



# National Response Framework Training Guide

*July 2019*

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## Introduction

The National Response Framework (NRF) Training Guide has been developed by the Emergency Support Function Leadership Group (ESFLG) to provide information on training resources that are available to the emergency management interagency community and other partners. The Guide outlines FEMA and Other Federal Agency training that supports a well-trained Federal response for Stafford Act disasters and non-Stafford Act emergencies that utilize the NRF structure and mechanisms.

## Background

The ESFLG is the senior-level entity that supports the NRF and coordinates responsibilities and resolves operational and preparedness issues related to interagency response at the national level. The ESFLG established an Interagency NRF Training Working Group to oversee the development and maintenance of interagency domestic response training. The Working Group was established in September 2016 with members from multiple Federal agencies and FEMA with the objective to "support the development and delivery of NRF-related training at both the national (e.g., senior leaders, National Response Coordination Center (NRCC)) and regional (e.g., Regional Response Coordination Center (RRCC), Joint Field Office (JFO) levels), as well as to assist as needed to update existing training to comply with current policy and processes".

## Purpose

The purpose of the Guide is to:

- Outline training that will improve Federal response personnel's knowledge and understanding of the NRF, as well as how the agencies prepare for and respond to disasters.
- Enhance the capabilities of Federal response personnel to make critical decisions during incident response in an efficient, informed, and effective manner.

## Target Audience

This Guide was written to support the following groups of interagency personnel:

- **Interagency Liaisons:** Liaisons assigned or detailed to FEMA Headquarters' Office of Response and Recovery who coordinate NRF-related actions and support for their Departments/Agencies (D/As) at the national level.
- **Interagency Staff:** Interagency personnel that deploy to the NRCC and play key roles in planning, resource adjudication, providing information, and coordinating response at the national level.
- **Senior Executives:** Emergency management senior executives representing Federal, State, Local, Tribal, and Territorial, non-governmental organizations (NGOs), academic institutions, and private sector entities that coordinate disaster response at the national level and are responsible for decisions that have a significant effect on policy, response, and recovery operations.
- **Other Partners:** Members of the emergency management community that have important roles in providing incident support and relief during response and recovery operations, such as private sector entities, NGOs, and National Voluntary Organizations Active in Disaster (NVOAD).

\*Disclaimer: Interagency Liaisons and Staff may be required to take certain courses listed in the Guide based on their agencies' training program. Outside of those requirements from their respective D/As, the identified Targeted Audiences are encouraged, but not required, to take the training recommended in this Guide.

## Changes and Revisions

Any recommended changes and revisions to this document shall be coordinated by the FEMA Response Directorate, specifically, the National Response Coordination Section. The Training Guide shall be reviewed annually. Minor changes do not require ESFLG approval and shall be annotated in the Record of Changes. Each change will advance the document's edition number by one tenth. Changes resulting in 50 percent or more of the document, or ten cumulative changes, shall result in a new edition being issued and approved by the ESFLG.

## Section 1: Computer-Based Training Opportunities

For the purpose of this Guide, “computer-based training” comprises three general categories:

- 1) FEMA Emergency Management Institute’s (EMI) Independent Study (IS) courses. Dates, overview, objectives, primary audience, prerequisites, course length and final exam can be found on the EMI website. To find a course online, go to <https://training.fema.gov/emi.aspx> and type the course number as listed below into the search function. Amplifying information regarding course reviews and revisions can normally be found under the course title. A Student ID is required to take the final exam online. Go to <https://cdp.dhs.gov/femasid/register> to register for a Student ID.
- 2) Web-EOC micro-learning modules and dashboard learning. Go to <https://femacms.webeoc.us/eoc7/> for on-line learning modules on a variety of topics.
- 3) Web-available documents and products as FEMA doctrine, Community Lifelines training toolkit, etc.

### General Response-Related Computer-Based Training Opportunities

Course Name	Number	Hours	Target Audience
Orientation to FEMA Logistics	IS-27	4	Emergency Managers
Military Resources in Emergency Management	IS-75	2	Civilians desiring an awareness level of knowledge about the use of military resources in emergency management
Introduction to Incident Command System; ICS-100	IS-100.c	3	Emergency Managers/Responders
Preparing for Federal Disaster Operations: FEMA Response Partners	IS-102.c	1.5	FEMA Response Partners and FEMA employees that deploy to support NRF incidents
Basic Incident Command System for Initial Response	IS-200.c	4	Response personnel at the supervisory level who are involved with emergency planning, response, or recovery efforts.
Fundamentals of Emergency Management	IS-230.d	6	Emergency Managers
Emergency Planning	IS-235.c	5	Individuals involved in crisis and emergency management decision making
Developing and Managing Volunteers	IS-244.b	4	Emergency Managers and related professionals working with all types of volunteers/coordinating with voluntary agencies
Role of Volunteer Agencies in Emergency Management	IS-288.a	10	Federal, State, and Local Emergency Managers, members of voluntary agencies, and the general public who are involved in emergency management activities
Mission Assignment (MA) Overview	IS-293	3	Personnel involved in the MA process
Mass Care, Emergency Assistance Overview	IS-405	1	Emergency Managers, ESF #6 primary and supporting agencies
Intro to Individual Assistance	IS 403	1	Existing FEMA personnel being deployed to a field assignment for the first time.
Continuity of Operations (COOP) Awareness	IS-546.a	1	Personnel at any level of government, representatives from NGOs, or representatives from private industry
Introduction to COOP	IS-547.a	2	Personnel at any level of government, representatives from NGOs, or representatives from private industry



Course Name	Number	Hours	Target Audience
Intro to Public Assistance	IS 634	4	Personnel at the State, tribal, and local levels who may be responsible for managing the Public Assistance grant application process and/or project management.
Building Partnerships with Tribal Governments	IS-650.a	10	Emergency Managers working in concert with Tribal Governments
Introduction to Public-Private Partnerships	IS-660	2	Federal, State, Local, and Tribal government agencies that may participate in continuity planning efforts
National Incident Management System (NIMS), An Introduction	IS-700.b	3	Emergency Managers
National Disaster Recovery Framework (NDRF) Overview	IS-2900	2	Individuals, Local, State, Tribal, Territorial, insular area governments and NGOs—who have a role in providing recovery support
NIMS Public Information Systems	IS-702.a	3	Local and State Public Information Officers
NIMS Resource Management	IS-703.a	3	Federal, State, Tribal, and Local Emergency Managers and first responders to include Incident Commanders
Emergency Operations Center Management and Operations	IS-775	4	Regional/State, Tribal, and Local Emergency Managers
National Response Framework, An Introduction	IS-800.c	3	All personnel involved in whole community National Response efforts
*Introduction to National Response Framework Support Annexes	IS-820	1.5	Government executives, private-sector and NGO leaders, and Emergency Managers
Fundamentals of Management and Support Coordination of Federal Disaster Operations	IS-822	4	Emergency Managers engaged in response and recovery operations
*Introduction to National Response Framework Incident Annexes	IS-830	1	Emergency Managers engaged in response operations
*Nuclear/Radiological Incident Annex	IS-836	1	Government executives, private-sector and NGO leaders, and Emergency Managers
The National Infrastructure Protection Plan (NIPP), An Introduction	IS-860.c	2	Department of Homeland Security (DHS) and other Federal staff responsible for implementing the NIPP, and Tribal, State, Local, and private sector Emergency Management professionals
Defense Support of Civil Authorities (DSCA) Phase I	J3ST-US010	7	Department of Defense (DoD) and Other Federal Agency personnel active in Defense Support of Civilian Authorities Operations (Course located at Joint Knowledge On-line)
HURREVAC	N/A	Varies	HURREVAC is a storm tracking and decision support computer software tool for government emergency managers. The purpose of this training is to provide an overview of the new web-based version of HURREVAC, HVX. <sup>1</sup> <sup>1</sup> During the 2019 Hurricane Season, the web-based version of HURREVAC, HVX, will be operational. The latest desktop version of HURREVAC will also be available for download to provide redundancy. System users visit HURREVAC.com for

			<p>on-line training opportunities, videos and webinars (see page 8 for a description of HURREVAC)</p> <p>Robert Mahoney, FEMA Hurricane Program Manager, <a href="mailto:Robert.Mahoney@fema.dhs.gov">Robert.Mahoney@fema.dhs.gov</a>, Marco Ciarla – USACE, <a href="mailto:Marco.N.Ciarla@usace.army.mil">Marco.N.Ciarla@usace.army.mil</a> and Karen Townsend, <a href="mailto:karentownsend@seaislandsoftware.biz">karentownsend@seaislandsoftware.biz</a></p>
WebEOC Board Demonstrations Dashboard	N/A	Varies	<p>System users, visit <a href="https://femacms.webeoc.us/eoc7/">https://femacms.webeoc.us/eoc7/</a> for on-line WebEOC familiarization and user training, users are recommended to complete “Board Demonstration Dashboard - User Dashboard Demo” followed by “WebEOC General Demonstration” and additional Tutorials, as developed by FEMA Operations Division. For questions, please write <a href="mailto:FEMA-WEBEOC@fema.dhs.gov">FEMA-WEBEOC@fema.dhs.gov</a>.</p>
WebEOC Micro Learning Modules	N/A	Varies	<p>System users visit <a href="https://femacms.webeoc.us/eoc7/">https://femacms.webeoc.us/eoc7/</a> for on-line learning modules on a variety of topics. The board is a repository of training developed by WebEOC users. Modules can be accessed by clicking on the dropdown on the top left and selecting “1. Micro Learning”. For questions, please write <a href="mailto:FEMA-WEBEOC@fema.dhs.gov">FEMA-WEBEOC@fema.dhs.gov</a>.</p>
FEMA Lifelines Toolkit	N/A		<p><a href="https://www.fema.gov/media-library/assets/documents/177222">https://www.fema.gov/media-library/assets/documents/177222</a></p>
<p>*These courses have been reviewed and are not current with the National Preparedness System (NPS). These courses will remain available for completion until they are revised or until a determination is made to archive them.</p>			

## Section 2: Classroom Instruction Opportunities

For the purpose of this Guide, “classroom instruction” comprises two general categories:

- 1) Classes offered at the National Emergency Training Center (NETC) by FEMA’s Emergency Management Institute (EMI) in Emmitsburg, MD 21727.
- 2) Classes offered at FEMA Headquarters (500 C Street, SW, Washington D.C., 20472) to support the training and development of the NRCS, Interagency Liaisons and other disaster response and recovery partners that work in the NRCC when activated.

Classes with the “E” designator are resident courses offered at the NETC. Classes with the “L” designator are mobile, non-residential courses offered at locations other than the NETC (such as at the NRCC). Many classes require a FEMA Student Identification (SID) number to register. Go to <https://cdp.dhs.gov/femasid/register> to register for a SID.

### EMI-led Classroom Training Opportunities

E/L0808: FEMA Air Operations Management	
<b>Description</b>	The purpose of this course is to prepare FEMA personnel to serve as Air Operations Branch Director (AOBD) and Air Operations Coordinator (AOCO), as well as coordinate the identification, procurement, and movement of aviation resources during Stafford Act and non-Stafford Act operations. Other Federal agency and State staff are also encouraged to attend as space permits.
<b>Hours</b>	26 hours
<b>Prerequisite(s)</b>	IS Courses: 100.c, 200.c, 293, 700.b, 800.c
<b>Location</b>	E: NETC Campus L: The course can held at off-site locations upon request (e.g. FEMA Regional Office)
<b>Course Registration</b>	Go to: <a href="https://www.firstrespondertraining.gov/">https://www.firstrespondertraining.gov/</a> ; choose “Training Catalog” at top of page; click on National Preparedness Course Catalog; under “Emergency Management Institute” click on “View EMI courses in the NPCC”; enter E0808 into the search engine to find the course

L8540: Basic Interagency Logistics Seminar/Logistics Center Tour	
<b>Description</b>	This Basic Interagency Logistics (IL) course is conducted seminar-style. It familiarizes participants with IL concepts of planning and response, as well as facilitates discussion on key interagency (Whole Community) logistics topics. Students should be mid-to-senior level logistics/Emergency Managers from organizations such as the DHS, or other Federal, State, Local, Tribal, Territorial agencies and the Military Services, or Federal Civilians (GS-13 through GS- 15 or equivalent). Civilians from non-governmental and volunteer agencies.
<b>Hours</b>	40 hours
<b>Prerequisite(s)</b>	Recommended: IS 27, IS 100.b, IS 700.b, IS 800.c; DSCA Phase I and II, Joint Logistics Course, Fort Lee, Virginia; 2-Day Joint Humanitarian Ops Course (JHOC)/ United States Agency for International Development (USAID) located in Alexandria, Virginia
<b>Location</b>	FEMA Distribution Center in Frederick, MD
<b>Course Registration/Point of Contact (POC)</b>	POC: Sedrick Buxton, <a href="mailto:sedrick.buxton@fema.dhs.gov">sedrick.buxton@fema.dhs.gov</a> , 202-212-2263, or Jeff Snyder, <a href="mailto:Jeffrey.snyder@fema.dhs.gov">Jeffrey.snyder@fema.dhs.gov</a> .

**E0580: Emergency Management Framework for Tribal Governments**

<b>Description</b>	Provides tribal emergency management/response personnel, tribal government employees, and tribal leaders with a basic understanding of emergency management principles and their role in leading and directing their tribes in developing and implementing comprehensive emergency management systems. Specific topics include identification and analysis of hazards, developing an emergency operations plan and other planning, assuring readiness through training and exercises, forming partnerships in the public and private sectors, and upgrading and sustaining emergency management capabilities.
<b>Hours</b>	4 day course
<b>Prerequisite(s)</b>	Recommended: ICS 100.c and ICS 200.c
<b>Location</b>	NETC Campus
<b>Course Registration</b>	<a href="https://training.fema.gov/apply/">https://training.fema.gov/apply/</a> ; Course Manager is Katie Hirt (can also be delivered as L0580, contact <a href="mailto:Katie.hirt@fema.dhs.gov">Katie.hirt@fema.dhs.gov</a> , 301-447-1164)

**E0581: Emergency Operations for Tribal Governments**

<b>Description</b>	Tribal emergency management, response and government personnel will develop a deeper understanding of emergency management operations. Special emphasis is placed on developing standard operating procedures, using procedures to test operational readiness, and promoting the integration of emergency operations across all functional agency lines
<b>Hours</b>	4 day course
<b>Prerequisite(s)</b>	E/L0580 Emergency Management Framework for Tribal Governments
<b>Location</b>	NETC Campus
<b>Course Registration</b>	<a href="https://training.fema.gov/apply/">https://training.fema.gov/apply/</a> ; Course Manager is Katie Hirt (can also be delivered as L0581, contact <a href="mailto:Katie.hirt@fema.dhs.gov">Katie.hirt@fema.dhs.gov</a> , 301-447-1164)

**E0582: Mitigation for Tribal Governments**

<b>Description</b>	Provides tribal representatives with an understanding of reducing potential losses from natural or other hazards using mitigation opportunities and techniques, examples of mitigation success stories, and an overview of available FEMA Mitigation Programs. Primary emphasis is on helping tribal emergency managers and planners identify mitigation planning requirements and identifying mitigation opportunities to protect their communities.
<b>Hours</b>	4 day course
<b>Prerequisite(s)</b>	E/L0580 Emergency Management Framework for Tribal Governments
<b>Location</b>	NETC Campus
<b>Course Registration</b>	<a href="https://training.fema.gov/apply/">https://training.fema.gov/apply/</a> ; Course Manager is Katie Hirt (can also be delivered as L0581, contact <a href="mailto:Katie.hirt@fema.dhs.gov">Katie.hirt@fema.dhs.gov</a> , 301-447-1164)

Weather and Climate for Situational Awareness	
<b>Description</b>	The overall objective of the course is to provide attendees with a non-technical understanding of weather phenomena. Course objectives include defining and describing weather phenomena and associated hazards; navigating National Oceanic and Atmospheric Administration (NOAA)/National Weather Service (NWS) weather monitoring resources; as well as assessing and interpreting NWS weather data and information communicating weather-related threats and impacts. The course best serves FEMA and interagency NRCC and FEMA National Watch Center (NWC), Incident Management Assistance Teams (IMAT), Joint Field Office (JFO), Federal Coordinating Officers (FCO), Planning and Geographic Information System (GIS) personnel, and Situational Awareness personnel.
<b>Hours</b>	3-5 days (can be scaled to meet agency/trainee needs)
<b>Prerequisite(s)</b>	None
<b>Location</b>	Mobile, non-residential training that can be offered in multiple locations
<b>Point of Contact (POC)</b>	FEMA liaison (LNO)/Meteorologist to the Storm Prediction Center (SPC), Dr. Somer Erickson, <a href="mailto:somer.erickson@fema.dhs.gov">somer.erickson@fema.dhs.gov</a>
<b>Course Registration</b>	Contact course POC to schedule the course or to inquire about registration for scheduled courses

NOAA Science of Coastal Natural Disasters	
<b>Description</b>	Planners, responders, and practitioners taking this course will have a greater understanding of the risks, physical properties, and impacts of coastal natural disasters, which will improve on the job decision-making and planning. Participants will have an increased awareness of NOAA's role in preparing for and responding to coastal natural disasters, including NOAA products and services available. This training is exportable and the training is classroom-based with potential for visit to local NOAA office.
<b>Hours</b>	2.5 days (can be scaled to meet agency/trainee needs)
<b>Prerequisite(s)</b>	None
<b>Location</b>	Mobile, non-residential training that can be offered in multiple locations
<b>Point of Contact (POC)</b>	Mr. Charlie Henry, <a href="mailto:Charlie.henry@noaa.gov">Charlie.henry@noaa.gov</a> , 251-544-5008
<b>Course Registration</b>	Contact course POC to schedule the course or inquire about registration for scheduled courses

**DOD Defense Support of Civil Authorities (DSCA) – Phase II**

<b>Description</b>	This 3.5-day course is intended to provide the participants with an introduction to the national framework in which the DoD supports Federal, State, Local, and Tribal authorities in overwhelming natural and/or manmade disasters. The course is designed to prepare students to plan and execute DSCA response operations. Participants are provided the opportunity to act as staff planners in three exercise scenarios, utilizing current policy guidance and DoD procedures. It is jointly sponsored by the FEMA and DoD.
<b>Hours</b>	28 hours
<b>Prerequisite(s)</b>	IS Courses: 293, 700.a, 700.b, 800.c, and the completion of DSCA Phase I, an 8-hour Independent Study course at <a href="http://jko.jfcom.mil/">http://jko.jfcom.mil/</a> .
<b>Location</b>	Available as residential (NETC/EMI) and mobile non-residential
<b>Course Registration</b>	Contact the EMI Course Manager and follow the course registration instructions found at <a href="http://www.arnorth.army.mil/Operations/Pages/DSCA-Courses.aspx">http://www.arnorth.army.mil/Operations/Pages/DSCA-Courses.aspx</a> . DoD personnel need to enroll through <a href="http://jko.jfcom.mil/">http://jko.jfcom.mil/</a> .

**Defense Production Act (DPA)**

<b>Description</b>	The DPA is the primary source of Presidential authorities to expedite and expand the supply of critical resources from the U.S. industrial base to support national defense and homeland security. DPA authorities can be used to support programs involving emergency preparedness, response, and recovery, critical infrastructure protection and restoration, and counter-terrorism, as well as military, space, and energy programs.
<b>Hours</b>	Varies (can be scaled to meet agency/trainee needs)
<b>Prerequisite(s)</b>	Recommended training; IS 245.a Defense Priorities & Allocation System (DPAS) Orientation: Defense Priorities and Allocation System
<b>Location</b>	Mobile, non-residential training
<b>Point of Contact (POC)</b>	FEMA Office of Policy & Program Analysis (OPPA)

**E/L0348: Orientation to Mission Assignments for FEMA Staff and Interagency Partners**

<b>Description</b>	The L0348 course is intended to provide FEMA and its interagency partners with the knowledge of how to request Federal assistance through the Resource Request and Mission Assignment Processes, including billing, reimbursement, and closeout.
<b>Hours</b>	12
<b>Prerequisite(s)</b>	IS 293 Mission Assignment Overview
<b>Location</b>	NETC/EMI Mobile, non-residential training that can be offered in multiple locations
<b>Point of Contact (POC)</b>	Mission Assignment Program, FEMA Response Directorate; Arnie Gonzalez
<b>Course Registration</b>	Registration is coordinated with the POC. Ms. HMarie Harkenrider (HMarie.Harkenrider@fema.dhs.gov), or the FEMA HQ Program Lead, Mr. Arnie Gonzalez (Arnie.Gonzalez@fema.dhs.gov)

Hurricane Readiness – Short Course	
<b>Description</b>	The Hurricane Readiness – Short Course includes an overview of Atlantic hurricane climatology and hurricane Hazards, with a focus on available NHC/NWS products. In addition, the training covers State and local Hurricane Evacuation Studies and how this information is used operationally in HURREVAC.
<b>Hours</b>	3
<b>Prerequisite(s)</b>	N/A
<b>Location</b>	NRCC – In-person training
<b>Point of Contact</b>	FEMA NRCC Manager
<b>Course Registration</b>	FEKC @ <a href="https://fekc.fema.net">https://fekc.fema.net</a> or email Carol Mintz @ <a href="mailto:Carol.Mintz@fema.dhs.gov">Carol.Mintz@fema.dhs.gov</a>

Virtual Tabletop Exercises (VTTX)	
<b>Description</b>	The VTTX is a series of Virtual Tabletop Exercises that are offered monthly by the EMI. The VTTX program was launched in September of 2012 as an initiative to leverage technology and reach a large training audience. VTTX enables participants to exercise their knowledge, skills, and abilities needed to effectively conduct all-hazards emergency preparedness, response, and recovery. The VTTX is limited to 10-15 remote “participation” sites per event due to time constraints. The program also allows for some “observation” sites for each event to become familiar with the VTTX process.
<b>Hours</b>	4 hours
<b>Prerequisite(s)</b>	The VTTX will be limited to approximately 10-15 locations per exercise. Participants must have an appropriate site equipped with VTC capability (not web-based) that can access the FEMA VTC site. Connection information will be provided by EMI. Participating locations will be responsible for local exercise logistics and should designate an exercise coordinator to implement the logistical requirements for the exercise. In addition, the location must provide a person capable of facilitating the on-site portion of the exercise. Electronic copies of the related exercise materials (Situation Manual) will be provided in advance by EMI.
<b>Location</b>	Virtual, coordinated through EMI POC
<b>Point of Contact</b>	Doug Kahn, Training Specialist, Integrated Emergency Management Branch, DHS/FEMA/EMI, Email: <a href="mailto:Douglas.Kahn@fema.dhs.gov">Douglas.Kahn@fema.dhs.gov</a>
<b>Course Registration</b>	Locations interested in participating in the VTTX series should submit an email request to participate in the exercise to Douglas Kahn with preferred date of participation. Your email is your program application. When applying, please provide a central point of contact from your organization to work all VTTX issues. With your request, cc: the Integrated Emergency Management Branch office at <a href="mailto:fema-emi-iemb@fema.dhs.gov">fema-emi-iemb@fema.dhs.gov</a> in your email, or call 301-447-1381.



<b>National Emergency Management Basic Academy</b>	
<b>Description</b>	<p>The National Emergency Management Basic Academy is a gateway for individuals pursuing a career in emergency management. Similar to basic academies operated by the fire service and law enforcement communities, the National Emergency Management Basic Academy will provide a foundational education in emergency management.</p> <p>The goal of the Basic Academy is to support the early careers of emergency managers through a training experience combining knowledge of all fundamental systems, concepts, and practices of cutting-edge emergency management. The Academy provides shared classrooms of adult learners and skillful instructors resulting in a solid foundation upon which to build further studies and sound decisions.</p>
<b>Hours</b>	
<b>Prerequisite(s)</b>	
<b>Location</b>	NETC Campus
<b>Course Registration</b>	<b>Jeff Januchowski</b> 301-447-1383 <a href="mailto:fema-empp-basic-academy@fema.dhs.gov">fema-empp-basic-academy@fema.dhs.gov</a>

<b>National Emergency Management Advanced Academy</b>	
<b>Description</b>	<p>The National Emergency Management Advanced Academy reinforces the qualities needed to lead emergency management programs, provides relevant management theories and concepts, and utilizes appropriate case studies. Advanced Academy participants work within a collaborative environment on projects and establish a network of peers.</p> <p>The Academy is designed for Emergency Management mid-level managers with a minimum of three (3) years-experience in an Emergency Management position wanting to advance their skillset. Students learn skills critical to performing emergency management responsibilities, such as: program management and oversight, effective communication at all levels, integrated collaboration, and strategic thinking, along with completing a Research Project one month prior to attending the final course.</p> <p>The Research Project provides students the opportunity to demonstrate their critical thinking abilities. Students apply the key learning concepts from the Advanced Academy curriculum relative to their own strengths and weaknesses, their organizations, and their own performance environments.</p>
<b>Hours</b>	
<b>Prerequisite(s)</b>	
<b>Location</b>	NETC Campus
<b>Course Registration</b>	<b>Doug Kuhn</b> 301-447-1287 <a href="mailto:fema-empp-advanced-academy@fema.dhs.gov">fema-empp-advanced-academy@fema.dhs.gov</a>



## NRCC-led Classroom Training Opportunities

L-820: FEMA Fundamentals of Incident Support	
<b>Description</b>	This course is the baseline course for understanding the NRF and the operation of the NRCC. Any person designated to work in the NRCC, regardless of position, should be required to complete this course within the first three months of being designated. This course is normally offered several days per month.
<b>Hours</b>	8
<b>Prerequisite(s)</b>	N/A
<b>Location</b>	NRCC – FEMA Headquarters
<b>Point of Contact</b>	<a href="mailto:Timothy.smith5@fema.dhs.gov">Timothy.smith5@fema.dhs.gov</a>
<b>Course Registration</b>	Complete DHS FEMA General Admissions Application, FEMA Form 119-25-1 (2/12) and provide to course Point of Contact (all courses require a SID to process the application form).

L-811: FEMA Resources Support Section (RSS) Incident Support	
<b>Description</b>	This course offers a broad overview of how the RSS is organized and how it accomplishes its mission within the NRCC. All members within the target audience should be required to take this course within the first three to six months of being designated. The target audience includes RSS team members, Liaisons to FEMA, and ESF coordinating and supporting team leaders. This course is offered at least once quarterly.
<b>Hours</b>	16
<b>Prerequisite(s)</b>	L-0820: FEMA Fundamentals of Incident Support
<b>Location</b>	NRCC – FEMA Headquarters
<b>Point of Contact</b>	<a href="mailto:Gregory.Fuller@fema.dhs.gov">Gregory.Fuller@fema.dhs.gov</a>
<b>Course Registration</b>	Complete DHS FEMA General Admissions Application, FEMA Form 119-25-1 (2/12) and provide to course Point of Contact.

<b>L-814: FEMA Situational Awareness Section (SAS) Incident Support</b>	
<b>Description</b>	This course will train all NRCC/RRCC personnel on the information flow, how information is collected, synthesized, analyzed, and reported for response incidents/events. All members of the NRCC/RRCC staff to include ESFs and LNOs should be required to attend and complete this course within the first year of assignment to the NRCC/RRCC. The target audience includes all NRCC/RRCC staff including the ESFs and LNOs as it is vital for everyone to understand how information flows, the setting of mission priorities, the use of Web EOC, and how NRCC/RRCC operations are constructed around the community Lifelines. This course is offered quarterly at FEMA HQs and is available to be taught in the Regions and at other agencies locations by special request.
<b>Hours</b>	16
<b>Prerequisite(s)</b>	L-820: FEMA Fundamentals of Incident Support
<b>Location</b>	NRCC – FEMA Headquarters & Regional RRCCs
<b>Point of Contact</b>	<a href="mailto:Larry.Markham@fema.dhs.gov">Larry.Markham@fema.dhs.gov</a>
<b>Course Registration</b>	Complete DHS FEMA General Admissions Application, FEMA Form 119-25-1 (2/12) and provide to course POC.

<b>L-813: FEMA Planning Support Section (PSS) Incident Support</b>	
<b>Description</b>	This course will train FEMA Incident Support staff on the Planning Support Section (PSS) processes, roles, and interactions that occur at and among the NRCC. All members within the target audience should be required to take this course within the first six months of being designated. The target audience includes all FEMA Incident Support (IS) employees serving as PSS personnel or preparing for a PSS role within the NRCC, Liaison Officer's to FEMA, and NRCS leadership. This course is normally offered at least biannually.
<b>Hours</b>	16
<b>Prerequisite(s)</b>	L-820: Fundamentals of Incident Support
<b>Location</b>	NRCC – FEMA Headquarters
<b>Point of Contact</b>	<a href="mailto:Diana.Judd@fema.dhs.gov">Diana.Judd@fema.dhs.gov</a>
<b>Course Registration</b>	Complete DHS FEMA General Admissions Application, FEMA Form 119-25-1 (2/12) and provide to course POC.

<b>L-812: FEMA Chief and Advisory Staff Support Section Incident Support</b>	
<b>Description</b>	This course will train FEMA Incident Support staff on the NRCS Chief and Advisory Staff Section processes, roles, and interactions that occur at and among the NRCC. At the completion of this course, the NRCS Chief and Advisory Staff will enhance their ability to function in their specific roles to support national and regional requirements. This course is normally offered at least biannually.
<b>Hours</b>	6
<b>Prerequisite(s)</b>	L-820: FEMA Fundamentals of Incident Support
<b>Location</b>	NRCC – FEMA Headquarters
<b>Point of Contact</b>	<a href="mailto:Timothy.smith5@fema.dhs.gov">Timothy.smith5@fema.dhs.gov</a>
<b>Course Registration</b>	Complete DHS FEMA General Admissions Application, FEMA Form 119-25-1 (2/12) and provide to course POC.

<b>FOD-823: FEMA Coach and Evaluator Qualification Course</b>	
<b>Description</b>	<p>The course teaches students how to be effective FEMA Coach and Evaluators (C&amp;Es) by providing students with the knowledge needed to guide their Trainees/candidates through their Position Task Books (PTBs) in a manner that bolsters the FEMA workforce.</p> <p>At the completion of this course, NRCS leadership will enhance their ability to evaluate and coach personnel in the NRCS. The target audience includes all leadership positions in the NRCS.</p>
<b>Hours</b>	12
<b>Prerequisite(s)</b>	Incident Support (IS) personnel are eligible to attend FOD823 for credit and C&E designation – with roster coordinator approval and a qualified IS title
<b>Location</b>	NRCC – FEMA Headquarters
<b>Point of Contact</b>	<a href="mailto:nrccmain@fema.dhs.gov">nrccmain@fema.dhs.gov</a> or FOD POC: Michelle Crowe, <a href="mailto:Michelle.Crowe@fema.dhs.gov">Michelle.Crowe@fema.dhs.gov</a>
<b>Course Registration</b>	Contact <a href="mailto:nrccmain@fema.dhs.gov">nrccmain@fema.dhs.gov</a>

<b>NRCC Position-Specific Training</b>	
<b>Description</b>	Instructor-led training for members in RSS, SAS, and PSS that can either be hands-on or lecture-based, depending on the needs of the trainees and the level of familiarization with their duties in the NRCC.
<b>Hours</b>	Varies
<b>Prerequisite(s)</b>	L-820: FEMA Fundamentals of Incident Support and applicable Section specific training (L-811, L-813, L-814)
<b>Location</b>	NRCC – FEMA Headquarters
<b>Point of Contact</b>	Section Chiefs/Deputy Chiefs and Group Supervisors
<b>Course Registration</b>	There is no formal registration for Position Specific training. This training is normally coordinated with the Section Chief in conjunction with the NRCC manager to secure the venue.

<b>WebEOC Training</b>	
<b>Description</b>	Instructor-led training that can either be hands-on or lecture-based, depending on the needs of the trainees and level of familiarization with WebEOC.
<b>Hours</b>	1-2
<b>Prerequisite(s)</b>	Recommended: L-820: FEMA Fundamentals of Incident Support
<b>Location</b>	NRCC – FEMA Headquarters
<b>Point of Contact</b>	<a href="mailto:FEMA-WEBEOC@fema.dhs.gov">FEMA-WEBEOC@fema.dhs.gov</a> or <a href="mailto:Wayne.Truax@fema.dhs.gov">Wayne.Truax@fema.dhs.gov</a>
<b>Course Registration</b>	There is no formal registration for WebEOC training. This training is normally coordinated with the WebEOC Manager and can be tailored to be more specific to an agency, or position-specific duties in the NRCC.

## Section 3: Senior Executive Training Opportunities

E-0680/0682/0684/0686: National Emergency Management Executive Academy	
<b>Description</b>	<p>In collaboration with academia, renowned practitioners and industry leaders, Emergency Management Institute (EMI) has created the National Emergency Management Executive Academy to produce a comprehensive and cutting-edge curriculum supporting the advancement of strategic and policy level executive leadership.</p> <p>The National Emergency Management Executive Academy provides an ideal setting for a diverse representation of senior emergency management executives to come together and explore contemporary and emerging 21st century challenges. The program hones strategic leadership and critical thinking for senior executives involved with multi-jurisdictional, national, and international homeland security and emergency management policy development and decision making responsibilities. Participants work collaboratively on capstone projects. These projects are the cohort’s opportunity to leave a lasting impact, leveraging the wealth of knowledge they bring to the academy and applying the new knowledge they are acquiring to forge a path toward improving the processes, practice and profession of emergency management.</p>
<b>Hours</b>	
<b>Prerequisite(s)</b>	Acceptance into the National Emergency Management Executive Academy
<b>Location</b>	NETC Campus
<b>Point of Contact</b>	Jinnie Lettkeman 301-447-1352 <a href="mailto:fema-empp-executive-academy@fema.dhs.gov">fema-empp-executive-academy@fema.dhs.gov</a>

DSCA Executive Seminar	
<b>Description</b>	The DSCA ES is the Commander of USNORTHCOM’s strategic outreach program to educate a wide variety of senior officials involved in emergency response on the planning, coordination, and execution of DSCA operations. The DSCA ES provides a forum for discussion of legal - constitutional, as well as federal statutory and regulatory -- requirements and DoD policies, directives, plans, command and control relationships, and capabilities with regard to DoD support for domestic emergencies, designated law enforcement, and other Emergency Management and crisis response activities, and policies and procedures. The seminar normally hosts 18-22 executive/senior participants from DoD, Federal, State, Local, and Tribal agencies, NGOs, and international representatives.
<b>Hours</b>	16 hours (can be scaled to meet agency/trainee needs)
<b>Prerequisite(s)</b>	Completion of DSCA Phase I, an 8-hour Independent Study course at <a href="http://jko.ifcom.mil/">http://jko.ifcom.mil/</a> DSCA – Phase II (recommended)
<b>Location</b>	Mobile, non-residential, training venue rotates
<b>Point of Contact</b>	Melvin E “Butch” Denson <a href="mailto:melvin.e.denson.ctr@mail.mil">melvin.e.denson.ctr@mail.mil</a> and Douglas “Douger” Johnston <a href="mailto:douglas.l.johnston6.civ@mail.mil">douglas.l.johnston6.civ@mail.mil</a>
<b>Registration</b>	By invitation only

## Section 4: Additional Documents and Resources

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Key Documents and Resources	
National Response Framework	<a href="https://www.fema.gov/media-library/assets/documents/32230">https://www.fema.gov/media-library/assets/documents/32230</a>
National Incident Management System	<a href="https://www.fema.gov/national-incident-management-system">https://www.fema.gov/national-incident-management-system</a>
NRCC SOP	FEMA NRCC SOP (June 2015 version, unpublished), POC <a href="mailto:nrccmain@fema.dhs.gov">nrccmain@fema.dhs.gov</a>
Mission Assignment Policy and Guide	Mission Assignment Policy: <a href="https://www.fema.gov/media-library/assets/documents/112564">https://www.fema.gov/media-library/assets/documents/112564</a> Mission Assignment Guide: available upon request from FEMA
National Incident Support Manual	<a href="https://www.fema.gov/media-library/assets/documents/24921">https://www.fema.gov/media-library/assets/documents/24921</a>
Movement Control Group	FEMA Movement Coordination Center and Movement Control Group Guide 2.0, POC is Jerry Thomas (FEMA)
Agency/ESF Desk Reference Guide	Many D/As and ESF Coordinators have generated position-specific desk reference guides to assist liaison officers, team leaders, and watch standers who respond as members of the NRCS during activations.

## Appendix A: NRCC Training Curriculum

### Purpose

The NRCC Training Curriculum establishes a common framework for FEMA coordination center training programs using many of the training opportunities highlighted in this guide. As shown in this Appendix, agencies can use this curriculum to develop a formalized, structured training program for personnel assigned to positions in the NRCC.

### Scope

This guide is currently limited to the NRCC training program. The NRCC training program contained in this guide applies to all individuals working directly in the NRCC to include FEMA employees, interagency partners, and designated volunteer organizations such as Red Cross, Salvation Army, and Civil Air Patrol.

### Terminology

<b>Scale</b>	Describes broadness/applicability of a training requirement/program
	<p><b>NRCC</b> Required by all NRCC personnel</p> <p><b>Section</b> Required by all personnel in specific NRCC section (e.g. Resource Support Section (RSS), Situational Awareness Section (SAS), Plans, and Center and Support/Liaisons (CAS/LNOs)</p> <p><b>Group/Duty Position</b> Required by specific group/duty-position within the NRCC (e.g. SAS GIS desk, DOD LNO Desk, etc)</p>
<b>Qualification Level</b>	Establishes three levels of qualification, with increased training required for each
	<p><b>Cursory</b> Introductory or emergency contingency training only</p> <p><b>Baseline</b> Minimum pre-incident training. Accomplish as soon as possible pre-incident</p> <p><b>Full</b> Complete training. Accomplish as soon as practical pre-incident</p>
<b>Training tool</b>	General term for training content. Examples include (but are not limited to)
	<p><b>Computer based instruction</b> EMI online courses or WebEOC-based. See <a href="http://training.fema.gov/emi.aspx">training.fema.gov/emi.aspx</a> or <a href="http://femacms.webeoc.us/eoc7/">femacms.webeoc.us/eoc7/</a></p> <p><b>Classroom instruction</b> Courses held periodically at FEMA HQ, FEMA regions, and/or EMI.</p> <p><b>Specialized lessons</b> Lessons developed by departments, agencies, or partners to support specialized training for specific NRCC duty positions.</p>
<b>Syllabus</b>	A list of what training is required to achieve a specific qualification level

## Syllabi Development

Separate syllabi have been developed for each scale of the NRCC. The syllabi describe the specific training requirements for the cursory, baseline, and full qualification levels for NRCC-wide and Section-specific qualification. ESF leads/Departments/Agencies should also develop/maintain syllabi to meet specific Group/Duty Position qualification requirements. Once developed, all syllabi should be posted to a centralized location such as WebEOC or other location as coordinated by the FEMA Response Directorate.

Each desk/position in the NRCC will therefore have training program comprised of multiple syllabi: the NRCC-wide syllabus, the appropriate section syllabus, and the appropriate group/duty-position syllabus. The NRCC-wide and Section-wide syllabi will be developed and maintained by FEMA. Syllabi for Group and/or Duty Positions will be developed and maintained by the appropriate supporting entity, typically a Department/Agency LNO or the ESF lead federal agency.

Syllabi will list the lessons required to achieve each of the three qualification levels. Of note, the qualification levels and training tools are mutually exclusive---any syllabus can use any tool to fulfill any qualification level. For example, the NRCC Situational Awareness Section may deem the Mission Assignment Web-EOC micro lesson as sufficient training in the MA process for baseline qualification in the SAS section. This Appendix contains template syllabi that training coordinators may use to develop their programs and curriculum.

**1**

### **NRCC**

- a) Cursory**
- b) Baseline**
- c) Full**

**2**

### **Section**

- a) Cursory**
- b) Baseline**
- c) Full**

**3**

### **Group/duty-position**

(Dept/Agency/ESF-specific)

- a) Cursory**
- b) Baseline**
- c) Full**

## NRCC Training: Curriculum Overview

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<<<Insert powerpoint summary here once complete>>>



## Appendix B: List of Acronyms

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AOBD	Air Operations Branch Director
AOCO	Air Operations Coordinator
ATF	Bureau of Alcohol, Tobacco, Firearms, and Explosives
CAS	Chief and Advisory Section
COOP	Continuity of Operations
DHS	Department of Homeland Security
DOD	Department of Defense
DOE	Department of Energy
DOI	Department of the Interior
DOJ	Department of Justice
DOT	Department of Transportation
DPA	Defense Production Act
DPAS	Defense Priorities & Allocations System
DSCA	Defense Support to Civil Authorities
EMI	Emergency Management Institute
EPA	Environmental Protection Agency
ESF	Emergency Support Function
ESFLG	Emergency Support Function Leadership Group
FCO	Federal Coordinating Officer
FS	Forest Service
FEMA	Federal Emergency Management Agency
GSA	General Services Administration
HHS	Health and Human Services
ICS	Incident Command System
IMAT	Incident Management Assistance Team
JFO	Joint Field Office
JKO	Joint Knowledge On-line
MA	Mission Assignment
NDRF	National Disaster Recovery Framework
NETC	National Emergency Training Center
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NIPP	National Infrastructure Protection Plan
NOAA	National Oceanic and Atmospheric Administration
NPS	National Preparedness System or National Park Service
NRCC	National Response Coordination Center
NRCS	National Response Coordination Staff
NRF	National Response Framework
NVOAD	National Volunteer Organizations Active in Disaster
NWC	National Watch Center (FEMA)
NWS	National Weather Service
PSS	Planning Support Section
RRCC	Regional Response Coordination Center
RSS	Resource Support Section

SAS	Situational Awareness Section
SPC	Storm Prediction Center
USACE	United States Army Corps of Engineers
USAID	United States Agency for International Development
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USFA	United States Fire Administration