

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: *E289 State Volunteer and Donations Management*

Date: January 26 – 29, 2015

Travel Dates:

Travel days are January 25 and 30, 2015

Course Length:

This course is 3 1/2 days.

Course Description:

To provide State emergency management personnel and voluntary agency representatives with the knowledge and skills necessary to develop and execute an effective volunteer and donations management program and State volunteer and donations management annex to the State emergency operations plan.

Course Goals:

By participating in this course, participants will be able to:

- Identify key organizations and individuals who have a role in managing unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.
- Identify specific agencies and organizations and how they collaborate to form a Volunteer and Donations Coordination Team (VDCT).
- Develop an effective public education and information structure to support the successful management of unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.

- Identify how to effectively manage the surge of unsolicited goods.
- Gather information from organizations, agencies, volunteers, media, and others for donations intelligence purposes.
- Facilitate the matching of unaffiliated volunteers with appropriate organizations or agencies during program implementation.
- List the planning considerations for cash donations.
- Incorporate technology needed to successfully manage data and information on unaffiliated volunteers and unsolicited goods.
- Relate volunteer and donations management program responsibilities to the planning components of the annex.

Prerequisites:

- IS-288, *The Role of Voluntary Organizations in Emergency Management*
- IS-700.a, *National Incident Management System (NIMS), An Introduction*
- IS-100.b, *Introduction to the Incident Command System (ICS), ICS-100*
- IS-230.a, *Principles of Emergency Management*
- IS-244, *Developing and Managing Volunteers*

Continuing Education Units (CEUs):

The Emergency Management Institute (EMI) awards 2.5 CEUs for successful completion of this course.

TRAINING OPPORTUNITY



Target Audience:

This course is designed for State Volunteer/Donations Coordinators and their alternates, stakeholders of statewide voluntary organizations, State VOAD Chair or Designee, Public Information Officer or Liaison, Program Functional Leads, FEMA Human Services staff, and Government-Private Sector Liaison

Location:

Emergency Management Institute
National Emergency Training Center (NETC)
Emmitsburg, Maryland

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official/State Emergency Management Training Office. Submit the application, no later than December 1, 2014 Mail, scan, or fax it to:

NETC Admissions Office (Room I-216)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035 Fax: (301) 447-1658
Email: netcadmissions@fema.dhs.gov

Click the link to get information on how to apply for EMI courses:

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

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 student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package

outlining travel information, NETC shuttle services, lodging and other logistics. Click the link for a PDF copy of the NETC Welcome Package online:

http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048/1113, or email to FEMA-netc-housing@fema.dhs.gov.

Notice to Applicants for FY 2014 courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN number is no longer required.**

How do I obtain my FEMA SID number?

- Step 1: To register, go to <https://cdp.dhs.gov/femasid>
- Step 2: Click on the “Need a FEMA SID” button on the right side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: You will receive an email with your SID number. You should save this number in a secure location.

What do I do with this new SID number I have been assigned?

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

EMI Point of Contact:

For additional information, contact the course manager, Patricia Gould, at (301) 447-7684 or by email at Patricia.Gould@fema.dhs.gov

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