



# Training Information Bulletin

TRAINING COURSES AVAILABLE UPON REQUEST

**Length:** 3 Days

**Cost:**

There is no fee for the course. SOEM provides course materials and instructors. Food, lodging & transportation costs are the responsibility of participants.

**Completion:**

Participants who actively participate and attend all hours of the program will receive a Certificate of Completion for the course.

**How to Request this Course:**

Request this course through your County Emergency Manager. County Emergency Managers, please submit a course request form through your SOEM Regional Office

**Contact Us:**

New York State Office of Emergency Management  
Training & Exercises Section  
(518) 292-2351 or  
<http://www.dhses.ny.gov/oem/training/OEMTraining@dhses.ny.gov>

## EMERGENCY PLANNING

### Description

Planning is an essential function of an effective emergency management program and serves as a tool for emergency professionals in improving disaster management and public safety policies. This course provides emergency management and public safety personnel with the knowledge, skills and ability to develop or enhance their Comprehensive Emergency Management plans. The course will highlight the importance of building an integrated system for emergency planning that uses multi-agency teams to address mitigation, preparedness, response and recovery.

The Emergency Planning course goes beyond the preparation of written plans and stresses the need to apply a comprehensive planning process; which includes research and fact-finding, capability assessments, risk reduction, hazards analysis, plus political and institutional acceptance of change. The course emphasizes the need to develop quality emergency plans that are appropriately implemented and become the functional emergency management policy for managing all emergencies and disasters.

### Topics & Issues to be Covered

- Legal Basis for Planning
- The Planning Process
- Leadership and Team Building
- Plan Development and Review
- Hazard Analysis using HAZNY
- Risk Reduction
- Capability Assessments
- Testing and Evaluation

### Prerequisites

Fundamentals (or Principles) of Emergency Management G-230 (suggested)

### Who Should Attend?

Students for this course are those with full or part-time emergency management assignments in government, volunteer organizations or from the private sector. Attendees that are new to the emergency planning field or experienced planners from related disciplines who want to enhance their planning skills will benefit from this course.