



**FEMA**



## **Emergency Management Professional Program**

# **Basic Academy**



## **Application for Admission**

### **L0101 Foundations of Emergency Management**

**October 16-20 and November 12-17, 2017**

**4-H Educational Conference Center at Smith Mountain Lake**

**775 Hermitage Rd.**

**Wirtz, VA 24184**

## EMPP Basic Academy

Emergency management is a complex and rapidly growing professional field that builds on a long history of disaster management. The necessity of developing a shared body of knowledge for all emergency management practitioners has become increasingly evident in recent times. To this end, the Emergency Management Professional Program (EMPP) Basic Academy was developed by FEMA's Emergency Management Institute in 2014. The purpose of the EMPP Basic Academy is to provide the emergency management community with an understanding of emergency management's current policies, practices, and lessons-learned as well as the skills and abilities needed to develop this important profession further.

The Virginia Department of Emergency Management (VDEM) is pleased to offer FEMA's Emergency Management Professional Program (EMPP) Basic Academy in the Commonwealth of Virginia. The EMPP Basic Academy is a five (5) course entry-level program for individuals pursuing a career in emergency management. It is also suitable for experienced emergency management personnel who want to expand their knowledge across all mission areas and contexts. The first course in the program is L0101 *Foundations of Emergency Management* and it should be completed first before enrolling in the four subsequent courses. These subsequent courses build on the introductory concepts introduced in L0101 to provide students with a more in-depth understanding in key knowledge areas.

### EMPP Basic Academy Curriculum

L0101 Foundations of Emergency Management (10 days)			
L0102 Science of Disasters (3 days)	L0103 Planning: Emergency Operations (2 days)	L0104 Exercise Design (2 days)	L0105 Public Information and Warning (2 days)

- **L0101 Foundations of Emergency Management (10 days):** This first course in the EMPP Basic Academy sequence is a two-week immersive, cohort experience. L0101 provides a shared classroom of adult learners and experienced instructors resulting in a holistic, baseline of knowledge fitting for both new as well as more senior emergency management staff. It is the cornerstone course in the Basic Academy and a required course for employees of the Virginia Department of Emergency Management.
- **L0102 Science of Disaster (3 days):** This course provides participants with an overview of scientific principles and concepts that come into play in the management of a wide range of disasters. Emergency management professionals should have a baseline understanding of biological, chemical, and weather related events. Students will learn the science behind events and disasters that shape our increasingly dangerous world.
- **L0103 Planning: Emergency Operations (2 days):** This course is designed to give students an introduction to the basic concepts and steps involved in the planning aspects of emergency operations. Planning is a critical component in the effective management of emergencies and their consequences. Building on the core principles introduced in L0101, L0103 provides learners with a more in-depth exploration of the planning process and its critical role in all phases of emergency management.
- **L0104 Exercise Design (2 days):** Exercises are a fundamental component in the preparing for emergencies. This course provides learners with a introduction to the fundamentals of exercise design. The course prepares students for participation in exercises as well as roles in the exercise implementation and evaluation processes.
- **L0105 Public Information (2 days):** This course introduces students to the role of the Public Information Officer (PIO) in emergency management. Students are also introduced to basic of Integrated Public Alert and Warning System (IPAWS).

## **Application for Admission**

### **L0101 Foundations in Emergency Management**

Students interested in the enrolling in the first course of the EMPP Basic Academy, L0101 *Foundations of Emergency Management*, should complete this application for admission and provide all supporting documentation. Admission to L0101 is selective; this ensures the success of each learner and helps create a class cohort with representation from a variety of emergency management areas. Admitted students will be notified when an admissions decision has been made. Only admitted students are authorized to register for Basic Academy courses.

**Course Details:** The *L0101 Foundations in Emergency Management* course requires two weeks (80 hours, 10 days) of instruction. It is designed to be an immersive learning experience so that participants have the opportunity to create the connections with colleagues that are so essential to an effective emergency management professional network. Students are expected to attend each full day and to be active learners and engaged participants in group activities. Participants must commit to both weeks of the course to enroll.

This course provides participants with a broad introduction to emergency management as a community of practice and as a profession. Emergency management is presented as a dynamic, multi-phased process that includes prevention, preparedness, mitigation, response, and recovery. Students come away with an understanding of roles, responsibilities, and legal boundaries in emergency management as well as how these relate to the concept of serving the Whole Community. Other course topics include:

- Emergency Management Administration and Organization
- Legal Issues; Technology Support
- Ethical Decision-making; Stress Management; Collaboration and Managing People
- Team Building; Influencing Styles and Approaches
- Intergovernmental/Interagency Contexts
- The Future of Emergency Management

**Prerequisites:** Interested students must complete the following four prerequisite courses offered by FEMA Emergency Management Institute. Independent study (online) courses as well as classroom-based versions of these courses are generally acceptable. To access these courses, see: <https://training.fema.gov/is/>. A copy of your certificates of completion for each of these prerequisite courses should be submitted with your Application for Admission.

IS-100.b *Introduction to the Incident Command System (ICS)*

IS-700.a *National Incident Management System (NIMS), An Introduction*

IS-800.b *National Response Framework, An Introduction*

IS-230.d *Fundamentals of Emergency Management*

NOTE: Previous versions of these courses with or without letter suffixes (.a, .b, etc.) are also acceptable but may not reflect the most current information.

**FEMA Documentation:** The L0101 course curriculum is a FEMA Emergency Management Institute program and, as such, requires participants to also submit a completed FEMA 119-25-1 form (Complete sections 1-21d only). Please sign your form; and the Training, Education and Exercises Division (TEED) will submit your form to the State Coordinator for approval. The FEMA 119-25-1 form is accessible online at <https://training.fema.gov/apply/119-25-1.pdf>. You also must have a FEMA Student Identification Number (SID). Click here to create one: <https://cdp.dhs.gov/femasid/register>. Submit your completed 119-25-1 form along with this application to VDEM TEED.

**Notification of Acceptance:** Applications for admission will be reviewed when all required documents are on file with the Virginia Department of Emergency Management’s (VDEM) Training, Education and Exercise Division (TEED). Applicants will be notified of their admission status in writing. To accept an offer of admission to *L0101 Foundations in Emergency Management* students must reply to VDEM’s Training, Education and Exercise Division by the deadline communicated in the admissions offer letter.

**Enrollment Priorities and Registration:** Enrollment priority is given to those whose role aligns with the emergency management mission of the Virginia Department of Emergency Management and its funding authorizations. Further information regarding registration, lodging, and other information for this class is provided upon admission to the course. Registration records are managed through the VDEM learning management system.

**Travel, Lodging, and Meals**

Lodging for the L0101 offered in Wirtz, VA on October 16-20 and November 12-17, 2017, is available at the 4-H Educational Conference Center at Smith Mountain Lake located at 775 Hermitage Rd., Wirtz, VA 24184. Travel to and from the course location is the responsibility of the participant. There is safe and secure parking available. Breakfast, lunch and dinner are provided on-site Monday to Thursday but only breakfast and lunch on each Friday of the course. Please ensure any food allergies are noted on your application and confirmed with VDEM Staff. Students may check-in to the facilities on Sunday October 15 and November 12, 2017 after 3:00 p.m.

**Cost-Sharing Eligibility and Program Costs**

VDEM pays the lodging costs for *eligible* participants in the residential L0101 courses. Generally, the following individuals are eligible for cost-sharing: Virginia local and state government emergency managers and emergency coordination personnel, including Virginia Emergency Support Team (VEST) members; Virginia public higher education emergency coordination officers or emergency management personnel; and local response partners who are deemed essential to their emergency management response program. Local response partners should submit a letter of recommendation from their local emergency manager that specifies his/her role within the local emergency management program. Persons who do not fall into one of these eligibility categories are welcome to apply for admission to L0101, but it is the responsibility of the individual or sponsoring organization to pay for the cost of his/her participation.

Participant Category	Fees paid by Participant	Fees Cover:
Virginia local and state government emergency managers and emergency coordination personnel, including Virginia Emergency Support Team (VEST) members; Virginia public higher education emergency coordination officers or emergency management personnel; and local response partners who are deemed essential to their emergency management response program.	\$360 for 10 day course	Breakfast, lunch and dinner Monday to Thursday each week; breakfast and lunch on each Friday of the course; snacks
Partners without approved letter of recommendation, participants from out of state, federal, etc.	\$910 for 10 day course	Lodging at the host facility, meals, and snacks
Participants who choose not to lodge at host facility	\$ 110 for 10 day course	Lunch and snacks

**Payment of Fees, Cancellations, and Reimbursements:**

To confirm an offer of admission to the L0101 course, students must make payment to VDEM for all required fees (see above). Additional information on payment options will be provided with the notification of admission. Please notify VDEM's Training, Education and Exercises Division as soon as possible in writing if you need to cancel or postpone your enrollment. A request to cancel or postpone enrollment should be received at least 14 days prior to the start of the course. Fees are forfeited if cancellation notices are not received in a timely fashion or if the student is a no-show. Students may ask to have fees paid applied to a future course offering. Persons who choose NOT to stay at the host facility will not be reimbursed for any portion of their costs.

**Application for Admission Checklist:**

- Completed and signed Application for Admission
- Certificates of completion for four prerequisite courses
  - IS-100 *Introduction to the Incident Command System (ICS)*
  - IS-700 *National Incident Management System (NIMS), An Introduction*
  - IS-800.b *National Response Framework, An Introduction*
  - IS-230.d *Fundamentals of Emergency Management*
- Completed FEMA 119-25-1 form
- If applicable, other documents as identified by the Training, Education and Exercises Division

Return your completed application and supplemental documents to:

VDEM Training, Education and Exercise Division  
10501 Trade Court  
North Chesterfield, VA 23236  
[Candice.barnack@vdem.virginia.gov](mailto:Candice.barnack@vdem.virginia.gov)  
804-897-9780



FEMA



## Emergency Management Professional Program Basic Academy Application for Admission

Use this application form to apply for admission to the EMPP Basic Academy's *L0101 Foundations to Emergency Management* course offered by the Virginia Department of Emergency Management on:

**October 16-20 and November 12-17, 2017**  
**4-H Educational Conference Center at Smith Mountain Lake**  
**775 Hermitage Rd., Wirtz, VA 24184**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

1. Place of employment:

Title/Position: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Describe your current role and responsibilities.

2. Briefly describe any other experience you have in emergency management.

3. How does *L0101 Foundations of Emergency Management* align with your professional goals?

4. The L0101 Foundations course is the first of five in the EMPP Basic Academy. Do you plan to complete subsequent courses required for the EMPP Basic Academy?
- Yes**, I am interested in completing subsequent courses required for the EMPP Basic Academy program.
- No**, I am not planning to take additional courses for the EMPP Basic Academy at this time. I am only interested in completing the first course, L0101 *Foundations of Emergency Management*.
5. Have you completed and enclosed the FEMA 119-25-1 form?  
<https://training.fema.gov/apply/119-25-1.pdf>
- Yes**, my FEMA 119-25-1 form has been completed and is enclosed.
- Yes**, my FEMA 119-25-1 form has been completed and submitted separately.
6. Do you plan to stay at the 4-H Educational Conference Center while enrolled?
- Yes**, I want to reserve a room at the 4-H Center while enrolled for this course. I understand that I may check-in to the facilities on Sunday October 15 and November 12, 2017 after 3:00 p.m.
- No**, I do not require lodging while enrolled in this course.
7. **Special Accommodations:** If you require any type of accommodation, such as dietary, mobility, etc., please list them below so that the VDEM instructors and host facility staff are aware. \_\_\_\_\_  
\_\_\_\_\_
8. **Authorization/Signature:** The VDEM *L0101 Foundations of Emergency Management* course requires admitted student to attend the full two-weeks of instruction. Admitted students are expected to complete all assignments and projects including reading assignments and projects during and between the two weeks. Your signature on this application confirms all information on this application and in supplemental materials is factually true and accurate and that you have read, understand, and agree to fulfill the course expectations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return your completed application and supplemental documents to:  
VDEM Training, Education and Exercise Division  
10501 Trade Court  
North Chesterfield, VA 23236  
[Candice.barnack@vdem.virginia.gov](mailto:Candice.barnack@vdem.virginia.gov)  
804-897-9780