

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Announcement:

**E390 Integrating Emergency Management Education into Your Institution**  
Emergency Management Institute  
Federal Emergency Management Agency, U.S. Department of Homeland Security

**August 13-14, 2012**

**Emergency Management Institute, National Emergency Training Center  
Emmitsburg, MD**

The Emergency Management Institute (EMI), in partnership with the White House Initiative on Tribal Colleges and Universities (WHITCU), is hosting the E390 *Integrating Emergency Management Education into Your Institution* By-Invitation. This course was formerly titled, "Emergency Management Planning, Preparedness, Training and Education for Colleges and Universities." The desired outcome and single focus of the new course is to achieve a more diverse population of emergency management (EM) professionals who reflect the communities in which they live and work.

This 2-day course is targeted for Tribal Colleges and Universities (TCUs) Department Chairs of EM-related disciplines such as sociology, geography, public administration, or psychology. The primary goal of the workshop is to assist TCUs by providing information about EM and the benefits and resources available for integrating EM course offerings. It is an interactive workshop focused on creating an action plan to be applied within each participant's academic department. Participants will discuss issues surrounding minority and minority-serving institutions of higher education and will begin the process of identifying and overcoming institutional roadblocks to increasing their schools' EM-related offerings.

The course will be held on the campus of the Federal Emergency Management Agency's National Emergency Training Center (NETC) in Emmitsburg, Maryland – about 75 miles northwest of Washington, DC.

The course is scheduled to begin at 8 a.m. on Monday, August 13, and conclude at 5 p.m. on Tuesday, August 14, 2012.

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**Transportation expenses for invited attendees will be reimbursed** including roundtrip airfare for common carrier (economy, coach, or less) or the Federal mileage allowance for Privately Owned Vehicles. Potential attendees are encouraged not to make travel arrangements until they have received notification from the NETC Admissions Office that they have been enrolled in the course. EMI will provide transportation to EMI from the Baltimore-Washington International (BWI) Airport on Sunday, August 12, and back to BWI on Wednesday, August 15, leaving at approximately 8 a.m. The time of the pick-up on Sunday will be provided in your acceptance letter.

Should you choose to drive, EMI is approximately a 90-minute drive from Dulles, Reagan National or BWI airports. All visitors are being advised to bring two photo IDs and will be asked for a photo ID upon entering the campus. A temporary photo ID and temporary Parking Permit will be issued, and you will be advised where to park. Visitor (or student) IDs must be worn at all times.

EMI will provide no-cost on-campus single-room housing for the 25 invited participants. Participants staying on campus must purchase a meal ticket for the length of your stay.

If you wish to attend, please complete the attached General Admissions Application (FEMA Form 119-25-1) and return it to the Admissions Office by **July 13**. Applications should be faxed to (301) 447-1658 or mailed to the following address:

National Emergency Training Center  
Office of Admissions, Room I – 216  
16825 South Seton Avenue  
Emmitsburg, MD 21727

**Applications must be returned to the NETC Admissions Office for processing.** All non-U.S. citizens attending the course must have a security clearance conducted before they are accepted, which takes 8-12 weeks to complete.

If you have any questions, please contact the course manager, Lillian Virgil, at [Lillian.virgil@fema.dhs.gov](mailto:Lillian.virgil@fema.dhs.gov), phone (301) 447-1490.

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