



# Independent Study Program

Emergency Management Institute  
*September 2008*



**FEMA**

## **The Emergency Management Institute**

The Emergency Management Institute (EMI) serves as the national focal point for the development and delivery of emergency management training. This training enhances the capabilities of the Federal, state, and local government, volunteer organizations, and the private sector to minimize the impact of disasters on the American public. EMI curricula, including the Independent Study Program (ISP) courses, are structured to meet the needs of this diverse audience with an emphasis on how the various elements work together in emergencies to save lives and protect property.

## **The Independent Study Program**

The Independent Study Program (ISP) is a distance learning program offered free of charge to the American public. It serves as both an alternate means to deliver valuable training to the professional and volunteer emergency management community, and an opportunity to improve public awareness and promote disaster preparedness nationally. Each year, the ISP staff issues more than 3,000,000 individual course completion certificates.

## **Program Eligibility**

The program is open to all residents with a valid U.S. deliverable postal address including APO and FPO addresses. At the present time, most of the ISP course materials are available for download, free of charge from our website.

## **How to Get Started**

The fastest way to begin taking courses is to visit our website. You can learn about each course, download materials, and submit your final exams all from the convenience of your home or office.

1. Go to our website at <http://training.fema.gov>
2. Click on FEMA Independent Study
3. Click on "Course List" toward the right side of the page.
4. Choose a course, and click on it.

Below the course description, there will be options. One option you may see is "Download Course Materials" in Adobe Acrobat Reader®. You can print them, save them to disc, or read from the screen. The test questions for each course are part of the downloadable materials (usually at the end).

Another option you may see is "Interactive Web-based Course". This option will direct you to our Virtual Campus where you will create a user ID and password for yourself, and enroll in one of the interactive courses. Once you have enrolled yourself, you will be able to go through the course lesson by lesson, access useful tools, and other informative websites. The test questions will be at the end of the last lesson. If you do not have access to the website you may call the Independent Study Office at 301-447-1200.

## **Submitting Your Test**

Whether you download the materials or participate interactively, you will submit the final exam in the same manner.

1. Go to our website, <http://training.fema.gov/IS/>
2. Click on "Course List" toward the right side of the page
3. Find your course, and click on it
4. Scroll down to the bottom, and click on "Take Final Exam". Fill in your answers and demographics, and click Submit.

We will score your test and send you a response via email usually within 24 hours. If you score a 75% or higher, your email will contain a link to access and print your certificate of completion.

## **Earn College Credit**

Through the regional accreditation agencies, it is possible to earn transferable academic credit for completion of Independent Study courses. Frederick Community College has assumed responsibility for the evaluation of our Independent Study courses. Courses meeting their academic standards become eligible for lower division academic credit. To apply for college credit, you must successfully complete a course. You can then submit an application with a fee to receive a personal copy of your college transcript. Two official copies may be directed to other institutions free of charge. A printable application can be downloaded from our website under the "College Credit" section or by visiting [www.emergencymanagementstudy.com](http://www.emergencymanagementstudy.com). You may also request a copy via email at [Independent.Study@dhs.gov](mailto:Independent.Study@dhs.gov).

## **Continuing Education Units (CEUs)**

The ISP courses are evaluated and awarded CEUs in accordance with the standards established by the International Association of Continuing Education and Training (IACET). The number of CEUs for each course is listed on our website.

## **Active & Reserve Members of the Military**

Active duty members of some branches of the military may be eligible to apply the completion of ISP courses toward promotion and retention programs. Contact your personnel or education office to determine if this program is applicable to your career progression. Our experience indicates that the member is usually required to apply and pay for college credit before receiving consideration to apply his or her participation in the ISP toward promotion or retention points. Members of the reserve components, who are required to accumulate retirement and retention points, are, in most cases, able to obtain credit for their work through the ISP.

## Course Descriptions

### ***IS-1: Emergency Manager: An Orientation to the Position***

This course provides an introduction to Comprehensive Emergency Management (CEM) and the Integrated Emergency Management System (IEMS), including an in-depth look at the four phases of emergency management; mitigation, preparedness, response, and recovery; as they are implemented in a comprehensive emergency management program. The course consists of text, illustrations, diagrams, figures, and an accompanying CD-ROM toolkit. (1.0 CEUs)

### ***IS-3: Radiological Emergency Management***

Covering a variety of topics, this ISP course contains information about:

- Fundamental principles of radiation;
- Nuclear threat and protective measures;
- Nuclear power plants;
- Radiological transportation accidents; and,
- Other radiological hazards. (1.0 CEUs)

### ***IS-5.A: An Introduction to Hazardous Materials***

Intended to provide a general introduction to hazardous materials, this Independent Study course serves as a foundation for more specific studies in the future. 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
- Discuss the two major hazardous materials identification systems used within the United States;
- Identify possible terrorist's targets or 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. (1.0 CEUs)

### ***IS-7.A: A Citizen's Guide to Disaster Assistance***

Appropriate for both the general public and those involved in emergency management, this course provides a basic understanding of the roles and responsibilities of the local community, State, and the federal government in providing disaster assistance. (1.0 CEUs)

### ***IS-8.A: Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699***

This course provides the student with the background necessary to understand the effects of Executive Order 12699, signed by President Bush in 1990, that requires all Federally owned, leased, or financed new buildings to comply with strict earthquake building design set forth in the National Earthquake Hazard Reduction Plan (NEHRP) Recommended Building Provisions. It is for local officials including mayors, city managers and commissioners, local council members, building inspectors, zoning officials, building designers, and others concerned with this topic. (1.0 CEUs)

### ***IS-10: Animals in Disaster-Module A: Awareness and Preparedness***

The purpose of this course is two-fold. Module A is intended to increase awareness and preparedness among animal owners and care providers. It includes sections on typical hazards, how these hazards affect animals, and what responsible owners can do to reduce the impact of disasters. It is also intended to help animal owners, care providers and industries to better understand emergency management. Module A will heighten awareness of the special issues that emergency managers must consider when incorporating animal-care annexes into their emergency operations plans. (1.0 CEUs)

**IS 11: Animals in Disaster-Module B: Community Planning**

Module B is intended to guide emergency management officials, animal owners, care providers, and industries in preparing community disaster plans. The goal of Module B is to provide sufficient information for these groups to meet and develop meaningful and effective plans that will improve the care of animals, and involve their owners, and animal-care industries in disasters. This course provides the basic background knowledge needed to develop a coordinated response to a disaster in which animals and their owners are affected.

(1.0 CEUs)

**IS-15.A: Special Events Contingency Planning, Training for Public Safety Agencies**

This five hour web-based course will provide public safety agency personnel information related to pre-event planning, forming the planning team, event hazard analysis, and responding to incidents during special events in their community. Though relevant special events statutes/ordinances and codes must be considered by public safety agency personnel engaged in special event planning, an extensive job aid manual is included in the course and available for download on the course web page.

(0.4 CEUs)

**IS-16: Supervisor's Guide to Equal Employment Opportunity**

This course provides information and instruction for FEMA managers and supervisors to assist them in developing and maintaining a non-discriminatory work environment. The many actions and decisions supervisors and managers make in the charged disaster environment of the Joint Field Office (JFO) and Disaster Recovery Office (DRC) may impact the equal rights and opportunities of all employees. The FEMA Supervisors' Guide to Equal Employment Opportunity was developed to help FEMA managers and supervisors understand their Equal Employment Opportunity (EEO) responsibilities. The course also helps them confidently handle equal rights concerns and potential discrimination issues in an effective and timely manner.

(1.0 CEUs)

**IS-18: FEMA EEO Employee Course**

This course introduces you to FEMA's commitment to equal employment opportunity. By the end of this course you should be able to:

- Describe how diversity benefits FEMA
- Explain FEMA's commitment to equal rights.
- Recognize actions that constitute discrimination
- Identify laws that protect Federal employees
- Describe the EEO complaint process (0.1 CEUs)

**IS-22: Are You Ready?**

An In-Depth Guide to Citizen Preparedness" has been designed to help the citizens of this nation learn how to protect themselves and their families against all types of hazards. It can be used as a reference source or as a step-by-step manual. The focus of the content is on how to develop, practice, and maintain emergency plans that reflect what must be done before, during, and after a disaster to protect people and their property. Also included is information on how to assemble a disaster supplies kit that contains the food, water, and other supplies in sufficient quantity for individuals and their families to survive. (1.0 CEUs)

**IS-30 Mitigation eGrants for the Subgrant Applicants**

This interactive computer-based course is designed to provide Subgrant applicants basic knowledge about using the web-based Mitigation Electronic Grants (eGrants) Management System. A part of the eGovernment initiative, eGrants streamlines the application process by providing local governments the ability to apply for and manage their subgrant applications over the Internet. This course is designed to allow the individual to take it in its entirety or to focus on specific aspects of the Mitigation eGrants System. The course examines registering for access to the eGrants System; creating and completing and submitting subgrant applications to the Grant Applicants; and managing submitted applications. (0.5 CEU's)

**IS-55: Household Hazardous Materials**

This course was designed for the general public. It will introduce you to household hazardous

materials and actions you can take to protect yourself and your family from injury or death. In the 1st unit, you will learn about basic chemical and physical properties, the ways chemicals enter your body, and the effects chemicals have on your body. In the 2nd and 3rd units, you will learn about cleaning products, lead, mercury, gasoline, compressed gases, carbon monoxide, medical supplies, chlorine, pesticides, and other chemicals. In the last two units, you will cover labels, personal protective equipment, proper disposal methods, preventive measures to take before natural disasters, and less toxic alternatives to chemicals found in most homes. (0.3 CEUs)

***IS-100.a: Introduction to Incident Command System, I-100***

As an introduction to the Incident Command System (ICS), this course 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). (0.3 CEUs)

***IS100.HC: Introduction to Incident Command System, I-100, for Healthcare/Hospitals***

ICS 100, Introduction to the Incident Command System for Healthcare/Hospitals, introduces the Incident Command System (ICS) as it applies to the healthcare/hospital environment 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). (0.3 CEUs)

***IS-100.LEa: Introduction to Incident Command System, I-100 for Law Enforcement***

Similar to the I-100, this course introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training using examples pertaining to Law Enforcement. It 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). (0.3 CEUs)

***IS-100.PWa: Introduction to Incident Command System, I-100 for Public Works Personnel***

ICS 100, Introduction to the Incident Command System for Public Works Personnel, 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). (0.3 CEUs)

***IS-100.SCa: Introduction to the Incident Command System, I-100 for Schools***

ICS 100, Introduction to the Incident Command System for Schools, introduces the Incident Command System (ICS) as it applies to the schools. This course is designed primarily for kindergarten through high school personnel. The overall course goal is to promote school safety by familiarizing you with how ICS principles can be applied in school-based incidents and preparing you to interface with community response personnel. (0.3 CEUs)

***IS-111: Livestock in Disaster***

This course is for farmers, extension agents, emergency managers and others with interests in the livestock industry. It describes the various hazards that animals can face and how to mitigate them, as well as how to respond to an actual disaster. (1.0 CEUs)

***IS-120.A: An Introduction to Exercise***

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

- Managing an exercise program
  - Designing and developing in exercise
  - Conducting an exercise
  - Evaluating an exercise
  - Developing and Implementing an improvement plan
- (0.5 CEU's)

**IS-130: Exercise Evaluation and Improvement Planning**

This course introduces the basics of emergency management exercise evaluation and improvement planning. It also builds a foundation for exercise evaluation concepts as identified in the Homeland Security Exercise and Evaluation Program (HSEEP). (0.5 CEU's)

**IS-139: Exercise Design**

Emergency managers, emergency services personnel, and individuals, who are part of the emergency preparedness and response communities at all levels of government, need to be able to use the fundamentals of exercise simulation and design as an integrated system of resources and capabilities. This course is designed to develop skills in the following areas:

- Comprehensive exercise program;
  - The exercise process;
  - Exercise design steps;
  - Tabletop, functional, and full-scale exercises;
  - Exercise evaluation;
  - Exercise enhancements; and,
  - Designing a functional exercise.
- (1.5 CEUs)

**IS-197.SP: Special Needs Planning Considerations for Service and Support Providers**

The purpose of this course is to provide representatives of the special needs service and support system with the basic information and tools to develop their own emergency plans. This course is designed for people who work with the elderly and people with disabilities, and will teach how to partner with local Emergency Management and better prepare for all phases of an emergency. (0.4 CEUs)

**IS-200.a: ICS for Single Resource and Initial Action Incidents**

ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. (0.3 CEUs)

**IS-200.HC: Applying ICS to Healthcare Organizations**

ICS 200.HC is designed to enable healthcare/hospital personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. (0.3 CEUs)

**IS-208: State Disaster Management**

This course includes information on the pre-declaration to recovery and mitigation actions required by States in order to facilitate the disaster assistance process. It provides students with the knowledge necessary to understand the interrelationship of State and Federal disaster assistance programs and the representatives who manage and administer these programs. (1.0 CEUs)

**IS-230: Principles of Emergency Management**

Understanding the fundamental principles and practices of emergency management provides a framework for the future professional growth of every emergency manager and responder. This course is designed to provide a basic framework for understanding emergency management in the following areas:

- Overview of the integrated emergency management system;
- The emergency management cycle;
- The plan as the program centerpiece;
- Functions of an emergency management program;
- Emergency management program participants; and,
- Applying emergency management principles. (1.0 CEU's)

**IS-235: Emergency Planning**

The ability to use all the basic elements of the planning process gives emergency managers and planners a basis for working together to shape the community's disaster response to all types of hazards and problems. This course is designed to provide common experience of a properly structured Emergency Operations Plan in the following areas:

- The planning process;
- Hazard analysis;
- The basic plan;
- Annexes and appendices; and,
- Implementing instructions (1.0 CEU's)

**IS-240: Leadership & Influence**

Being able to lead others (to motivate them to commit their energies and expertise to achieving the shared mission and goals of the emergency management system) is a vital part of every emergency manager, planner, and responder's job. This course is designed to improve your leadership and influence skills. It addresses:

- Leadership from within;
- How to facilitate change;
- How to build and rebuild trust;
- Using personal influence and political savvy and,
- Fostering an environment for leadership development. (0.9 CEU's)

**IS-241: Decision-Making and Problem-Solving**

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

- The decision-making process;
- Decision-making styles;
- Attributes of an effective decision maker;
- Ethical decision making and problem solving. (0.8 CEU's)

**IS-242: Effective Communication**

The ability to communicate effectively is a vital part of every emergency manager, planner, and responder's job. This course is designed to improve your communication skills. It addresses:

- Basic communication skills;
- How to communicate in an emergency;
- How to identify community-specific communication issues;
- How to use technology as a communication tool;
- Effective oral communication; and,
- How to prepare an oral presentation
- (0.8 CEU's)

**IS-244: Developing and Managing Volunteers**

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

and tools for building and working with voluntary organizations. Topics include: benefits and challenges of using volunteers; building a volunteer program; writing job descriptions; developing volunteers through recruitment; coordinating with voluntary agencies and community-based organizations; and special issues such as spontaneous volunteers, liability, and stress. (1.0 CEUs)

**IS-250 Emergency Support Function (ESF 15) External Affairs: A New Approach to Emergency Communication and Information Distribution**

The goal of this course is to provide basic training on the concept of practical application of the ESF 15 Standard Operating Procedures to all FEMA External Affairs staff, regardless of duty section, as well as to staff in all agency divisions and federal, tribal, state, local private sector, military and Voluntary Organizations Active in Disaster (VOAD) partners. (0.1 CEUs)

**IS-253: Coordinating Environmental and Historic Preservation Compliance**

This course provides an overview of FEMA's environmental and historic preservation compliance responsibilities and is an independent study alternative to the 4-day E/L253 course held at the Emergency Management Institute or regional offices. The course is designed to: provide the user with the basic background and practical knowledge needed to participate in FEMA's environmental and historic preservation review process; help the user understand how the environmental and historic preservation review process applies to various job responsibilities. (1.0 CEUs)

**IS-271: Anticipating Hazardous Weather and Community Risk**

As an emergency manager, you play a special role in anticipating and preparing for hazardous weather. This course will help you meet this challenge more effectively by:

- Enhancing your ability to recognize potentially hazardous weather and flooding situations and how they may affect your community.
- Familiarizing you with National Weather Service (NWS) products so that you understand how to use and interpret forecasts.

- Encouraging you to develop a partnership with the NWS well in advance of a threat. (1.0 CEU's)

***IS-279: Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures***

This course is offered both as independent study and as a prerequisite to successful completion of the more technical in-residence course of the same name, offered by the Emergency Management Institute (EMI). The information presented in this course provides essential, non-technical background knowledge about retrofitting. The retrofitting measures presented are creative and practical, comply with applicable floodplain regulations, and are satisfactory to homeowners. It is assumed that students planning to attend the technical course at EMI will have mastered this ISP course. (1.0 CEUs)

***IS-288: The Role of Voluntary Agencies in Emergency Management***

This ISP course provides a basic understanding of the history, roles, and services of disaster relief volunteer agencies in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management operations. (1.0 CEUs)

***IS-292: Basic Disaster Operations***

This course will provide individuals with the basic information about Federal disaster programs and operations. It will prepare the FEMA manager for response or recovery operations whether assigned to; a Regional Operations Center (ROC), an Emergency Operations Center (EOC), Disaster Field Office (DFO), or other FEMA fixed-facility. (1.0 CEUs)

***IS-301: Radiological Emergency Response***

The goal of this ISP course is to provide a learning experience in which participants demonstrate a comprehensive understanding of radiological protection and response principles, guidelines, and regulations to prepare them for the operations course (RERO). (1.0 CEUs)

***IS-302: Modular Emergency Radiological Response Transportation Training***

This series of modules can serve as a refresher training course for those students already proficient in radiological response. The refresher course should take from 6 to 8 hours to

complete. This course includes the following topics: radiological basics, biological effects, hazard recognition (markings, labels, and placards), initial response actions, radioactive material shipping packages, on-scene patient handling, radiological terminology and units, assessing package integrity, radiation detection instrumentation, and radiological decontamination. (1.0 CEUs)

***IS-324: Community Hurricane Preparedness***

This course provides people involved in the decision making process for hurricane preparedness with basic information about:

- How hurricanes form;
- The hazards they pose;
- How the National Weather Service (NWS) forecasts future hurricane behavior; and,
- What tools and guiding principles can help emergency managers prepare their communities. (1.0 CEU's)

***IS-330: Refresher Course for Radiological Monitors***

This course concentrates on refresher skills training and updates to regulations and policies regarding radiological response operations. Individuals must have completed FEMA's Fundamentals Course for Radiological Response (G320) or the Department of Energy (DOE's) Modular Emergency Radiological Response Transportation Training (MERRTT) to request this course. The most current version of the course includes a variety of activities and exercise scenarios to refresh and renew individual's knowledge and skills about radiological response. This course is targeted to the emergency responder and individuals who have responsibilities to manage radiological emergencies. (1.0 CEUs)

***IS-331: Introduction to Radiological Emergency Preparedness Exercise Evaluation***

This course introduces the student to the basic concepts and terminology of the offsite emergency preparedness program for commercial nuclear power plants. It provides an introduction to the program's exercise evaluation regulations, philosophy, and methodology. The pre-exercise, exercise, and post-exercise roles and responsibilities of the evaluator are covered in depth. (1.0 CEUs)

**IS-340: Hazardous Materials Prevention**

This course consists of nine lessons, excluding the Course Introduction. The lessons address: Why Plan for HazMat Incidents; The Basis for HazMat Planning; Beginning the Planning Process; Identifying Hazards; Analyzing Vulnerabilities; Establishing Response Priorities; Assessing Resources; Developing the HazMat Appendix; and a Course Summary. (1.0 CEUs)

**IS-346: An Orientation to Hazardous Materials for Medical Personnel**

This course is designed to prepare hospital personnel to analyze hazardous material situations, take the necessary steps to assure medical provider safety, and identify appropriate resources for decontamination and medical care. However, additional training is required in order to diagnose and treat patients who have been involved in hazardous materials incidents. This course alone does not fulfill all of OSHA's requirements for hazardous materials training at the awareness level. (1.0 CEUs)

**IS-362: Multi-hazard Emergency Planning for Schools**

This course is a short and "easy to take" web-based course that focuses on multi-hazard emergency planning for schools. This course: describes emergency management operations, roles and duties; explains how to assess potential hazards that schools may face; and explains how to develop and test an Emergency Operations Plan that addresses all potential hazards. This course is designed for school administrators, principals, and first responders. However, anyone with a personal or professional interest in school preparedness is welcome to participate. Teachers, students, bus drivers, volunteers, and parents alike will find useful information in this course. (0.8 CEUs)

**IS-386: Introduction to Residential Coastal Construction**

Important! This is a very comprehensive, advanced level course. The target audience includes; engineers, architects, and building code officials. Floodplain management, hazard mitigation, planning, and building officials with building science knowledge are also part of the target audience. This course will introduce the student to basic information about residential coastal construction. Some unit topics include; coastal environment, regulatory requirements, and hazards identification. (1.4 CEUs)

**IS-393.A: Introduction to Hazard Mitigation**

As the costs of disasters continue to rise, governments and ordinary citizens must find ways to reduce risks to our communities. As communities plan for new development and improvements to existing infrastructure, mitigation can and should be an important component of the planning effort. This means taking action to reduce or eliminate long-term risk from hazards and their effects. This course provides an introduction to mitigation for those who are new to emergency management and/or mitigation. (1.0 CEUs)

**IS-394.A: Protecting Your Home or Small Business from Disaster**

The purpose of this course is to provide a foundation of knowledge that will enable participants to:

- Describe different types of natural disasters
- Describe hazards that pose a risk to their home or small business
- Explain how protective measures can reduce or eliminate long-term risks to their home and personal property from hazards and their effects
- Explain how protective measures for small businesses secure people, business property, and building structures and prevent business loss from a natural disaster (1.0 CEUs)

**IS-546: Continuity of Operations (COOP) Awareness Course**

The one-hour Continuity of Operations (COOP) Awareness course is designed for all public sector employees. The course provides a fundamental understanding of COOP, terms, objectives, and benefits to public sector departments and agencies. It gives a brief overview of the elements of a viable COOP capability. This awareness course provides information on how a COOP event might affect employees, the department/agency and an employee's family. Both employees designated to be part of the Emergency Relocation Group (ERG) and those who are not will benefit from this course. The first lesson defines COOP, covers the basic concepts and benefits of COOP. Subsequent lessons explain the objectives of COOP planning and describe the basic elements of a viable COOP capability. (0.1 CEUs)

***IS-547: Introduction to Continuity of Operations (COOP)***

This five hour web-based course is designed for a broad audience - from senior managers to those involved directly involved in the continuity of operations (COOP) planning effort. The course provides a working knowledge of the COOP guidance found in Federal Preparedness Circular 65, "Federal Executive Branch Continuity of Operations." The course provides activities to enhance your COOP program. (0.5 CEUs)

***IS-630: Introduction to the Public Assistance Process***

This is an introductory level course designed for all audiences including Federal, State, tribal and local emergency management staff with responsibilities in FEMA's PA program. It is highly recommended for non-public assistance personnel who need a basic understanding of the process. Four units of instructions cover such topics as an overview, eligibility, kickoff meeting, project formulation, and small project validation. (0.2 CEUs)

***IS-631: Public Assistance Operations I***

This course addresses such topics as; initial operations, governing documents, eligibility, special considerations, project formulation (worksheet and validation), and a summary. The course also includes a resource center with public assistance policy publications, forms, a glossary, a link to FEMA's website, and an end-of-course exam. (0.7 CEU's)

***IS-632: Introduction to Debris Operations in FEMA's Public Assistance Program***

This course is divided into two major topic areas: General Debris Removal Operations, and Critical Issues in Debris Operations. There is also a resource center which includes public assistance documents, test resources (exams), sample forms, key content, and a link to FEMA's website. (0.5 CEUs)

***IS-650: Building Partnerships with Tribal Governments***

This course is designed to provide participants basic knowledge to: build effective partnerships with tribal governments, and work in concert with tribal governments to protect native people and property against all types of hazards. Throughout this course, tribal representatives speak about their history, their culture, their way

of life, and how to develop good relationships with tribal communities. (1.0 CEUs)

***IS-700: National Incident Management System (NIMS), and Introduction***

On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5 (HSPD-5). This directive instructed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). The NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to in concert during domestic incidents. This course explains the purpose, principles, key components, and benefits of NIMS. It also contains "Planning Activity" screens giving you an opportunity to practice some planning tasks. (0.3 CEUs)

***IS-701 Multiage Coordination System (MACS) Course***

Course: This 2 day course will describe to participants the components of a multi-agency coordination system and establish relationships between all elements of the system. The target audience will include: Federal, state, local and tribal emergency managers; first responders to include incident commanders from all emergency management disciplines; private industry personnel responsible for coordination activities during a disaster; and Voluntary Organizations Active in Disaster (VOAD) personnel. (0.5 CEU's)

***IS-702: NIMS Public Information Systems***

The public information systems described in NIMS are designed to effectively manage public information at an incident, regardless of the size and complexity of the situation or the number of entities involved in the response. The goal of this course is to facilitate NIMS compliance by providing you with the basic information and tools that you need to apply the NIMS public information systems and protocols during incident management. This course is designed for local and State public information officers and takes approximately three hours to complete. (0.3 CEUs)

***IS-703: NIMS Resource Management***

This interactive computer-based course provides the principles, tools, processes, and systems

used in the NIMS that incident managers need for timely and effective resource management during an incident. Primary tasks addressed in this course are:

- Establishing systems for describing, inventorying, requesting, and tracking resources;
- Activating these systems prior to and during an incident;
- Dispatching resources prior to and during an incident; and
- Deactivating or recalling resources during or after incidents. (0.3 CEUs)

### ***IS-706 NIMS Intrastate Mutual Aid, an Introduction***

This course is an introduction to NIMS intrastate mutual aid and assistance. You will learn about the purpose and benefits of mutual aid and assistance. You will also learn about the emphasis that NIMS places on mutual aid and assistance. The course explains how to develop mutual aid and assistance agreements along with mutual aid operational plans. (0.2 CEUs)

### ***IS-775 EOC Management and Operations***

This course describes the role, design and functions of Emergency Operations Centers and their relationships as components of a multi-agency coordination system. The course contains disaster-related examples, activities and case studies that relate to EOC's and multi-agency coordination systems at the local, state and federal levels of government. (0.4 CEUs)

### ***IS- 800.B National Response Framework, An Introduction***

This course is intended for government executives, private- sector and nongovernmental organizations (NGO) leaders, and emergency management practitioners. This includes senior elected and appointed leaders, such as Federal department or agency heads, State Governors, mayors, tribal leaders, and city or county officials- those who have a responsibility to provide for effective response. This course introduces participants to the concepts and principles for the National Response Framework. At the end of this course, you will be able to describe:

- The purpose of the National Framework.

- The response doctrine established by the National Response Framework.
- The roles and responsibilities of entities as specified in the National Response Framework.
- The actions that support national response.
- The response organizations used for multiagency coordination.
- How planning relates to national preparedness. (0.3 CEUs)

### ***IS- 801 Emergency Support Function (ESF) #1- Transportation***

The National Response framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to Emergency Support Function (ESF) #1- Transportation.

- Describe the overall purpose and scope of ESF #1.
- Identify the supplemental assistance ESF #1 provides to State, tribal, and local governments.
- Identify typical actions accomplished by ESF #1 resources and teams.
- Describe the types of partnerships formed between ESF #1 and other response agencies and organizations. (0.0 CEUs)

### ***IS- 802 Emergency Support Function (ESF) #2- Communications***

The National Response framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an

introduction to Emergency Support Function (ESF) #2- Communications.

- Describe the overall purpose and scope of ESF #2.
- Identify the supplemental assistance ESF #2 provides to State, tribal, and local governments.
- Identify typical actions accomplished by ESF #2 resources and teams.
- Describe the types of partnerships formed between ESF #2 and other response agencies and organizations. (0.0 CEUs)

***IS- 803 Emergency Support Function (ESF) #3- Public Works and Engineering***

The National Response framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to Emergency Support Function (ESF) #3- Public Works and Engineering.

- Describe the overall purpose and scope of ESF #3.
- Identify the supplemental assistance ESF #3 provides to State, tribal, and local governments.
- Identify typical actions accomplished by ESF #3 resources and teams.
- Describe the types of partnerships formed between ESF #3 and other response agencies and organizations. (0.0 CEUs)

***IS- 804 Emergency Support Function (ESF) #4- Firefighting***

The National Response framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are

primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to Emergency Support Function (ESF) #4- Firefighting.

- Describe the overall purpose and scope of ESF #4.
- Identify the supplemental assistance ESF #4 provides to State, tribal, and local governments.
- Identify typical actions accomplished by ESF #4 resources and teams.
- Describe the types of partnerships formed between ESF #4 and other response agencies and organizations. (0.0 CEUs)

***IS- 807 Logistics Management and Resource Support Annex***

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies- from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to Emergency Support Function (ESF) #7- Logistics Management and Resource Support Annex.

- Describe the overall purpose and scope of ESF #7.
- Identify the supplemental assistance ESF #7 provides to State, tribal, and local governments.
- Identify typical actions accomplished by ESF #7 resources and teams.
- Describe the types of partnerships formed between ESF #7 and other response agencies and organizations. (0.0 CEUs)

***IS- 808 Emergency Support Function (ESF) #8- Public Health and Medical Services***

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and

emergencies- from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to Emergency Support Function (ESF) #8- Public Health and Medical Service Support.

- Describe the overall purpose and scope of ESF #8.
- Identify the supplemental assistance ESF #8 provides to State, tribal, and local governments.
- Identify typical actions accomplished by ESF #8 resources and teams.
- Describe the types of partnerships formed between ESF #8 and other response agencies and organizations. (0.0 CEUs)

***IS- 809 Emergency Support Function (ESF) #9- Search and Rescue***

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies- from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to Emergency Support Function (ESF) #9- Search and Rescue.

- Describe the overall purpose and scope of ESF #9.
- Identify the supplemental assistance ESF #9 provides to State, tribal, and local governments.
- Identify typical actions accomplished by ESF #9 resources and teams.
- Describe the types of partnerships formed between ESF #9 and other response agencies and organizations. (0.0 CEUs)

***IS- 810 Emergency Support Function (ESF) #10 Oil and Hazardous Response Annex***

The National Response Framework (NRF) presents the guiding principles that enable all

response partners to prepare for and provide a unified national response to disasters and emergencies- from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to Emergency Support Function (ESF) #10- Oil and Hazardous Materials Response Annex.

- Describe the overall purpose and scope of ESF #10.
- Identify the supplemental assistance ESF #10 provides to State, tribal, and local governments.
- Identify typical actions accomplished by ESF #10 resources and teams.
- Describe the types of partnerships formed between ESF #10 and other response agencies and organizations. (0.0 CEUs)

***IS- 812 Emergency Support Function (ESF) #12- Energy***

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies- from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to Emergency Support Function (ESF) #12- Energy.

- Describe the overall purpose and scope of ESF #12.
- Identify the supplemental assistance ESF #12 provides to State, tribal, and local governments.
- Identify typical actions accomplished by ESF #12 resources and teams.
- Describe the types of partnerships formed between ESF #12 and other response agencies and organizations. (0.0 CEUs)

***IS- 813 Emergency Support Function (ESF) #13- Public Safety and Security Annex***

The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies- from the smallest incident to the largest catastrophe. As part of the NRF, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This series of courses is designed to overview each of the 15 ESFs. This course provides an introduction to Emergency Support Function (ESF) #13- Public Safety and Security Annex.

- Describe the overall purpose and scope of ESF #13.
- Identify the supplemental assistance ESF #13 provides to State, tribal, and local governments.
- Identify typical actions accomplished by ESF #13 resources and teams.
- Describe the types of partnerships formed between ESF #13 and other response agencies and organizations. (0.0 CEUs)

#### ***IS- 860 National Infrastructure Protection Plan (NIPP)***

Protecting the critical infrastructure and key resources (CI/KR) of the United States is essential to the Nation's security, public health and safety, economic vitality, and way of life. The purpose of this course is to introduce the National Infrastructure Protection Plan (NIPP).

- Explain the importance of protecting critical infrastructure and key resources (CI/KR).
- Identify the relevant authorities and roles for CI/KR protection efforts.
- Describe the NIPP unifying structure for the integration of CI/KR protection efforts. (0.2 CEUs)

#### ***IS-1900 NDMS Federal Coordinating Center Operations***

The IS 1900 course, NDMS Federal Coordinating Center Operations provides training to address the needs of Federal Coordinating Centers (FCCs). The purpose of this course is to:

- Provide the training necessary to ensure all FCCs as being proficient to perform their duties.
- Provide flexible training for FCCs which will not sacrifice training quality or standards.
- Provide a forum for FCC development through individual participation.
- Acclimate FCCs to function during incidents of national significance.
- Acclimate FCCs to function in support of the DoD .(0.3 CEU)