



## Course: *L0103 Planning: Emergency Operations*

**Course Dates:**

November 7-8, 2019

**Travel Dates:**

November 6, 2019 and November 9, 2019 (for those not in the local commuting area)

**Course Length:**

This course is two days in length.

**Location:**

State Preparedness Training Center  
5900 Airport Road, Rm 109 & 110  
Oriskany, NY 13424

**Course Description:**

This course is designed to give basic concepts and planning steps to those new to the field of emergency management so that they may apply planning discipline and skills to challenges in their jobs. The course content includes Emergency Management Planning doctrine and steps to take to accomplish writing plans and using them to deal with special events, which are common challenges for all jurisdictions.

The content also derives from the Comprehensive Preparedness Guide 101, Developing and Maintaining State, Territorial, Tribal and Local Government Emergency Plans, and its six-step planning process and inclusive whole community philosophy. Likewise, doctrine from the Comprehensive Preparedness Guide 201, Threat and Hazard Identification and Risk Assessment (THIRA), is included in the course. Special event planning is then explained in the course, and table group activities to analyze plans for special events are conducted.

It is mandatory that the participant complete all 16 hours of this course to receive full credit. Anything

less will result in the participant's need to re-register for another course and start from the beginning.

**Course Goal:**

The goals of this course are to promote effective emergency management planning practices and to enhance planning skills through application exercises.

**Prerequisites:**

If a participant is taking this course as part of the Academy, then he or she should take E0101, Foundations of Emergency Management, first (but not required). If a participant is taking this course on its own for its planning information and not in fulfillment of the Academy requirements, there are no prerequisites.

**Continuing Education Units (CEU's):**

EMI awards 1.6 CEUs for completion of this course.

**Target Audience:**

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

**How to Register for the Course:**

Emergency Managers who commit to all five courses of the Basic Academy will be given priority registration.

The Statewide Learning Management System (SLMS) will be used for course registration <https://nyslearn.ny.gov/index.html> if you already have an account within SLMS please choose SLMS Login, if you are new to the system please

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choose First Time Logging. Search Class Code in SLMS: **11-22-0004-01-04-46-19001**

Please click on the link below for information on how to validate/obtain an account within the New York State Learning Management System [http://www.dhSES.ny.gov/training/slms/SLMS\\_External\\_UserRegistration.pdf](http://www.dhSES.ny.gov/training/slms/SLMS_External_UserRegistration.pdf)

**Registration Deadline: October 17, 2019**

**To Apply:**

Complete a FEMA Form 119-25-1, General Admissions Application form with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training Office.

Scan the QR Code, or click the link to get download the application:



<http://training.fema.gov/Apply/>

**Out of State Students:**

Must obtain the approval and signature of their Sponsoring Organization and their State Training Officer.

**Application Review:**

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the Target Audience above and indicate how you meet the requirements based upon your position and experience.

**Cost/Reimbursement Information:**

EMI does not provide stipend reimbursement for off-campus course deliveries. There is no fee for the course. Food & transportation costs are the responsibility of the participant. Limited Lodging is available for the nights of November 6-8, 2019 for public sector personnel. You are eligible for lodging if your residence and official work station are more than 50 miles from the SPTC and you are public sector personnel from New York State. Lodging is not available for federal employees, private industry, or out-of-state participants. You must be enrolled in the course and have received lodging confirmation from the SPTC before

arriving at the Center, or your lodging will not be covered.

**You must attend all required course sessions to be eligible for funding. Failure to attend all sessions will result in the registrant being responsible for all expenses incurred.**

**Notice to Applicants for EMI courses:**

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

**How do I obtain my FEMA SID number?**

Step 1: To [register](#), go to:

<https://cdp.dhs.gov/femasid>

Step 2: Click on the "Register for a FEMA SID" button on screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

**State of New York Training Point of Contact:**

For additional information contact John Thomsen at (518) 292-2361 or by email at [john.thomsen@dhSES.ny.gov](mailto:john.thomsen@dhSES.ny.gov).

**EMI Point of Contact:**

For additional information contact the course manager, Jeff Januchowski at (301) 447-1356 or by email at [jeffrey.januchowski@fema.dhs.gov](mailto:jeffrey.januchowski@fema.dhs.gov) or Richard Bashioum at (301) 447-1629 or by e-mail at [richard.bashioum@fema.dhs.gov](mailto:richard.bashioum@fema.dhs.gov).

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