has a service animal, Ohio EMA will make accommodations for the student and their service animal. However, if the animal is not a service animal, or otherwise related to a documented medical need, we ask that students refrain from bringing pets to trainings. Students bringing a service animal to class should notify the Ohio EMA training and exercise section prior to the start of the course.

## REGISTRATION & ACCEPTANCE

To register for an Ohio EMA course or to see a current list of available courses on our Training Schedule, prospective students should visit the Ohio EMA training website <https://ema.ohio.gov/prepare-respond/training-and-exercises/training/ohio-ema-training>.



Students may view the course listings without creating a profile, however when registering for a course students must request a new user profile by launching the Public Safety Training Campus at the following link <https://learning.dps.ohio.gov/PSTC-DPS/> and selecting “Create a New User” profile, then select “Create Account” in the “Public Safety Professional” box. Once a student profile is created, they may login to the training campus and register from the same web page.

Students experiencing difficulties creating an account or registering for training should contact the Department of Public Safety Training Campus (PSTC) Help Desk at [servicedesk@dps.ohio.gov](mailto:servicedesk@dps.ohio.gov) or 614-752-6487.

Ohio EMA reviews all student training requests and has the right to question or deny attendance if a student does not meet the intended target audience for the training.

Ohio residents will be given enrollment priority. Ohio EMA reserves the right to deny enrollment for students that are not Ohio residents.

## COURSE COST

There is no cost to attend courses sponsored by Ohio EMA; federal grants fund all courses.

## COURSE MATERIALS

Ohio EMA will provide all student manuals for download on the Ohio EMA website: <https://ema.ohio.gov/prepare-respond/training-and-exercises/training/student-manuals>.

It is the responsibility of the student to download these materials, print them off, and bring the course material to class. Students may also download the materials and bring an electronic device to the course instead of printing the materials. Please ensure adequate power is available for your electronic device by checking with the course host.

Course hosts are responsible for providing printed sign-in-sheets each day of class, student evaluations and when necessary, pretest and posttests. The sign-in-sheet and evaluation form can be found at: <https://ema.ohio.gov/prepare-respond/training-and-exercises/training/documents-and-policies>. The course host should ensure that there is adequate access to power receptacles for students.

## CLASS CANCELLATION POLICY

The Ohio EMA training and exercise section will only cancel courses under extreme circumstances or for low registration. Within 10 working days of the course beginning, Ohio EMA may cancel the course if the minimum number of applicants (15) is not met. However, in the event that Ohio EMA cancels a course, the agency will contact all students to advise them of the cancellation within one working day of course.

## STUDENT CANCELLATION & NO-SHOW POLICY

Students wishing to cancel a course registration should do so as soon as they are aware that they cannot attend a course. To cancel registration, students should log in to their account on the training campus and unenroll themselves. If this is an issue, they can also email [EMATraining@dps.ohio.gov](mailto:EMATraining@dps.ohio.gov) with the course name, dates and location and the training staff will remove them from the course. Our goal is to ensure that our training opportunities are available to our target audience and to let other students from the waitlist fill the available seats. The agency will not provide credit to students who do not attend a minimum of 90% of the class.

If a student misses two classes within one year without unenrolling or notifying Ohio EMA training staff prior to the training, Ohio EMA will not permit them to register for training courses for one year from the last missed training. For example, if a student misses a training and fails to notify the training section in April and another in August they will not be permitted to register for another training until August of the next calendar year.

## **ATTENDANCE & CONDUCT**

### **STUDENT CONDUCT AND DRESS**

Ohio EMA expects students to conduct themselves in a professional manner at all times while in class and the agency expects students to dress appropriately for class. As a rule, dressing in business casual is appropriate. Ohio EMA will dismiss students from the course that display a nonprofessional appearance or disruptive behavior and may ban the student from attendance at any future Ohio EMA courses.

### **ATTENDANCE POLICY**

Ohio EMA expects students to arrive on time, and attend all sessions or blocks of instruction for the course and attend a minimum of 90% of the course to be eligible for successful completion. Selective attendance and late arrival are a deterrent to individual learning and a disruption to other students. Ohio EMA may dismiss students from the course for late arrival or any absence from the class. If a student is going to be late, they should notify the Ohio EMA training and exercise section immediately.

### **ACADEMIC HONESTY**

Ohio EMA will dismiss any student from the class and ban them from attendance at any future course for displaying academic dishonesty.

Examples of academic dishonesty include:

- Cheating on an exam or quiz.
- Plagiarizing or claiming another's work as your own.
- Obtaining, copying and/or distributing a course test in advance of a course.

## **TESTING**

Some courses offered through Ohio EMA will have a pre and post-test. The post-test, unless instructed otherwise, will be closed book and require a 75% to pass. Instructors will grade the exams upon submission and work with the students as necessary. Students will be given two opportunities to successfully complete an exam.

If a student is unable to pass a test, they will be required to retake the course. If a student needs additional accommodations to complete an exam, they should notify the instructors and the appropriate adjustments will be made.

## **CERTIFICATES**

### **COURSE COMPLETION**

When a student completes a course, Ohio EMA will issue them a certificate electronically through the Department of Public Safety Training Campus (PSTC). These certificates will be emailed directly to the student using the email provided in the DPS training Campus, and will be kept electronically in their account. Please allow up to 14 days after class completion for training staff to generate certificates.

### **CERTIFICATE ACCEPTANCE**

Course certificates from Ohio EMA, other states or U.S. federal agencies are acceptable as prerequisites for other courses. If the certificate is from a county or city and it is a class that Ohio EMA certifies instructors for, then only certificates with Ohio EMA certified instructors listed on the certificate are acceptable. Please note that this applies to any class delivered after the October 2013 release of the Ohio EMA Certified Instructor Policy. If the class took place prior to the implementation of the 2013 certified instructor policy, Ohio EMA will accept the certificate. Certificates must come from a reputable agency and there are NO substitutes for training certificates. For example, if a student is required to take the ICS 300 as a prerequisite, or as part of an agency requirement, then the certificate must have "ICS 300" stated on it with the course sponsor's name on the certificate.

## **CLASSROOM POLICY**

### **WEAPONS IN CLASSROOMS**

Ohio EMA does NOT permit weapons of any type in classrooms, unless the student is a sworn peace officer. For trainings at Ohio EMA, sworn peace officers carrying a weapon must show a badge and proper identification at the front desk when signing in for training.

### **FOOD IN CLASSROOMS**

Please be advised that the Ohio Emergency Management Agency prohibits food in the classrooms at Ohio EMA (no food of any kind); and ALL drinks, including coffee, must be covered with a lid.

### **TOBACCO USE IN CLASSROOMS**

The agency PROHIBITS the use of all tobacco and vapor products, regardless of the training location.

### **CELL PHONE & ELECTRONIC DEVICE USE IN CLASSROOMS**

Students must be respectful of other students as well as the instructors. The use of cell phones and other electronic devices should be limited during class time. If a student must check emails or make phone calls, they should excuse themselves from the class or use electronic devices during breaks. However, some classes will require the use of such devices as a learning tool.

## **LODGING POLICY**

Due to budgeting constraints, lodging for students will not be funded/provided until further notice.

## **VIRTUAL LEARNING**

Certain circumstances may result in courses be conducted via a virtual platform. Currently, Ohio EMA is utilizing Microsoft Teams to host and facilitate these trainings. Virtual courses are labelled on the training calendar using a preface code of “V”.

### **GENERAL VIRTUAL LEARNING GUIDELINES**

- Software used for virtual training coordinated by Ohio EMA is Microsoft (MS) Teams.
- Students and Instructors must set up a free Microsoft account prior to the course starting, and provide that email to the Training Coordinator responsible for the course prior to the course start date
- The State Training Coordinator responsible for the course will be available at the start of each course to assist students and instructors.
- Students and Instructors are required to use an electronic device that has a speaker, microphone and camera, as well as internet connection capable of streaming video and audio.

### **STUDENT VIRTUAL LEARNING GUIDELINES**

- Prior to each course there will be a 30-minute check in and troubleshooting time for students to ensure they are able to access materials and interact with the instructor. (For instance, if a class is from 8am-4pm there will be a check in and troubleshooting period from 7:30-8am and class will begin promptly following that time.)
- Non-Ohio residents will be permitted to enroll in no more than two trainings at any given time. Ohio residents will be given enrollment priority. Ohio EMA reserves the right to deny enrollment for students that are not Ohio residents.
- Each student must have their own electronic device; students are not permitted to share a device with another student at the same location and receive credit for attending the course. Only the individual with the MS Teams account logged in will receive credit.
- Students should familiarize themselves with the layout and compilation of learning materials prior to the course start time.
- Students are expected to mute their microphones and cameras when not participating.

## **INSTRUCTOR VIRTUAL LEARNING GUIDELINES**

- All courses will have a minimum of two instructors. When one instructor is presenting, the other instructor will monitor attendance and the chat area. State Training Coordinators may also assist instructors during trainings.
- Instructors are expected to be proficient in virtual instruction and the use of MS teams.
- Instructors will coordinate with each other prior to each class to ensure the instructional units are divided up and assigned accordingly.
- Instructors will conduct student attendance checks when not instructing. However, in case of a disruption each instructor should be prepared to cover for the other instructor.
- Complete the daily attendance sheet located here: <https://ema.ohio.gov/prepare-respond/training-and-exercises/training/documents-and-policies/ema-sign-in-sheet> Upon course completion, ensure that both instructors validate with signature or electronic signature and send the sheet to the state training coordinator via email. If you have additional notes about the course, please include those comments/feedback in the email with attendance sheet attached.

## **TRAINING RECORDS & TRANSCRIPTS**

Ohio EMA maintains all course records in the Public Safety Training Campus (PSTC) database for a minimum of seven years. Students can access their transcript by logging on to the PSTC website and accessing the transcript link. Students may also request a copy of their transcript by sending a written request to the Ohio EMA training and exercise section

## **COUNTY DIRECTOR & EMPG FUNDED EMPLOYEE TRAINING REQUIREMENTS**

Sections 5502.26, 5502.27, and 5502.271 of the Ohio Revised Code require each Director of an Emergency Management Agency for a political subdivision to pursue a professional development program in accordance with rules developed under section 5502.25 of the Revised Code. The Ohio Administrative Code 4501:3-5-01 provides details to county emergency management directors on required emergency management training. Directors shall complete the following trainings:

1. The "Introduction to Emergency Management in Ohio Course (OH-230)" for directors appointed after June 30, 2016. Equivalent courses will continue to be valid for those appointed before July 1, 2016.
2. One emergency planning course taught at the "Emergency Management Institute" at Emmitsburg Maryland, an extension of the "Emergency Management Institute" at a state sponsored course or an equivalent course taught at an accredited university.
3. One exercise design course taught at the "Emergency Management Institute" at Emmitsburg, Maryland, an extension of the "Emergency Management Institute" at a state sponsored course or an equivalent course taught at an accredited university.
4. One disaster recovery course taught at the "Emergency Management Institute" at Emmitsburg, Maryland, an extension of the "Emergency Management Institute" at a state sponsored course or an equivalent course taught at an accredited university.
5. A minimum of two refresher or continuing education courses annually.

Upon assuming the position of director of emergency management for a political subdivision, the individual shall complete, or have completed, the required courses within a three-year period from the date of appointment.

All EMPG-funded personnel shall complete the Independent Study (IS) courses identified in the Professional Development Series (PDS): <https://training.fema.gov/is/searchis.aspx?search=PDS> All EMPG funded personnel must also complete the following independent study courses: IS100, IS200, IS700 and IS800.

<https://training.fema.gov/is/crslist.aspx?all=true>

## INTEGRATED PREPAREDNESS PLANNING

The Integrated Preparedness Planning (IPP) also known as the multi-year training and exercise plan is a roadmap for building capabilities in the State of Ohio. The IPP outlines priorities as described in the State of Ohio Stakeholders Preparedness Review (SPR) and the Threat and Hazard Identification and Risk Assessments (THIRA). The exercises and training courses listed in the online multiyear schedule support the implementation of PPD-8 and the Whole Community Approach priority. This is a living document that Ohio EMA reviews and updates on an annual basis in January of each of year.

Included in the IPP is the training and exercise schedule, which provides an illustration of the proposed activities scheduled within a three-year period. This schedule is representative of the natural progression that should take place in accordance with the progressive planning and building-block approach to training and exercises.

Priorities and resources may shift prior to conducting the listed training and exercises. The agency updates this schedule annually in January to keep up with those changes and current direction for preparedness activities. The complete IPP and a detailed schedule of training and exercises by county, agency, month and year is located at the following link: <https://ema.ohio.gov/prepare-respond/training-and-exercises/ohio-integrated-preparedness-planning-workshop>.

## TRAINING APPLICATION POLICY

Counties and other local and state agencies can submit training applications during the first three weeks of January and July each year. Ohio EMA training and exercise section staff will review the application to make sure that funding is available and the form contains all required information. The policy for requesting training is on the Ohio EMA website: <https://ema.ohio.gov/prepare-respond/training-and-exercises/training/documents-and-policies>

All applications require submittal 60 days prior to the training to ensure procurement of instructors, materials and to allow for adequate registration time. All applications must have the county EMA director's signature on them for consideration.

Instructor fees are currently the only eligible expense under the training application policy. Training room costs, food/refreshments, student manuals, supplies and lodging are not permissible expenditures under the training application policy.

## CERTIFIED INSTRUCTOR POLICY

The certified instructor policy provides the requirements necessary for consideration to be an Ohio EMA certified instructor. The agency developed the certified instructor policy to ensure that qualified persons are providing instruction within the state of Ohio and to provide supporting guidance for course length and other topics related to instruction. Interested individuals can find the certified instructor policy and a list of currently certified instructors on the Ohio EMA Website:

<https://webeoctraining.dps.ohio.gov/TrainingAndExercise/CertifiedInstructors.aspx>

## TYPES OF COURSES

The various preface codes that are associated with the trainings offered in Ohio:

- **AWR** – Awareness level training offered by consortium partners
- **E** – Resident courses held at the EMI National Emergency Training Campus (NETC)
- **G** – FEMA Emergency Management Institute (EMI) state sponsored field delivery classroom courses
- **IS** – FEMA Independent Study FEMA courses
- **K** – FEMA Courses offered virtually that would normally be a “G” course
- **L** – A mobile delivery of an EMI course that is located away from the EMI campus and taught by FEMA Certified Instructors
- **MGT** – Management level training offered by consortium partners
- **OH** – State of Ohio developed courses. Some courses may use modified FEMA curriculum to meet the needs of Ohio residents.
- **V** – Ohio EMA virtually offered trainings

## COMMUNITY EMERGENCY RESPONSE TEAM (CERT) COURSES

The CERT Basic Course coordination and delivery is the responsibility of local jurisdictions that have or plan to have an active CERT team(s). Local jurisdictions are encouraged to vet instructors to ensure they meet CERT program standards. Current minimum standards for instructor qualifications can be found in the most recent versions of both the CERT Program Manager Guidance and the CERT Basic Instructor Manual. While the CERT Train-the-Trainer is not required for all instructors, within the bounds specified in the Program Manager Guidance and Instructor Manual, it is highly encouraged for all instructors. If this is not possible, at a minimum, the Lead Instructor and/or Program Manager should have completed the Train-the-Trainer course and be an active CERT member.

Ohio EMA does support the certification and delivery for the G427 CERT Program Manager Training and the G-428 CERT Instructor Train-the-Trainer courses.

## FEMA'S NATIONAL DISASTER & EMERGENCY MANAGEMENT UNIVERSITY (NDEMU)

FEMA has transformed the Emergency Management Institute (EMI) into the National Disaster & Emergency Management University (NDEMU). NDEMU's structure, with three schools focused on different aspects of the



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emergency manager's career, is designed to empower emergency managers in every phase of their career. The university structure encourages stronger collaborations and partnerships among government agencies, academia, the private sector, and non-profit organizations, facilitating knowledge exchange and resource sharing. The university structure affords a greater spectrum of academic programs compared to traditional training institutions and prioritizes the development of critical thinking skills, emphasizes intellectual growth, establishes theoretical foundations, and prepares individuals for diverse roles and challenges to prepare the emergency management community for the threats ahead.

**Emergency Management Institute** - <https://training.fema.gov/ndemu/schools/emergency-management-institute/>

**School of Disaster Leadership** - <https://training.fema.gov/ndemu/schools/school-of-disaster-leadership/>

**School of National Resilience**- <https://training.fema.gov/ndemu/schools/school-of-national-resilience/>

## FEMA'S EMERGENCY MANAGEMENT INSTITUTE (EMI)

All individuals applying for National Fire Academy (NFA) or Emergency Management Institute (EMI) classes are required to register with the Center for Domestic Preparedness (CDP) and obtain a Student Identification Number (SID). A SID number can be obtained at: <https://cdp.dhs.gov/sso/login?returnurl=https://cdp.dhs.gov/shared/roster>

Emergency  
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Institute



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## EMI RESIDENTIAL COURSE REGISTRATION

To register for an EMI Residential and Basic Academy Field-Delivered course, FEMA's Emergency Management Institute (EMI) will now accept online applications for the "E" courses and the (L0101-0105 and L0110) courses (applicants for these EMI courses should no longer submit a paper application form). To apply for a Residential or Basic Academy Field-Delivered course, go to the National Emergency Training Center (NETC) Online Admissions Application page at [https://training.fema.gov/netc\\_online\\_admissions/](https://training.fema.gov/netc_online_admissions/) to complete the application process. Currently the NETC Online Admissions Application is not compatible with mobile devices.

## ALL OTHER EMI COURSES

Please follow the instructions below to apply for EMI courses that are not included in the Online Admissions Application process.

- Download and fill out the General Admission Application, FEMA Form 119-25-1 below
  - [Screen Fillable \(Acrobat 2.1 and above\)](#)
  - [EMI Field Delivered Course Application Tips](#)
- Complete and sign the application form (fill out all blanks on the form completely or it will be returned).
- This paper application must be coordinated, reviewed, approved and signed by the applicant and:
  - The head of the applicant's sponsoring organization; and sent to the
  - [The State Emergency Management Agency \(STO\) of the applicant's state; and](#)
  - The STO will review, approve, sign and submit the application to the NETC Admissions Office.

FEMA expects students that attend courses at EMI to attend all sessions of each course, seminar, or workshop. EMI will not provide course completion certificates nor reimbursed under the Student Stipend Program to those who fail to attend all sessions.

## PROFESSIONAL DEVELOPMENT SERIES

The Emergency Management Institute (EMI) offers self-paced online (IS) courses designed for people who have emergency management responsibilities and the general-public. EMI offers all of the courses free-of-charge to those who qualify for enrollment. To get a complete listing of courses please visit:

<https://training.fema.gov/is/searchis.aspx?search=PDS>

## ADVANCED PROFESSIONAL SERIES

The ability to perform essential work in a disaster requires skills in emergency operations and management. These skills may be developed through this series of courses that offers "how to" training focused on practical information. This series emphasizes applied skills in disaster operations, management and coordination. Upon completion of the FEMA preapproved list of courses, students can apply to EMI for a certificate of completion.

For more information about the APS courses and a list of APS courses, please visit <https://ema.ohio.gov/prepare-respond/training-and-exercises/training/documents-and-policies>. Once students have completed the required trainings, they must complete and email the APS checklist

(<https://ema.ohio.gov/static/Documents/Training/APS-Certificate-Template.pdf>) and send copies of all certificates to [EMATraining@dps.ohio.gov](mailto:EMATraining@dps.ohio.gov).

## FEMA'S EMERGENCY MANAGEMENT PROFESSIONAL PROGRAM (EMPP)

The Emergency Management Professional Program (EMPP) will strengthen training for professionals in the Emergency Management field. The goal is to ensure that Federal training supports professionals in developing core competencies necessary to fulfill their responsibilities in mitigating outcomes, preparing for, responding to, and recovering from disasters. FEMA intends EMPP to provide foundational knowledge and skills for entry into the field; requisite skills to practicing professional within specific programs or operational areas; knowledge and skills for mid-level professionals; and strategic leadership and critical thinking for senior leaders and policy makers involved with national and international events and policy.

## NATIONAL EMERGENCY MANAGEMENT ACADEMIES

### 1. Basic Academy

The National Emergency Management Basic Academy is a gateway for individuals pursuing a career in emergency management. Similar to basic academies operated by the fire service and law enforcement communities, the National Emergency Management Basic Academy will provide a foundational education in emergency management. <https://training.fema.gov/empp/basic.aspx>

**Target Audience:**

FEMA designed the National Emergency Management Basic Academy for newly appointed emergency managers with less than three years of experience, including members of State, local, tribal, and territorial homeland security or emergency services programs. It is also for individuals working in Nongovernmental organizations, voluntary agencies, or professional organizations; Private sector emergency management offices; College or university emergency management staff; and FEMA, federal partners, military and emergency managers at other departments or agencies.

**Classroom Course Requirements:**

The Basic Academy consists of the following classroom courses and attendance at each course is required to receive the Basic Academy certificate of completion (Also, individuals should complete the E/L0101, Foundations of Emergency Management as a prerequisite to the other courses).

- E/L/K0101, Foundations of Emergency Management (40 hours) 5 days
- E/L/K0102, Science of Disaster (approximately 24 hours) 3 days
- E/L/K0103, Planning: Emergency Operations (16 hours) 2 days
- E/L/K0146, Homeland Security Exercise and Evaluation Program (HSEEP (16 hours) 2 days
- E/L/K0105, Public Information Basics (24 hours) 3 days

**2. Advanced Academy**

The National Emergency Management Advanced Academy reinforces the qualities needed to lead emergency management programs, provides relevant management theories and concepts, and utilizes appropriate case studies. Advanced Academy participants work within a collaborative environment on projects and establish a network of peers.

FEMA designed the Academy for Emergency Management mid-level managers with a minimum of three (3) years-experience in an Emergency Management position wanting to advance their skillset. Students learn skills critical to performing emergency management responsibilities, such as: program management and oversight, effective communication at all levels, integrated collaboration, and strategic thinking, along with completing a Research Project one month prior to attending the final course.

The Research Project provides students the opportunity to demonstrate their critical thinking abilities. Students apply the key learning concepts from the Advanced Academy curriculum relative to their own strengths and weaknesses, their organizations, and their own performance environments.

<https://training.fema.gov/empp/advanced.aspx>

**Target Audience:**

FEMA designed National Emergency Management Advanced Academy (NEMAA) for emergency management professionals with a minimum of three years' experience directly with an Emergency Management (EM) organization or three years' experience with a significant role directly connected to the Profession of Emergency Management. It is also for individuals with employment in a recognized EM organization; to include, but are not limited to Public Health, Higher Education, Medical, and Private Sector organizations or companies with a role in Emergencies and Disasters.

### **Classroom Course Requirements:**

The Advanced Academy program series consists of four (4) resident courses, each five (5) days in duration and completed during the current Federal fiscal year. Attendance at each course is required and applicants must attend the courses in the sequential order listed below. FEMA does not offer the courses individually and an annual selection board selects participants in June with the first of four classes starting during the first quarter (October, November and/or December) of the fiscal year. A list of the courses and the quarter delivered are:

- E0451 Advanced I – Application of Advanced Individual Concepts in Emergency Management
- E0452 Advanced II – Assessment of Teams in Professional Emergency Management
- E0453 Advanced III – Contemporary Issues in the Emergency Management Organization
- E0454 Advanced IV – Advanced Concepts and Policy in the EM Profession

For more information on the application process, go to the admissions page:

<https://training.fema.gov/empp/applytoadvancedacademy.aspx>

### **3. Executive Academy**

The National Emergency Management Executive Academy provides an ideal setting for a diverse representation of senior emergency management executives to come together and explore contemporary and emerging 21st century challenges. The program hones strategic leadership and critical thinking for senior executives involved with multi-jurisdictional, national, and international homeland security and emergency management policy development and decision-making responsibilities. Participants work collaboratively on capstone projects. These projects are the cohort's opportunity to leave a lasting impact, leveraging the wealth of knowledge they bring to the academy and applying the new knowledge they are acquiring to forge a path toward improving the processes, practice and profession of emergency management.

#### **Target Audience:**

The Executive Academy is designed for emergency management senior executives in state, local, tribal, territorial, non-governmental organizations (NGOs), academic institutions, and private sector entities. Ideal candidates will serve on major commissions and task forces and/or be responsible for decisions that have a significant effect on policy.

#### **Required Prerequisites:**

10 years' experience in an Emergency Management position or applicable work experience will be considered for exceptional candidates.

### **Classroom Course Requirements:**

- E0680: Examining Emergency Management Policy and Doctrine (32 hours) 4 days
- E0682: Leading Complex Systems (32 hours) 4 days
- E0684: Interpreting the Contemporary Emergency Management Environment (32 hours) 4 days
- E0686: Creating the Emergency Management Stakeholder Community (32 hours) 4 days

For more information on the application process, go to the admissions page:

<https://training.fema.gov/empp/executive.asp>

## **DEPARTMENT OF HOMELAND SECURITY (DHS) TRAINING CONSORTIUMS**

To register for a DHS National Domestic Preparedness Consortium (NDPC) Residential course, prospective students should access the following link <https://www.ndpc.us/> and select the training partner site that the student wants to attend and follow the application process.

For CDP, New Mexico Tech and TEEX courses, the student will be required to register via the consortium-training website portal; however, students that want to attend Counter Terrorism Operations Support (CTOS) and Security and Emergency Response Training Center SERTC courses must thoroughly complete, sign and submit a paper application and email to [EMATraining@dps.ohio.gov](mailto:EMATraining@dps.ohio.gov).

Course catalog of all available DHS consortium courses <https://www.firstrespondertraining.gov/frts/npccatalog>.

## NATIONAL DOMESTIC PREPAREDNESS CONSORTIUM (NDPC) TRAINING SITES

<https://www.ndpc.us/>

The NDPC is a partnership of several nationally recognized organizations whose membership is based on the urgent need to address the counter-terrorism preparedness needs of the nation's emergency first responders within the context of all hazards including chemical, biological, radiological, and explosive Weapons of Mass Destruction (WMD) hazards.



- **Center for Domestic Preparedness (CDP)** <https://cdp.dhs.gov/>  
The CDP provides hands-on specialized training to state and local emergency responders in the management and remediation of WMD incidents. Located at the former home of the U.S. Army Chemical School, Fort McClellan, the CDP conducts live chemical agent training for the nation's civilian emergency response community. The training emergency responders receive at the CDP provides a valid method for ensuring high levels of confidence in equipment, procedures and individual capabilities.
- **New Mexico Institute of Mining and Technology (National Energetic Materials Research and Testing Center) (NMIMT)** <http://www.emrtc.nmt.edu/training.php>  
NMIMT offers live explosive training including the use of field exercises and classroom instruction. NMIMT is the lead NDPC partner for explosives/firearms, live explosives, & incendiary devices training.
- **Louisiana State University (LSU) (Academy of Counter-Terrorist Education)** <http://www.ncbrt.lsu.edu>  
LSU provides training to law enforcement agencies and focuses its efforts on the delivery of the Emergency Response to Terrorism: Basic Concepts for Law Enforcement Course, and the development and delivery of the Emergency Response to Domestic Biological Incidents Course.
- **Texas A&M University (National Emergency Response and Rescue Training Center)** <https://teex.org/Pages/default.aspx>  
Texas A&M delivers a set of courses to prepare state and local officials for the threat posed by weapons of mass destruction. Courses are developed and designed to provide each specific segment of the emergency response community with the tools needed to accomplish its role in the event of a WMD incident. Additionally, Texas A&M has developed an Interactive Internet WMD Awareness Course for emergency responders. Texas A&M also provides technical assistance to state and local jurisdictions in the development of WMD assessment plans.
- **National Disaster Preparedness Training Center (NDPTC)** <http://ndptc.hawaii.edu/>  
The National Disaster Preparedness Training Center is the only member of the NDPC to focus primarily on natural hazards. Uniquely positioned geographically and culturally, the National Disaster Preparedness Training Center at the University of Hawaii works collaboratively to develop and deliver training and education in the areas of disaster preparedness, response, and recovery to governmental, private, tribal, and non-profit entities. Combining urban planning and environmental management, the NDPTC addresses the needs of vulnerable at-risk populations; particularly the challenges faced by coastal and island communities.
- **National Nuclear Security Administration/Center for Radiological/Nuclear Training (NNSA/CTOS)** <http://www.ctosnnsa.org/>  
Center for Radiological Nuclear Training at the Nevada National Security Site Program develops and delivers the training for emergency first responders. This training prepares the responders to take immediate, decisive action to prevent or mitigate terrorist use of radiological or nuclear WMDs, such as Improvised Nuclear Devices (INDs) and Radiological Dispersal Devices (RDDs or “dirty bombs”).

- **Transportation Technology Center, Inc., Security and Emergency Response Training Center**

<https://sertc.org/courses/>

Established in 1985, the Security and Emergency Response Training Center (SERTC) is operated by the Transportation Technology Center, Inc. (TTCI), a subsidiary of the Association of American Railroads. SERTC's responsibility to the student is to provide the very best hazmat training possible and to help students understand the processes that are required to deal with a transportation accident involving hazmat and to understand the options that are available to the responder. Training on the actual transportation equipment that attendees will encounter in the field will help to be prepared to deal with real world emergencies.

## **RURAL DOMESTIC PREPAREDNESS CONSORTIUM (RDPC) TRAINING SITES**

<https://www.ruraltraining.org/>

The RDPC is a DHS funded program providing training and resources to rural first responders. RDPC courses are offered both in-person and online, and are provided at no cost. Find more information about the RDPC in the overview.



**RDPC Overview YouTube Video** <http://www.youtube.com/therdpc>.

## **OHIO EMA AVAILABLE COURSES WITH DESCRIPTIONS**

### **G-108 Community Mass Care and Emergency Assistance (14 hours)**

This course provides training for local communities to prepare for and manage the Mass Care/Emergency Assistance (MC/EA) functions effectively. The goal is to prepare community agencies, organizations, and businesses to work together in coordination with Emergency Management and traditional MC providers to plan and provide MC/EA services to those affected by disaster. At the end of this course, participants will be able to define the four primary MC/EA services as discussed in this course, describe how to determine their community's MC/EA service resource requirements, identify providers that exist in their community or can be called upon from a nearby community to meet the requirements for MC/EA, name planning and operational actions that can affect how services will be provided, and list action items to use resources and providers to meet MC/EA requirements in their community.

### **G-141 Instructional Presentation and Evaluation Skills (18 hours)**

This course addresses the practicalities of conducting successful interactions, managing the classroom experience, and making presentations. It covers the basics of adult learning and of training evaluation for those wanting more experience in this area.

Participants have several opportunities to practice presentation and instructional skills, first as spokespersons for small groups, then during short duo presentations (3-minute individual presentations) and finally a 20-minute individual presentation using material related to their own programs or functions. Detailed feedback is provided. A large number of job aids are provided to help in the application of training skills. To prepare for the 20-minute presentation, participants should bring materials from a pre-existing course that is related to their work.

### **G-191 Incident Command System (ICS) / Emergency Operations Center (EOC) Interface (8 hours)**

The course provides an opportunity for emergency management and response personnel to begin developing an Incident Command System (ICS)/Emergency Operations Center (EOC) interface for their communities. The course reviews ICS and EOC characteristics, responsibilities and functions and depends heavily on activities and group discussions to formulate an interface. This course works best when delivered to Incident Command System and Emergency Operations Center personnel from the same community.

**Required Prerequisites:** IS-100, Introduction to the Incident Command System; IS-200, Incident Command System for Single Resources and Initial Action Incidents; and/ or EOC Management courses; IS-700, An Introduction to the National Incident Management System; and IS-800, National Response Framework (NRF), An Introduction.

### **G-235 Emergency Planning Course (16 hours)**

This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop the capability for effective participation in the all-hazard emergency operations planning process to save lives, protect property and the environment threatened by disaster. This course is designed for emergency management personnel who are involved in developing an effective emergency planning system.

### **G-251 Workshop in Emergency Management Amateur Radio Resources (4 hours)**

This course will provide state and local elected officials, emergency managers, and other public officials with an understanding of how these volunteer communication groups can help in supplementing telecommunication and warning systems. This workshop is designed for state and local elected officials, emergency managers, and other public officials; amateur radio operators.

### **G-270.3 Expedient Flood Training (1 hour)**

This course provides training for volunteers, Emergency Managers, and emergency responder personnel on flood response techniques using sandbags and other materials. Attendees learn the basic methods and procedures used to construct a sandbag levee. This course is important for those working as part of an organized community flood control effort, as well as those people attempting an individual flood response to save an isolated home or small business. The content can be presented to volunteers during expedient flood training or to key personnel in advance of a flood event.

### **G-271 Hazardous Weather and Flooding Preparedness (18 hours)**

This course provides training for local and state emergency managers who respond to hazardous weather events, while promoting partnership and coordination between the National Weather Service (NWS) and emergency managers. The goal of this course is to enhance emergency managers' ability to recognize potentially hazardous weather and flooding situations so they are equipped to plan appropriately and to coordinate effective responses. The audience for the course will encompass primarily the following professional groups: Local emergency managers (i.e., county, city, parish, or other jurisdiction); State emergency management personnel; Voluntary agency representatives; Private sector emergency managers.

**Recommended Prerequisites:** IS-271, Anticipating Hazardous Weather and Community Risk

### **G-272 Warning Coordination (12 hours)**

This course is the latest in the hazardous weather series of courses produced in partnership with the National Weather Service (NWS). Every year, the United States experiences more severe weather than any other country in the world. In order to reduce deaths, injuries, and property losses, emergency managers must work closely with the NWS and the news media to provide effective warnings that can be received and understood by people at risk. This course is intended to help facilitate that process. Course topics include: The Social Dimensions of Warning Response; Developing Effective Warning Messages; Developing an Effective Community Warning Process; and Working with the News Media to Create a Weather Warning Partnership. In addition to lecture and discussion, the course includes case studies, exercises, and an opportunity for interaction with representatives of the local news media. This course is intended for local emergency managers

### **G-288 Local Volunteer and Donations Management / G-489 Management of Spontaneous Volunteers in Disasters (16 hours)**

This training supports local governments and their emergency management partners in preparing for, responding to, and recovering from disaster events at the local level. The course is designed to strengthen the abilities of local jurisdictions to successfully prepare for and handle volunteer and donations management issues that may arise. The course content and activities may also serve as a template, thereby enhancing uniformity in addressing areas of donated unsolicited goods, unaffiliated volunteers, and undesignated cash. This training also provides information regarding the state's volunteer and donations management responsibilities, which are designed to help build relationships between government and non-governmental organizations.

This course also aims to introduce the keys to success in managing large numbers of spontaneous volunteers in disasters. Its underlying assumption is that much of the volunteer help is indeed needed, and that with basic emergency management coordination skills, the volunteer resources can often be put to effective use, making a positive difference in the affected community. The course will discuss the benefits spontaneous volunteers can bring to relief efforts and the challenges they may bring if not coordinated effectively. Special emphasis is also placed on how to make full use of a “Volunteer Reception Center”.

**Required Prerequisites:** All course participants should be familiar with their local government Emergency Operations Plan Annex, regarding spontaneous volunteers and volunteers affiliated with relief organizations.

**Recommended Prerequisites:** IS-288.a, The Role of Voluntary Organizations in Emergency Management; IS-100 Introduction to the Incident Command System, IS-200 Incident Command System for Single Resources and Initial Action Incidents; IS-700 National Incident Management System, an Introduction

### **G-300 Intermediate ICS for Expanding Incidents (21 hours)**

This course provides training for personnel who require advanced application of the Incident Command System (ICS) and Individuals who may assume a supervisory role in incidents. This course expands upon information covered in the ICS 100 and ICS 200 courses. Note: During a Type 3 incident, leadership may activate some or all of the Command and General Staff positions as well as Division/Group Supervisor and/or Unit Leader level positions and the incidents may extend into multiple operational periods.

**Required Prerequisites:** Students should have the most current versions of the following courses IS-100 Introduction to the Incident Command System, IS-200 Incident Command System for Single Resources and Initial Action Incidents; IS-700 National Incident Management System, an Introduction; and IS-800 National Response Framework, an Introduction

**Recommended Prerequisites:** Experience using concepts and principles from ICS-100 and ICS-200 in a response or exercise.

### **G-318 Local Hazard Mitigation Planning (16 hours)**

This course is designed to guide local communities through the steps needed to produce, maintain, implement and update a local hazard mitigation plan. During this course participants will learn the process of gathering information and documentation essential for a successful mitigation plan; discuss best practices that will help move mitigation actions forward; identify some common challenges and solutions to the implementation process; and learn the steps in the Hazard Mitigation Assistance (HMA) application process.

### **G-358 Evacuation and Re-Entry Planning (12 hours)**

This course provides participants with the knowledge and skills needed to design and implement an evacuation and re-entry plan for their jurisdictions. Participants will review their community’s vulnerability analysis and evacuation plan. It also addresses evacuation behavior and recommends methods to make evacuation and re-entry more efficient. **This course does not address the decision to evacuate or re-enter.**

### **G-365 Partnerships for Creating and Maintaining Spotter Groups (5 hours)**

This workshop emphasizes the valuable service that Spotter Groups provide to protect lives during hazardous weather and flooding. This activity is intended to promote the creation and enhancement of Spotter Groups across the country. It includes a wide variety of tools and approaches to help make Spotter Groups a key part of effective community warning systems. This workshop should be delivered jointly by Emergency Management and National Weather Service (NWS) staff.

### **G-367 Emergency Planning for Campus Executives (2 hours)**

This overview of Emergency Planning serves as a briefing for executives of institutions of higher education. It provides them with insights into multi-hazard Emergency Planning and their role in protecting lives, property, and operations. The course consists of seven modules that can be delivered independently so that executives can tailor it to fit their schedules and needs.

The seven modules are; Emergency Management: What Is It? Why Do It? Executive-Level Support, Developing Your Emergency Operations Plan, Evaluating Your EOP, Responding Using Incident Command System, Emergency Operations Center and Engaging Your Campus

**Recommended Prerequisite:** IS-100, Introduction to the Incident Command System

### **G-372 Flood Response Operations (16 hours)**

\*Note – This course is offered once annually at Ohio EMA usually in the Fall

This course is for emergency managers, public works officials, levee district representatives, and others responsible for planning, preparing, and managing the response to a flood. Using a combination of lectures, discussions, activities, and exercises, the course will take participants through the complete process from well before the flood to clean-up afterwards. Officials from communities at risk of flooding should take this training. While this training emphasizes how to conduct a flood fight, it provides information to help communities decide if a flood fight is possible and worth the effort and cost. Diagrams with materials lists and equipment and labor requirements to construct various types of temporary flood protection can be used to help determine if there is enough time and resources to protect the community. If the whole community cannot be protected, then officials must decide where to concentrate their efforts to protect some areas and/or evacuate and relocate what they can. If a flood fight is undertaken, it should be done the right way or the effort will be wasted.

### **G-400 Advanced ICS Command and General Staff – Complex Incidents (15 hours)**

This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in ICS-100, 200, 700, 800 and ICS-300 courses. The target audience for this course is senior personnel who expect to perform in a management capacity in an Area Command or Multi-Agency Coordination Entity.

**Required Prerequisites:** Students should have the most current versions of the following courses: IS-100 Introduction to the Incident Command System; IS-200 Incident Command System for Single Resources and Initial Action Incidents; G-300 Intermediate Incident Command System for Expanding Incidents; IS-700 National Incident Management System, an Introduction; and IS-800 National Response Framework, an Introduction

**Recommended Prerequisites:** Experience using concepts and principles from ICS-100, ICS-200, and ICS-300 in an operational environment.

### **G-402 NIMS Overview for Executives and Senior Officials (4 Hour Course)**

The purpose of this course is to familiarize Senior Officials (executives, elected and appointed officials, city/county managers, agency administrators, etc.) their role in supporting incident management within the National Incident Management System (NIMS).

Upon completion of this course, students will be able to explain National Incident Management System (NIMS) tenets and the role of the four command and coordination entities (ICS, EOC, MAC Group and JIS) within NIMS.

### **G-418 Mass Care / Emergency Assistance (MC/EA) Planning and Operations Course (14 hours)**

This two-day course prepares Mass Care/Emergency Assistance (MC/EA) Coordinators and their teams to develop MC/EA plans that support and/or coordinate MC/EA disaster responses.

At the conclusion of the course, the participants will be able to; Describe MC/EA Activities, identify key MC/EA Planning Steps, Describe the roles and responsibilities of the Mass Care Coordinator and Team, Define the scale of the disaster & estimate needed resources to support a MC/EA disaster operation and discuss the primary elements of MC/EA Information Management

**Recommended Prerequisites:** IS-405, Mass Care/Emergency Assistance Overview

### **G-427 CERT Program Manager (12 hours)**

This two-day course prepares members of local Community Emergency Response Team (CERT) teams to leverage available resources to grow their programs, retain their volunteers and improve community preparedness. The course provides effective procedures for managing a CERT program utilizing proven documentation and volunteer management strategies that provide students with the knowledge and tools to enhance their local CERT programs. Instruction topics include working with volunteers, developing a program plan, and sustaining programs.

It also covers considerations for developing and conducting a CERT Training Course (materials provided in hardcopy and electronically). This training is useful for other volunteer organizations due to the focus on program documentation and volunteer management.

**Required Prerequisites:** A referral from a CERT-sponsoring agency, typically a local, or regional government agency, and completion of the CERT Basic Training course and the IS-317 Introduction to Community Emergency Response Team.

### **G-428 CERT Instructor Train-the-Trainer (18 hours)**

This three-day course prepares students to organize and teach the CERT Basic Training Course by demonstrating instructional methods and familiarizing students with the instructional modules of that course. This course also covers considerations for developing and implementing a CERT Training Course (materials in hardcopy and electronically).

**Required Prerequisites** – Registrants without a fire, rescue, or disaster preparedness background are required to have completed the standard 20-hour CERT Basic Training course or equivalent experience. Those with a fire, rescue, and/or disaster preparedness background that have not taken or taught the CERT course are required to complete the IS-317 Introduction to Community Emergency Response Team course.

### **G-557 Rapid Assessment Planning (8 hours)**

This course provides information and resources that will enable participants to plan an effective Damage Assessment Program and conduct rapid and effective damage assessments in order to save lives, protect property and the environment, and begin the process of Recovery and Mitigation.

**Recommended Prerequisites:** IS-100, Introduction to the Incident Command System; IS-200, Incident Command System for Single Resources and Initial Action Incidents; IS-700, National Incident Management System, an Introduction; and IS-800, National Response Framework, an Introduction

### **G-2300 Intermediate Emergency Operations Center Functions (24 hours)**

This course focuses on assisting individuals and jurisdictions who desire to develop or improve their Emergency Operation Centers (EOC). By the end of the course, students will be able to demonstrate, through activities and a Final Exam, the managerial and operational roles of the modern-day EOC as a NIMS Command and Coordination functional group operating within a Multiagency Coordination System (MACS)

**Required Prerequisites:** IS-100, Introduction to the Incident Command System; IS-2200, Basic Emergency Operations Center Functions; IS-700, National Incident Management System, an Introduction; IS-800, National Response Framework, an Introduction;

**Recommended Prerequisite:** E/L/G 0191, Emergency Operations Center/Incident Command System Interface; IS-200, Basic Incident Command System for Initial Response

### **L/K-105 Public Information Basics (24 hours) (replaces the G290/2091 course)**

To equip participants with the skills needed to be full or part-time public information officer (PIO), including oral and written communications; understanding and working with the media; and basic tools and techniques to perform effectively as a PIO, both in the proactive/ advocacy times and crisis/emergency response.

The 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: This course is intended for newly appointed emergency managers from Federal, state, local, tribal, territorial, and emergency management agencies, and prospective professionals transferring from another discipline to emergency management.

**Required Prerequisites:** IS-29, Public Information Officer Awareness

### **L/K-146 Homeland Security Exercise and Evaluation Program Training Course (16 hours)**

This 2-day intermediate-level training program is designed for individuals involved in exercise programs and/or exercise design, development, conduct, evaluation, and improvement planning. It incorporates exercise guidance and best practices from the HSEEP Volumes. Participants should come with a basic understanding of exercise design and HSEEP terminology. Course topics include exercise program management, design and development, conduct, evaluation, and improvement planning.

In addition to the instructor led presentations, the course includes small group activities, videos, group discussions, and introductions to HSEEP and capabilities-based planning (e.g., Universal Task List (*UTL*); Target Capabilities List (*TCL*), transition to Core Capabilities). Activities include creating exercise documentation, conducting exercise planning meetings and briefings, and practicing exercise evaluation. There will be 2.5 CEUs awarded upon successful completion of this course.

**Required Prerequisite:** IS-120, An Introduction to Exercises.

### **OH-101 Developing and Maintaining Emergency Operations Plans (8 hours)**

This course primarily focuses on the planning development process, hazard analysis, basic plan, and annexes/emergency support functions relating to Emergency Operations Plans. Additional material covered includes Ohio Revised Code & Administrative Code requirements, CPG101 basics, NIMS, partner engagement, COOP, and a brief overview of the state EOP.

### **OH-138 Master Scenario Events List (MSEL) Development (8 hours)**

This course will allow participants to obtain the knowledge, skills, and abilities needed to develop a Master Scenario Events List (MSEL) for both a full scale and functional exercises. Through lecture, plenary discussion and facilitated activities, they will learn about and utilize the process to develop major detailed events, player expected actions and inject messages/simulations. The participants will also learn what is needed to harmonized/sequence injects/simulation in a way that creates an exercise environment conducive to exercise play, control and evaluation.

**Required Prerequisite:** IS-120, An Introduction to Exercises;

**Recommended Prerequisite:** L/K-146, Homeland Security Exercise and Evaluation Program Training Course

### **OH-139 Exercise Design and Evaluation (24 hours)**

This three-day course is designed to introduce students to the fundamentals of exercise design and prepare them to design and conduct a small functional exercise for their organization. Students will acquire fundamental knowledge and skills necessary to develop, conduct, evaluate, and follow-up on exercises. The course content addresses the fundamental requirements of an overall exercise program and its components. The exercise evaluation portion is designed to provide state and local emergency managers with a structure and guidelines that can be adapted for use in developing and implementing a system for evaluating exercises.

**Required Prerequisite:** IS-120, An Introduction to Exercises; IS-130 How to be and Exercise Evaluator;

**Recommended Prerequisite:** L/K-146, Homeland Security Exercise and Evaluation Program Training Course

### **OH-197 Planning for Access and Functional Needs in Emergencies (16 hours)**

\*Note – This course is offered twice annually at Ohio EMA usually in the Summer & Winter

This 2-day course provides participants with the information necessary to utilize access and functional needs-inclusive practices during Emergency Planning. Course objectives include:

- Define access and functional needs and disabilities and how they differ.
- Define key terms related to inclusive planning.
- Identify appropriate resources to assist in planning for, and with, adults and children with disabilities and others with access and functional needs.

This course is designed for State, local, tribal and territorial emergency planning personnel, such as Emergency Managers, Fire Protection and Emergency Medical Services, Law Enforcement, Resource agencies including Transportation, Communications, Public Works, and Public Health; Non-Governmental Organization (NGO) and Volunteer Organizations Active in Disaster (VOAD), Disability groups/organizations.

### **OH-202 Debris Management Workshop (8 Hours)**

This course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris-generating event with emphasis on State and; local responsibilities. Developed from a pre-disaster planning perspective, the course includes debris staff organizations; compliance with laws and regulations; contracting procedures; debris management site selection; volume-reduction methods; recycling; special debris situations; and supplementary assistance. This workshop is for local officials and state personnel who are responsible for planning and/or implementing debris removal and disposal actions. This includes Public Works, Solid Waste Management, Engineering, Environmental Compliance, Public Information, Legal Affairs and Procurement/Contracting personnel.

### **OH-205 Recovery from Disaster: The Local Government Role (16 hours)**

\*Note – This course is offered once annually at Ohio EMA usually in the Fall

This course covers a broad range of recovery topics including recovery planning, damage assessment, debris management, assistance to disaster survivors and state, local, tribal, and territorial (SLTT) partners and non-profits organizations, disaster declaration process and a local perspective on long term recovery. The goals of this course are:

- Understand local community responsibilities and challenges associated with disaster recovery.
- Discuss lessons learned in disaster recovery at the local level.
- Develop and implement a pre-disaster recovery plan.

**Required Prerequisites:** IS-2900, National Disaster Recovery Framework (NDRF) Overview

### **OH-230 Introduction to Emergency Management Course (24 hours)**

\*Note – This course is offered once annually at Ohio EMA usually in the Winter

This course provides new emergency managers and staff with the knowledge, skills, and tools needed to develop an effective emergency management program in the state of Ohio. The course provides information on basic emergency management concepts and functions and how they are applied in Ohio. It includes modules on mitigation, preparedness, response, recovery, laws and authorities, and funding and grants. Understanding the fundamental principles and practices of emergency management provides a framework for the future professional growth of every emergency manager and responder. The material is designed to provide a basic framework and understanding of emergency management and homeland security in Ohio.

### **OH-278 Benefit Cost Analysis (BCA) Workshop (8 hours)**

Hosted by the Ohio Emergency Management Agency and presented by the Federal Emergency Management Agency (FEMA), the goal of the Benefit Cost Analysis (BCA) Course is to educate participants on the software and information needed to perform a BCA on a potential mitigation project using FEMA's current BCA software (version 4.8). This course assists participants in developing quality BCAs to use when developing grant applications for the FEMA Unified Hazard Mitigation Assistance (HMA) grant programs.

### **OH-289 Public Information Officer Awareness (5 Hours)**

This Public Information Officer Awareness Course is designed to familiarize participants with the concepts underlying the PIO role. This course can provide a basic understanding of the PIO function for those new to the position and can provide those in executive level roles the necessary knowledge of PIO roles and responsibilities during normal and emergency times. The course includes a hands-on activity to prepare students to speak to the media during an emergency event.

The primary audience for this training is individuals that serve as PIOs as well as those that would benefit from a general understanding of the emergency public information function. This can include elected officials, dispatchers, receptionists, PIOs and other positions that may have contact with the media before, during or after an incident.

**Recommended Prerequisite:** IS-29, Public Information Officer Awareness

### **OH-386 Mass Fatalities Incident Course (14 hours)**

This course prepares state and local response personnel and other responsible agencies and professionals to handle mass fatalities effectively and to work with the survivors in an emergency or disaster. This course covers incident management, mass fatalities, planning before and operations during an incident, establishing the morgue, family assistance support operation, and assistance from the federal government. The course concludes with a tabletop exercise.

Participants will learn to identify the characteristics of a mass fatality incident and identify the roles and responsibilities of key personnel in the incident. In addition, the instructor will describe the steps required to respond to a mass fatalities incident, including catastrophic numbers of fatalities and contaminated remains, and help participants determine their jurisdiction's preparedness for a mass fatalities event.

### **OH-387 Family Assistance Center Planning and Reunification Operations (16 hours)**

This two-day course focuses on the survivors of mass casualty incidents (MCI) and mass fatality incidents (MFI) within our communities as well as those directly or indirectly impacted by these types of incidents. The course will address the concerns, needs, and the unique decisions necessary to start the recovery process. By embracing the "whole community approach" this course will discuss the non-governmental, faith-based, community-based, and governmental programs that coalesce into a successful operation. The intention for this training is to guide the participants through the lifecycle of caring for the living people experiencing an MCI/MFI, plan for the critical needs of the living, operate within a proposed structure, and offer an outline for response to MCI/MFI.

### **OH-605 IA Damage Assessment Workshop (2.5 hours)**

This course provides a detailed overview of the following topics related to post-event assessment of the impact and magnitude of natural and person-made disasters to the private sector. Instruction includes: an overview of the local damage assessment process, criteria for private sector impacts, local damage assessment information reporting methods and standards for Private Sector, training local teams (composition or membership of damage assessment teams) and the roles and responsibilities of the Individual Assistance Damage Assessment Coordinator and team leads. This course also prepares students to perform, organize and teach IA Damage Assessment.

### **OH-606 Recovery from Disaster Workshop (3 hours)**

This course provides representatives of county / local emergency management, local governments (township, municipalities, county, special district, authorities, etc.), certain private non-profit organizations, and organized volunteer organizations with an overview of pre- and post-event topics related to disaster recovery. Training modules include the damage assessment process; declaration process; an overview of the various supplemental State and Federal Disaster Assistance Programs; and the need for and organization of long-term recovery groups.

### **OH-607 Public Assistance Cost Documentation / Damage Assessment Course (3.5 hours)**

This workshop introduces students to the FEMA Public Assistance (PA) Program by addressing the basics of damage assessment, cost documentation and procurement. The FEMA PA Program provides financial assistance to state and local governments and certain private non-profit organizations for emergency work and infrastructure repairs/replacement following disasters. This workshop is designed for records keepers, administrative and fiscal personnel responsible for cost documentation and/or procurement.

### **OH-726 Commodity Points of Distribution (8 hours)**

This course provides an in-depth look into establishing a Commodity Point of Distribution (CPOD) to provide life-sustaining supplies (food, water, ice, tarps, etc.) to a populace affected by a disaster / emergency. The individual lessons detail the staffing, equipment and procedures a jurisdiction or volunteer agency will utilize to plan for, execute and demobilize a commodity POD operation. The course contains 4-hours of classroom instruction and a 4-hour practical exercise to setup and recover a Type III POD. Attendees will also receive supplemental training materials for developing plans and conducting training on the companion skills needed for POD safety.

**Recommended Prerequisite:** IS-26, Guide to Points of Distribution

### **OH-2302 Emergency Operations Center Leaders Skillset (24 hours)**

This Ohio-specific 24-hour course equips current and aspiring EOC leaders with the knowledge and tools necessary to activate and manage an Emergency Operations Center effectively. Built around the EOC Skillsets, the course emphasizes leadership, operational coordination, resource management, and strategic planning across a variety of EOC structures. Participants will also learn how to create and implement Position Task Books tailored to their jurisdictions and their EOCs and aligned with Ohio's emergency management priorities.

**Required Prerequisites:** IS-100, Introduction to the Incident Command System; IS-2200, Basic Emergency Operations Center Functions; IS-700, National Incident Management System, an Introduction; IS-800, National Response Framework, an Introduction; G-2300 Intermediate Emergency Operations Center Functions

**Recommended Prerequisite:** E/L/G 0191, Emergency Operations Center/Incident Command System Interface  
IS-200, Basic Incident Command System for Initial Response

## APPENDIX A: RECOMMENDED CURRICULUM

**General ICS/NIMS** *(It is recommended that the ICS/NIMS courses be completed in the following order.)*

- [IS-700](#) National Incident Command System
- [IS-800](#) National Response Framework
- [IS-100](#) Introduction to Incident Command System
- [IS-200](#) Basic Incident Command System
- G-191 ICS/EOC Interface
- G-300 Intermediate Incident Command System
- G-400 Advanced Incident Command System

**Planning** *(no particular order)*

- [IS-11](#) Animals in Disasters: Community Planning
- [IS-366](#) Planning for the Needs of Children in Disasters
- [IS-2901](#) Introduction to Community Lifelines
- [IS/G-235](#) Emergency Planning
- G-358 Evacuation and Reentry Planning
- G-318 Local Mitigation Planning Workshop
- OH-101 Developing and Maintaining Emergency Operations Plans
- OH-197 Planning for Access and Functional Needs in Emergencies

**Recovery** *(no particular order)*

- [IS-403](#) Introduction to Individual Assistance (IA)
- [IS-559](#) Local Damage Assessment
- OH-205 Recovery from Disaster: The Local Government Role
- OH-605 Individual Assistance (IA) Damage Assessment Workshop
- OH-606 Recovery from Disaster Workshop
- OH-607 Public Assistance Cost Documentation/Damage Assessment Course

**Ohio Revised Code** *(no particular order)*

- [IS-230](#) Principles of Emergency Management
- [IS/G-235](#) Emergency Planning
- OH-205 Recovery from Disaster: The Local Government Role
- OH-139 Exercise Design
- OH-230 Introduction to Emergency Management in Ohio

**Severe Weather** *(no particular order)*

- [IS-66](#) Preparing the Nations for Space Weather Events
- [IS-271](#) Anticipating Hazardous Weather & Community Risk
- G-271 Hazardous Weather
- G-272 Warning Coordination

**Public Information** *(no particular order)*

- [IS-29](#) Public Information Officer Awareness
- [IS-42](#) Social Media in Emergency Management
- OH-289 Public Information Officer Awareness
- E/L/K-105 Public Information Basics

## APPENDIX B: COURSE EVALUATION FORM

This form is located on the Ohio EMA website at: <https://ema.ohio.gov/prepare-respond/training-and-exercises/training/documents-and-policies>



OHIO DEPARTMENT OF PUBLIC SAFETY  
EMERGENCY MANAGEMENT AGENCY

### OHIO EMA COURSE EVALUATION

COURSE TITLE			DATE		
Please Circle Your Response to the Following	1	2	3	4	5
	Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree
The training met my needs & expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class participation & questions were encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student manual & materials were useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am more knowledgeable on the topic instructed as a result of this class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INSTRUCTOR NAME	Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree
Instructor was knowledgeable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor was organized & presented information clearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS					

INSTRUCTOR NAME	Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree
Instructor was knowledgeable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor was organized & presented information clearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS					

**ADDITIONAL COMMENTS** (most liked/least liked/areas for improvement)

--

*This form must be returned to the OHIO EMA Training Section upon course completion.*

*It should be accompanied by the course sign-in-sheet(s). It is the responsibility of the course host to return this form.*

EMA 0204 7/21 [760-1265]

## APPENDIX C: TRAINING & EXERCISE STAFF CONTACTS

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## APPENDIX D: DIRECTIONS TO OHIO EMA

### Directions to EMA from the East:

Take I-70 West to I-71 North to I-670 West to SR 315 North to SR.161 or Dublin Granville Road. Turn left (West) off SR 315 onto West Dublin Granville Road. Follow West Dublin Granville Road approximately two miles until you see the National Guard Armory on your left. Turn left to Ohio EMA

### Directions to EMA from the South:

Take I-71 North to SR 315 North to SR.161 or Dublin Granville Road. Turn left (West) off SR 315 onto West Dublin Granville Road. Follow West Dublin Granville Road approximately two miles until you see the National Guard Armory on your left. Turn left to Ohio EMA

### Directions to EMA from the West:

Take I-70 East to SR 315 North to SR 161 or Dublin Granville Road. Turn left (West) off SR 315 onto West Dublin Granville Road. Follow West Dublin Granville Road approximately two miles until you see the National Guard Armory on your left. Turn left to Ohio EMA

Take I-270 to Sawmill Road South to SR 161 or Dublin Granville Road. Turn left (East) onto West Dublin Granville Road. Follow West Dublin Granville Road approximately one mile until you see the National Guard Armory on your right. Turn right to Ohio EMA

### Directions to EMA from the North:

Take I-71 South to 270 West to SR 315 South to SR 161 or Dublin Granville Road. Turn right (West) off SR 315 onto West Dublin Granville Road. Follow West Dublin Granville Road approximately two miles until you see the National Guard Armory on your left. Turn left to Ohio EMA



