**Course:** ***L0103 Planning: Emergency Operations***

**Course Dates:** 8/1/2019 – 8/2/2019

**Travel Dates:** 7/31/2019, 8/3/2019

**Course Length:**

This course is two days in length.

**Location:** Post University, Waterbury CT

**Course Description:**

This course is designed to give basic concepts and planning steps to those new to the field of emergency management so that they may apply planning discipline and skills to challenges in their jobs. The course content includes Emergency Management Planning doctrine and steps to take to accomplish writing plans and using them to deal with special events, which are common challenges for all jurisdictions.

The content also derives from the Comprehensive Preparedness Guide 101, Developing and Maintaining State, Territorial, Tribal and Local Government Emergency Plans, and its six-step planning process and inclusive whole community philosophy. Likewise, doctrine from the Comprehensive Preparedness Guide 201, Threat and Hazard Identification and Risk Assessment (THIRA), is included in the course. Special event planning is then explained in the course, and table group activities to analyze plans for special events are conducted.

It is mandatory that the participant complete all 16 hours of this course to receive full credit. Anything less will result in the participant’s need to re-register for another course and start from the beginning.

This course is preceded by the *L0102 Science of Disaster* course and both will run in the same week. Students are encouraged to sign up for both the *L0102* and *L0103* courses together. Typically, students take the *L0101 Foundations of Emergency Management* course first, but the Basic Academy courses can be taken in any order.

**Course Goal:**

The goals of this course are to promote effective emergency management planning practices and to enhance planning skills through application exercises.

**Prerequisites:**

If a participant is taking this course as part of the Academy, then he or she should take E0101, Foundations of Emergency Management, first (but not required). If a participant is taking this course on its own for its planning information and not in fulfillment of the Academy requirements, there are no prerequisites.

Continuing Education Units (CEU’s):

EMI awards 1.6 CEUs for completion of this course.

**Target Audience:**

This course is intended for newly appointed emergency managers from Federal, state, local, tribal, and territorial emergency management agencies, and prospective professionals transferring from another discipline to emergency management.

**To Register: Go to**

<https://portal.ct.gov/DEMHS/Emergency-Management/Resources-For-Officials/Training-and-Exercise>

Scroll down to the calendar, find the date of your class, click on the date and course and registration tab will be there.

**Out of State Students:**

Must obtain the approval and signature of their Sponsoring Organization and their State Training Officer.

**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 Target Audience above and indicate how you meet the requirements based upon your position and experience.

**Lodging Information:**

Hampton Inn Waterbury

777 Chase Pkwy, Waterbury, CT 06708

(203) 753-1777

Courtyard by Marriott Waterbury Downtown

63 Grand St, Waterbury, CT 06702

(203) 596-1000

Wyndham Southbury

1284 Strongtown Rd, Southbury, CT 06488

(203) 653-8179

The Heritage Hotel

522 Heritage Road

Southbury, CT 06488

(203) 264-8200

**Cost/Reimbursement Information:**

EMI does not provide stipend reimbursement for off-campus course deliveries.

**Notice to Applicants for EMI courses:**

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

**How do I obtain my FEMA SID number?**

1. To register, go to: <https://cdp.dhs.gov/femasid>
2. Click on the “Register for a FEMA SID” button on screen.
3. Follow the instructions and provide the necessary information to create your account.

**State of Connecticut Training Point of Contact**:

Robert Christ

Connecticut Office of Emergency Management & Homeland Security

1111 Country Club Road

Middletown Ct. 06457

[robert.christ@ct.gov](mailto:robert.christ@ct.gov)

(860) 685-8201

**EMI Point of Contact:**

For additional information contact the course manager, Jeff Januchowski at (301) 447-1356 or by email at [jeffrey.januchowski@fema.dhs.gov](mailto:jeffrey.januchowski@fema.dhs.gov) or Richard Bashioum at (301) 447-1629 or by e-mail at [richard.bashioum@fema.dhs.gov](mailto:richard.bashioum@fema.dhs.gov).