

Course: *L0388 Advanced Public Information Officers*

Course Dates:

June 20-24, 2016 (*Limited seats remain for this offering*)

Travel Dates:

Travel days are:

June 19 through June 25, 2016

Course Length:

This course is five (5) days.

Time of Course:

Registration:

7:45 - 8:00 AM

Course Time:

8:00 AM – 5:00 PM

Course Description:

The Advanced Public Information Officer course provides participants with the knowledge and skills to establish, manage and work within a JIC through multimedia lectures and individual and group activities. The training allows participants the opportunity to apply advanced public information skills during a multi-day functional exercise (FE) designed to test the participants' abilities to analyze, coordinate, process and create information in a fast-paced, realistic environment.

Through a tabletop exercise (TTX), participants evaluate their processes to help them generate new ideas, products, or ways of viewing challenges or situations as well as improve their processes ensuring every action has a measurable relevance for each identified audience, including senior leadership.

Course Objectives:

Upon completion of this course, participants will be able to:

- Review assigned JIC role for FE. (Unit 1)
- Apply current crisis communications methodologies to community audiences during an incident. (Unit 2)
- Analyze the characteristics of the changing American family and how the media and fear play a role in shaping communication goals and messages. (Unit 3)
- Conduct an analysis of personal and organizational disaster response readiness. (Unit 4)
- Relate the Incident Action Planning (IAP) process to the External Affairs 8-Step Strategic Communications Model. (Unit 5)
- Demonstrate the ability to work in a JIC by actively contributing to exercise tasks and products as specified in the exercise objectives through exercise play. (Unit 6)
- Write strategic communications plans in an all-hazards environment. (Unit 7)
- Complete a professional improvement plan. (Unit 8)

Continuing Education Units (CEUs):

The Emergency Management Institute (EMI) awards 3.2 CEUs for completion of this course.

Course Prerequisites:

1. IS- 42 Social Media in Emergency Management
2. IS-100.b Introduction to Incident Command System (ICS) (or ICS course for specific specialty: healthcare, public works, etc.)
3. IS-200.b ICS for Single Resources and Initial Action Incidents (or discipline specific course)
4. IS-201 Forms Used for the Development of the Incident Action Plan (Waived if ICS-300 completed)
5. IS-250.a: Emergency Support Function #15 (ESF 15) External Affairs: A New Approach to Emergency Communication and Information Distribution

6. IS-247.a: Integrated Public Alert and Warning System (IPAWS) (or either IS-248 Integrated Public Alert and Warning System (IPAWS) for the American Public or IS-251 Integrated Public Alert and Warning System (IPAWS) for Alerting Authorities
7. IS-700.a National Incident Management System (NIMS), an Introduction
8. IS-702.a NIMS Public Information Systems
9. IS-800.b National Response Framework, An Introduction
10. G0289 Public Information Officer Awareness Training (or IS-29 PIO Awareness on-line course)
11. G0290 Basic Public Information Officers Course (or S203 Public Information Officer or E/L 952 All Hazard Incident Management PIO)
12. G0291 Joint Information System/Joint Information Center Planning for Tribal, State and Local PIOs (may be waived with written request of Course Manager).

Recommended Prerequisites:

1. ICS-300: Intermediate Incident Command System for Expanding Incidents
2. IS-120.a An Introduction to Exercises
3. IS-242.b Effective Communication
4. IS-650.a Building Partnerships with Tribal Governments
5. IS-660 Introduction to Public-Private Partnerships
6. IS-909 Community Preparedness: Implementing Simple Activities for Everyone

Target Audience:

The target audience for this course is public information personnel who have completed the prerequisites listed in the Prerequisites section below, and/or pre-course knowledge check. The “G” course prerequisites can be waived for those individuals who have extensive experience in public information activities. Written requests for waivers must be submitted to the National Emergency Training Center (NETC) Admissions Office.

Location: Montpelier High School
5 High School Drive,
Montpelier, VT 05602

Potential Students,

FEMA does not provide stipend reimbursement for off-campus course deliveries. You will be responsible for all associated travel costs. There is no charge for this training.

Registration for this course is completed through DPS.EMHSTraining@vermont.gov . EMI registration will be completed once the course begins. EMI registration requirements are listed below.

To register:

1. Complete the attached registration form
2. Complete the FEMA 119-25-1.
3. Attach your Certificate of Completions as listed in the prerequisites (1-12) in order to show you have meet the prerequisites.
4. Email all necessary documentation to DPS.EMHSTraining@vermont.gov.
 - a. Should any documentation be missing at time of registration, participation will only be preregistered until documentation is received.

Enrollment Information:

Students must complete the FEMA 119-25-1 General Admission Application form found at <http://training.fema.gov/Apply/119-25-1%20Previously%20FF75-5.pdf>.

EMI applications will be collected on the first day of training. Please have all required signatures prior to arriving at the training

How to Obtain your FEMA Student Identification (SID) Number

Access the link below to Register for a FEMA SID number.

<https://cdp.dhs.gov/femasid/>

Access the link below if you need to Retrieve Your FEMA SID number.

<https://cdp.dhs.gov/femasid/RetrieveSID.aspx>

Lodging Information:

Lodging and meals are the responsibility of the participant. However Department of Public Safety – Division of Emergency Management and Homeland Security have recommend places to stay all within 20 minutes of the Facility:

- Capital City Plaza Hotel and Conference Center – <http://www.capitolplaza.com/>
- The Inn at Montpelier – <http://www.innatmontpelier.com/>
- Comfort Inn & Suites at Maplewood – <https://www.choicehotels.com/vermont/montpelier/comfort-inn-hotels/vt004?source=gglocaloz>
- Quality Inn - <https://www.choicehotels.com/vermont/barre/quality-inn-hotels/vt074?source=gglocaloz1>
- Hilltop Inn - <http://www.hilltopinnvt.net/>

Updated Food in Classroom Policy:

- Meals are the responsibility of the participant.
- Snacks are allowed in the classroom however any trash brought into the classroom by participant(s) needs to be removed at the time of departure. If you brought it, then you need to dispense of it.
- Smoking and alcoholic beverages are forbidden anywhere in school buildings or on school grounds.
- No sale, dispensing, or use of liquid refreshment will be allowed at times of public use of school gym or auditorium facilities unless, in the case of special functions, permission has been secured in advance from the principal. At no time will alcoholic beverages be allowed.

For continual updates on other EMI exercise-based courses, please sign up for our free email subscription at:

<http://training.fema.gov/EMIWeb/IEMC/>

EMI Point of Contact:

For additional information, contact the course manager, Phil Politano at (301) 447-1343 or email

philip.politano@fema.dhs.gov.