

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

January 14-15, 2013

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

The Emergency Management Institute (EMI) is hosting the E390 *Integrating Emergency Management Education into Your Institution* course By-Invitation. The desired outcome and single focus 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 Hispanic-Serving Institutions (HSI) Department Chairs of EM-related disciplines such as sociology, geography, public administration, or psychology. The primary goal of the workshop is to assist HSIs 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 8:00 a.m. on Monday, January 14 and conclude at 5:00 p.m. on Tuesday, January 15.

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 (POVs). 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, January 13, and back to BWI

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on Wednesday, January 16, leaving at approximately 8:00 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 asked to bring two photo IDs and will be asked to show a photo ID upon entering the campus. A temporary visitor photo ID and temporary Parking Permit will be issued, and you will be advised where to park. Visitor ID 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 **December 3, 2012**. 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

Notice to Applicants for FY 2013 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) for any courses that begin on or after October 01, 2012.

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, phone (301) 447-1490.

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