

Training Opportunities & Calendar

Schedule for CSAR trainings will be coming soon

Schedule for Zone Crew trainings will be coming soon

FEMA Independent Study Program:

The Federal Emergency Management Agency (FEMA), Emergency Management Institute (EMI) offers self-paced courses designed for people who have emergency management responsibilities and the general public. All are offered free-of-charge to those who qualify for enrollment. To get a complete listing of courses, view the list of [active courses](#).

Courses recommended for Zone Crew:

- [IS-100.c Introduction to the Incident Command System](#)
- [IS-240.b Leadership and Influence](#)
- [IS-363 Introduction to Emergency Management for Higher Education](#)
- [IS-368 Including People With Disabilities & Others With Access & Functional Needs in Disaster Operations](#)
- [IS-907 Active Shooter: What You Can Do](#)

Courses recommended for EOC and DOC staff:

- [IS-100.c Introduction to the Incident Command System](#)
- [IS-230.d Fundamentals of Emergency Management](#)
- [IS-363 Introduction to Emergency Management for Higher Education](#)
- [IS-368 Including People With Disabilities & Others With Access & Functional Needs in Disaster Operations](#)
- [IS-700.b An Introduction to the National Incident Management System](#)
- [IS-2200 Basic Emergency Operations Center Functions](#)

Courses recommended for CSAR Leadership:

- [IS-100.c Introduction to the Incident Command System](#)
- [IS-120.c An Introduction to Exercises](#)
- [IS-130.a How to be an Exercise Evaluator](#)
- [IS-139.a Exercise Design and Development](#)
- [IS-230.d Fundamentals of Emergency Management](#)
- [IS-240.b Leadership and Influence](#)
- [IS-241.b Decision Making and Problem Solving](#)
- [IS-244.b Developing and Managing Volunteers](#)
- [IS-363 Introduction to Emergency Management for Higher Education](#)

- [IS-368 Including People With Disabilities & Others With Access & Functional Needs in Disaster Operations](#)
- [IS-909 Community Preparedness: Implementing Simple Activities for Everyone](#)

Courses recommended for Continuity Leads and Emergency Action Plan Leads:

- [IS-120.c An Introduction to Exercises](#)
- [IS-130.a How to be an Exercise Evaluator](#)
- [IS-139.a Exercise Design and Development](#)
- [IS-363 Introduction to Emergency Management for Higher Education](#)
- [IS-368 Including People With Disabilities & Others With Access & Functional Needs in Disaster Operations](#)
- [IS-1300 Introduction to Continuity of Operations](#)

Courses recommended for Staff and/or Faculty:

- [IS-3 Radiological Emergency Management](#)
- [IS-5.a An Introduction to Hazardous Materials](#)
- [IS-368 Including People With Disabilities & Others With Access & Functional Needs in Disaster Operations](#)
- [IS.366.a Planning for the Needs of Children in Disasters](#)
- [IS-552 Public Works Role in Emergency Management](#)
- [IS-554 Emergency Planning for Public Works](#)
- [IS-906 Workplace Security Awareness](#)
- [IS-907 Active Shooter: What You Can Do](#)
- [IS-909 Community Preparedness: Implementing Simple Activities for Everyone](#)

IS-3: Radiological Emergency Management

Course Overview

This independent study course contains information on a variety of radiological topics, including:

- Fundamental principles of radiation
- Nuclear threat and protective measures
- Nuclear power plants
- Radiological transportation accidents
- Other radiological hazards

IS-5.A: An Introduction to Hazardous Materials

Course Overview

This Independent Study course is intended to provide a general introduction to hazardous materials that can serve as a foundation for more specific studies in the future. This course does not meet Hazardous Materials response requirements identified in HAZWOPER standard (29CFR1910.120(q)(6)(i)). The course has five Units which are outlined below. No prior knowledge of the subject is required or assumed. At the end of the course, the participant should be able to:

- Explain the roles of Federal, State, Tribal and local governments in reducing hazardous materials risks through Health and Environmental Regulations;
- Discuss the two major hazardous materials identification systems used within the United States;
- Identify possible terrorist's targets of opportunities in the use of toxic industrial chemicals (TIC) as Weapons of Mass Destruction (WMD);
- Identify locations where hazardous materials are commonly found and how to determine their potential health effects;
- Describe basic terms that pertain to exposures to hazardous materials;
- Read and interpret a materials safety data sheet (MSDS);
- Explain how hazardous materials enter the body and contaminate the environment;
- Describe what communities can do to increase their emergency preparedness to respond to hazardous materials incidents; and
- Identify steps individuals and communities can take to protect themselves during a hazardous materials release.

The five Units are:

Unit 1: Health and Environmental Regulations. This Unit explains the roles of Federal, State, Tribal and local governments in reducing hazardous materials risks, and reviews the key provisions of critical Federal legislation.

Unit 2: Hazardous Materials Identification Systems. This Unit discusses the two major hazardous materials identification systems currently being used in the United States. It also outlines how communities should be able to recognize a terrorist use of toxic industrial chemicals as Weapons of Mass Destruction (WMD).

Unit 3: Identifying Hazardous Materials. This Unit provides an overview of locations in which these materials are commonly found and discusses ways of determining what particular chemicals, with what health effects, exist in these locations.

Unit 4: Hazardous Materials and Human Health. This Unit introduces many of the basic terms used to discuss hazardous materials problems, and explain how hazardous materials enter and move through the body and the environment.

Unit 5: Preparing for Hazardous Materials Incidents. This Unit explains what local communities can do to increase their emergency preparedness to respond to hazardous materials incidents of any size. It also identifies steps individuals can take to protect themselves during a hazardous materials release.

Course Overview

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). The Emergency Management Institute developed its ICS courses collaboratively with:

- National Wildfire Coordinating Group (NWCG)
- U.S. Department of Agriculture
- United States Fire Administration's National Fire Programs Branch

Course Objectives:

At the completion of this course, you should be able to:

- Explain the principles and basic structure of the Incident Command System (ICS).
- Describe the NIMS management characteristics that are the foundation of the ICS.
- Describe the ICS functional areas and the roles of the Incident Commander and Command Staff.
- Describe the General Staff roles within ICS.
- Identify how NIMS management characteristics apply to ICS for a variety of roles and discipline areas.

Primary Audience

The target audience includes persons involved with emergency planning, and response or recovery efforts.

IS-120.C An Introduction to Exercises

Course Overview

This course introduces the basics of emergency management exercises. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP).

Course Objectives

- Develop a baseline knowledge of exercise fundamentals.
- Identify the tasks necessary to complete each phase of the exercise process.
- Define how exercises complete the preparedness process.
- Identify the role of exercises in validating capabilities.
- Identify phases of exercise evaluation and the improvement planning process.

Primary Audience

Emergency management and homeland security professionals who require an introduction to exercises. EM, PIO, Fire, EMS, PH, LE, PW, VOAD, Private Industry.

IS-130.A How to be an Exercise Evaluator

Course Overview

This Independent Study course is a new offering that introduces the basics of emergency management exercise evaluation and improvement planning. It also provides the foundation for exercise evaluation concepts and practices as identified in the Homeland Security Exercise and Evaluation Program.

Course Objectives

- Define roles and responsibilities of an exercise evaluator
- Discover the tools necessary to support the exercise evaluator for a successful exercise evaluation
- Identify the necessary tasks in conducting an exercise evaluation
- Recognize methods of analyzing exercise data.

IS-139.A Exercise Design and Development

Course Overview

Through the use of this course, exercise program managers can learn to develop, execute, and evaluate exercises that address the priorities established by an organization's leaders. These priorities are based on the National Preparedness Goal, strategy documents, threat and hazard identification/risk assessment processes, capability assessments, and the results from previous exercises and real-world events. These priorities guide the overall direction of a progressive exercise program, where individual exercises are anchored to a common set of priorities or objectives and build toward an increasing level of complexity over time

Course Objectives:

- Identify the basic components of an exercise program
- Identify the types of exercises as defined by HSEEP
- Develop exercise objectives using SMART guidelines
- Define the components of MSEL development
- Describe the audience and purpose of the key exercise design and development documents

IS-230.D: Fundamentals of Emergency Management

Course Overview

The goal of this course is to introduce you to the fundamentals of emergency management. This course presents emergency management as an integrated system with resources and capabilities networked together to address all hazards. This is the first course in the Federal

Emergency Management Agency (FEMA) Emergency Management Institute's independent study Professional Development Series.

Course Objectives:

At the completion of this course, participants should be able to:

- Describe the principles and authorities that are the foundation of emergency management.
- Explain how the different partners contribute to emergency management in your community.
- Explain how the core capabilities support the mission areas to ensure preparedness.
- Describe the roles of each partner in emergency management.
- Explain the steps and resources necessary for developing a comprehensive emergency operations plan.
- Explain how to plan, manage, and coordinate resources for an efficient and effective response.
- Explain the functions of emergency management in emergency and day-to-day situations.

Primary Audience

This entry-level course is designed for individuals new to the field of emergency management or persons with a desire to understand the fundamentals of emergency management.

IS-240.B: Leadership and Influence

Course Overview

Being able to lead others—to motivate them and commit their energies and expertise to achieving the shared mission and goals of the emergency management system—is a necessary and vital part of every emergency manager's, planner's, and responder's job.

The goal of this course is to improve your leadership and influence skills. To that end, this course addresses:

- Leadership from within.
- How to facilitate change.
- How to build and rebuild trust.
- Using personal influence and political savvy.
- Fostering an environment for leadership development.

Course Objectives:

At the completion of this course, participants should be able to:

- Explain what leadership means for emergency personnel.
- Explain why effective leadership begins with personal insight and development.

- Identify your leadership capabilities and areas for personal development.
- Describe a change management model and the process for planning, communicating, and implementing change.
- Describe how to build and rebuild trust in an organization.
- Use personal influence and develop political savvy to network and influence people effectively.
- Develop strategies for creating a positive work environment that fosters leadership and a commitment to continuous improvement in others.

Primary Audience

All individuals involved in crisis and emergency management decision making.

IS-241.B: Decision Making and Problem Solving

Course Overview

Being able to make decisions and solve problems effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your decision-making skills. It addresses:

How we make decisions.

- Group decision making.
- Crisis decision making.
- Ethical decision making.

Course Objectives:

At the end of this course, the participants will be able to:

- Describe the impact of effective decision making in an emergency.
- Identify attributes associated with an effective decision maker.
- Describe the steps of the analytical problem-solving model.
- Identify when group decision making is a good approach and methods for making a group's decision-making process more effective.
- Identify impediments to effective decision making in a crisis.
- Describe strategies for enhancing crisis decision making.
- Explain how ethical considerations impact decision making.

Primary Audience

All individuals involved in crisis and emergency management decision making.

IS-244.B: Developing and Managing Volunteers

Course Overview

The goal of this course is to strengthen abilities to prepare for and manage volunteers before, during, and after a severe emergency or major disaster. This course will:

Provide strategies for identifying, recruiting, assigning, training, supervising, and motivating volunteers.

Include discussion of spontaneous volunteers as well as those affiliated with community-based, faith-based, and nongovernmental organizations (NGOs).

Course Objectives:

At the completion of this course, participants should be able to:

- Identify situations in which volunteers can be a useful addition to response and recovery operations.
- Define skill and knowledge requirements for volunteers.
- Develop a volunteer program that includes strategies for recruiting and managing volunteers within the whole community.
- Develop a plan for setting up a Volunteer Reception Center.
- Identify special issues involving the use of volunteers.

Primary Audience

This course is for emergency managers and related professionals working with all types of volunteers and coordinating with voluntary agencies.

IS-363 Introduction to Emergency Management for Higher Education

Course Overview

The goal of this course is to provide Institutions of Higher Education (IHEs) with knowledge and planning strategies to protect lives, property, and the environment by supporting operations more effectively within the context of comprehensive emergency management.

Course Objectives:

By the end of this course, you should be able to:

- Define comprehensive emergency management.
- Identify the importance of emergency planning as it relates to the unique needs of an Institution of Higher Education (IHE)
- Identify hazards that present risks for IHEs and the impacts of those hazards
- Identify the process and benefits of conducting a risk assessment
- Identify and create a partnership with internal and external stakeholders
- Define the characteristics of a planning team
- Develop or revise a multi-hazard Emergency Operations Plan (EOP)
- Describe strategies for training and testing the EOP
- Create a Recovery Plan

IS-366.A: Planning for the Needs of Children in Disasters

Course Overview

The purpose of this course is to provide guidance for Emergency Managers and implementers of children's programs about meeting the unique needs that arise among children as a result of a disaster or emergency.

The course includes the following lessons:

Lesson 1: Course Overview

Lesson 2: Unique Needs of Children in Disasters

Lesson 3: Critical Components of a Child's World

Lesson 4: Mitigation

Lesson 5: Preparedness

Lesson 6: Response

Lesson 7: Recovery

Resources Toolkit (downloadable PDF file)

Much of the information in this course is based upon a document titled "The Unique Needs of Children in Emergencies: A Guide for the Inclusion of Children in Emergency Operations Plans," published by Save the Children.

Course Objectives:

At the conclusion of this course, you should be able to create, update, or revise an Emergency Operations Plan for your community or organization to effectively address the unique needs of children in disasters.

IS-368: Including People with Disabilities & Others with Access & Functional Needs in Disaster Operations

Course Overview

The purpose of this course is to increase awareness and understanding of the need for full inclusion of disaster survivors and FEMA staff who are people with disabilities, and people with access and functional needs. The course provides an overview of disabilities and access and functional needs and explains how disaster staff can apply inclusive practices in their disaster assignments.

Course Objectives:

At the completion of this course, participants should be able to:

- Explain the importance of including people with disabilities and others with access and functional needs in disaster operations at the JFO and field locations.

- Describe how JFO and field staff can support and include people with disabilities and others with access and functional needs in disaster operations.
- Describe principles and FEMA initiatives that provide a foundation for the integration of people with disabilities and others with access and functional needs in disaster operations.
- Describe the history of the treatment of and services for people with disabilities.
- Identify laws that provide the legal foundation for issues related to people with disabilities and others with access and functional needs.
- Describe the function of the Disability Integration Advisor.
- Describe personal actions to support the integration of people with disabilities and others with access and functional needs in the JFO and field disaster operations.

IS-552: The Public Works Role in Emergency Management

Course Overview

This course provides an introduction to the role of Public Works departments in community emergency management. The training is intended to help communities improve their emergency management efforts regarding the functions of public works agencies prior to, during, and after disasters.

Course Objectives:

After completing this course, you should be able to:

- Define the roles of local, state, and federal governments as they relate to an understanding of what agency/locale will have authority and responsibility.
- Develop administrative practices and procedures.
- State the importance of effective communication.
- Identify the components that make up the emergency response system.
- Prepare an after-action evaluation and review.

IS-554: Emergency Planning for Public Works

Course Overview

This course explains how public works prepares and plans for emergencies.

Course Objectives:

By the end of this course, participants will be able to:

- Explain the relationships between public works activities and emergency planning
- Describe how to establish a planning team
- Explain how risk and vulnerability assessments are used in public works planning
- Explain how to plan for each activity in the emergency management process

- Explain basic principles for implementing and maintaining a public works emergency plan.

IS-700.B: An Introduction to the National Incident Management System

Course Overview

This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.

Course Objectives:

At the end of this course, students will be able to:

- Describe and identify the key concepts, principles, scope, and applicability underlying NIMS.
- Describe activities and methods for managing resources.
- Describe the NIMS Management Characteristics.
- Identify and describe Incident Command System (ICS) organizational structures.
- Explain Emergency Operations Center (EOC) functions, common models for staff organization, and activation levels.
- Explain the interconnectivity within the NIMS Management and Coordination structures: ICS, EOC, Joint Information System (JIS), and Multiagency Coordination Groups (MAC Groups).
- Identify and describe the characteristics of communications and information systems, effective communication, incident information, and communication standards and formats.

IS-906: Workplace Security Awareness

Course Overview

This course provides guidance to individuals and organizations on how to improve the security in your workplace. No workplace—be it an office building, construction site, factory floor, or retail store—is immune from security threats.

Employees are often the target of these threats as well as the organization's first line of defense against them. Threats endanger the confidentiality, integrity, and security of your workplace, as well as your virtual workplace and computer systems. This course presents information on how employees can contribute to your organization's security.

Course Objectives:

Upon completing this course, the participant will be able to:

- Identify potential risks to workplace security.
- Describe measures for improving workplace security.
- Determine the actions to take in response to a security situation

Primary Audience

All private-sector and public-sector employees.

IS-907: Active Shooter: What You Can Do

Course Overview

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and other populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly.

All employees can help prevent and prepare for potential active shooter situations. This course provides guidance to individuals, including managers and employees, so that they can prepare to respond to an active shooter situation.

This course is not written for law enforcement officers, but for non-law enforcement employees. The material may provide law enforcement officers information on recommended actions for non-law enforcement employees to take should they be confronted with an active shooter situation.

Course Objectives:

Upon completing this course, the participant will be able to:

- Describe actions to take when confronted with an active shooter and responding law enforcement officials.
- Recognize potential workplace violence indicators.
- Describe actions to take to prevent and prepare for potential active shooter incidents.
- Describe how to manage the consequences of an active shooter incident.

Primary Audience

All individuals, including managers and employees.

IS-909: Community Preparedness: Implementing Simple Activities for Everyone

Course Overview

Community members are the key to our Nation's preparedness and resilience. As such, we need to:

- Support the development of prepared, vigilant, and engaged communities.
- Foster strategic partnerships among:
 - The private sector.
 - Nongovernmental organizations.
 - Foundations.
 - Community-based organizations.

The purpose of this course is to present a model program for community preparedness. In addition, resources materials are available to help organizations conduct simple preparedness activities for everyone.

Course Objectives:

By the end of this course, participants will be able to:

- Identify the definition of preparedness.
- Describe the role of individuals and households in preparedness.
- Identify community preparedness principles.
- Describe the purpose of community-based preparedness activities.
- Identify the steps for planning and conducting a community-based preparedness program.
- Identify resources for supporting community-based preparedness programs.

Primary Audience

Whole community including emergency management personnel and representatives of faith-based and nonprofit organizations.

IS-1300: Introduction to Continuity of Operations

Course Overview

This course is intended to lay the foundation of knowledge for students who wish to increase their understanding of continuity and building a comprehensive continuity program in their organization or jurisdiction. This course will replace IS-546.A Continuity of Operations Awareness Course and IS-547.A Introduction to Continuity of Operations. IS-546 and IS-547 contain outdated materials and information, are redundant (they contain the same information), and do not align with current federal guidance. IS-1300 eliminates the redundancies by compiling the introductory continuity information into one course, and ensures that the information presented is in alignment with current federal guidance (e.g., Continuity Guidance Circular, dated February 2018). Target Audience: This course is intended for a whole community audience – federal, state, local, tribal, and territorial government employees, as well as community-based organizations and private sector partners responsible for or interested in continuity. Learning Objectives: 1. Define continuity. 2. Describe the importance of continuity planning for organizations and communities. 3. Establish the foundation for a continuity program in your organization. 4. Summarize the key elements of a continuity program. 5. Explain the Whole Community approach to continuity planning. Continuity is a critical part of every organization's

mission to ensure continuation of their essential functions and services during a broad range of circumstances. A wide range of threats and hazards continue to pose significant risks to the Nation, affirming the need for continuity capabilities at all levels of government, within the private sector, and among non-governmental and community-based organizations. This course will also identify the fundamentals of building a continuity capability within your organization.

Course Objectives:

- Define continuity.
- Describe the importance of continuity planning for organizations and communities.
- Recognize elements required for a continuity program in your organization.
- Describe the key elements of a continuity program.
- Explain the Whole Community approach to continuity planning.

IS-2200: Basic Emergency Operations Center Functions

Course Overview

The Basic Emergency Operations Center Functions course is designed to introduce the role, design, and function of the Emergency Operations Center (EOC) and the supportive relationship as a NIMS Command and Coordination component of the Multiagency Coordination System.

Course Objectives:

At the completion of this course, you should be able to:

- Describe the role EOCs play in overall multiagency coordination.
- Describe the processes and procedures for activating the EOC.
- Describe the factors involved in staffing and organizing the EOC.
- Describe factors for effective EOCs.
- Identify considerations for deactivating the EOC within the context of Recovery.
- Given a scenario-based incident, utilize key EOC concepts to successfully complete the scenario.