

EMERGENCY MANAGEMENT INSTITUTE

INDEPENDENT STUDY PROGRAM



January 18, 2005

The Emergency Management Institute

The Emergency Management Institute (EMI) serves as the national focal point for the development and delivery of emergency management training. This training enhances the capabilities of the Federal, state, and local government, volunteer organizations, and the private sector to minimize the impact of disasters on the American public. EMI curricula, including the Independent Study Program (ISP) courses, are structured to meet the needs of this diverse audience with an emphasis on how the various elements work together in emergencies to save lives and protect property.

The Independent Study Program

The Independent Study Program (ISP) is a distance learning program offered free of charge to the American public. It serves as both an alternate means to deliver valuable training to the professional and volunteer emergency management community, and an opportunity to improve public awareness and promote disaster preparedness nationally. Each year, the ISP staff issues more than 200,000 individual course completion certificates.

Program Eligibility

The program is open to all residents with a valid U.S. deliverable postal address including APO and FPO addresses. At the present time, most of the ISP course materials are available for download, free of charge from our website.

How to Get Started

The fastest way to begin taking courses is to visit our website. You can learn about each course, download materials, and submit your final exams all from the convenience of your home or office. It's as easy as 1, 2, 3.

1. Go to our website at www.training.fema.gov/EMIWeb/IS/
2. Click on "Our Courses" on the left-hand side of the page
3. Choose a course, and click on it.

Below the course description, there will be options. One option you may see is "Download Course Materials" in Adobe Acrobat Reader®. You can print them, save them to disc, or read from the screen. The test questions for each course are part of the downloadable materials (usually at the end).

Another option you may see is "Interactive Web-based Course". This option will direct you to our Virtual Campus where you will create a user ID and password for yourself, and enroll in one of the interactive courses. Once you have enrolled yourself, you will be able to go through the course lesson by lesson, access useful tools, and other informative websites. The test questions will be at the end of the last lesson.

Submitting Your Test

Whether you download the materials or participate interactively, you will submit the final exam in the same manner.

1. Go to our website, www.training.fema.gov/EMIWeb/IS/
2. Click on "Our Courses" on the left-hand side
3. Find your course, and click on it
4. Scroll down to the bottom, and click on "Take Final Exam". Fill in your answers and demographics, and click Submit.

We will score your test and send you a response via email usually within 24 hours. If you score a 75% or higher, you will receive a certificate of completion in the mail within seven to ten business days.

Earn College Credit

Through the regional accreditation agencies, it is possible to earn transferable academic credit for completion of Independent Study courses. Multiple community colleges have assumed responsibility for the evaluation of our Independent Study courses. Courses meeting their academic standards become eligible for lower division academic credit. To apply for college credit, you must successfully complete a course. You can then file an application with a fee to receive a personal copy of your college transcript. Two official copies may be directed to other institutions free of charge. A printable application can be downloaded from our website under the "College Credit" section. You may also request a copy via email at Independent.Study@dhs.gov.

Continuing Education Units (CEUs)

The ISP courses are evaluated and awarded CEUs in accordance with the standards established by the International Association of Continuing Education and Training (IACET). The number of CEUs for each course is listed on our website.

Active & Reserve Members of the Military

Active duty members of some branches of the military may be eligible to apply the completion of ISP courses toward promotion and retention programs. Contact your personnel or education office to determine if this program is applicable to your career progression. Our experience indicates that the member is usually required to apply and pay for college credit before receiving consideration to apply his or her participation in the ISP toward promotion or retention points. Members of the reserve components, who are required to accumulate retirement and retention points, are, in most cases, able to obtain credit for their work through the ISP.

Course Descriptions

IS-1: Emergency Manager: An Orientation to the Position

This course provides an introduction to Comprehensive Emergency Management (CEM) and the Integrated Emergency Management System (IEMS), including an in-depth look at the four phases of emergency management; mitigation, preparedness, response, and recovery; as they are implemented in a comprehensive emergency management program. The course consists of text, illustrations, diagrams, figures, and an accompanying CD-ROM toolkit. (1.0 CEUs)

IS-3: Radiological Emergency Management

This ISP course contains information on a variety of radiological topics, including:

- Fundamental principles of radiation;
- Nuclear threat and protective measures;
- Nuclear power plants;
- Radiological transportation accidents; and,
- Other radiological hazards. (1.0 CEUs)

IS-5: Hazardous Materials: A Citizen's Orientation

This Independent Study course is intended to provide the general public with a basic introduction to hazardous materials that can serve as a foundation for more specific research and training. No prior knowledge of the subject is assumed. (1.0 CEUs)

IS-7: A Citizen's Guide to Disaster Assistance

This ISP course provides a basic understanding of the roles and responsibilities of the local community, State, and Federal government in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management, who need a general introduction to disaster assistance. (1.0 CEUs)

IS-8: Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699

This course provides the student with the background necessary to understand the effects of Executive Order 12699, signed by President Bush in 1990, that requires all Federally owned, leased, or financed new buildings to comply with strict earthquake building design set forth in the National Earthquake Hazard Reduction Plan (NEHRP) Recommended Building Provisions. It is for local officials including mayors, city managers and commissioners, local council members, building inspectors, zoning officials, building designers, and others concerned with this topic. (1.0 CEUs)

IS-10: Animals in Disaster-Module A: Awareness and Preparedness

The purpose of this course is two-fold. Module A is intended to increase awareness and preparedness among animal owners and care providers. It includes sections on typical hazards, how these hazards affect animals, and what responsible owners can do to reduce the impact of disasters. It is also intended to help animal owners, care providers and industries to better understand emergency management. Module A will heighten awareness of the special issues that emergency managers must consider when incorporating animal-care annexes into their emergency operations plans. (1.0 CEUs)

IS 11: Animals in Disaster-Module B: Community Planning

Module B is intended to guide emergency management officials, animal owners, care providers, and industries in preparing community disaster plans. The goal of Module B is to provide sufficient information for these groups to meet and develop meaningful and effective plans that will improve the care of animals, and involve their owners, and animal-care industries in disasters. This course provides the basic background knowledge needed to develop a coordinated response to a disaster in which animals and their owners are affected. (1.0 CEUs)

IS-15: Special Events Contingency Planning, Training for Public Safety Agencies

This course is intended for representatives of public safety teams involved in development of special event contingency plans. It includes activities based on planning aids for law enforcement, fire, emergency management services (EMS), public health, public works, and emergency management personnel. (0.4 CEUs)

IS-22: Are You Ready?

An In-Depth Guide to Citizen Preparedness" has been designed to help the citizens of this nation learn how to protect themselves and their families against all types of hazards. It can be used as a reference source or as a step-by-step manual. The focus of the content is on how to develop, practice, and maintain emergency plans that reflect what must be done before, during, and after a disaster to protect people and their property. Also included is information on how to assemble a disaster supplies kit that contains the food, water, and other supplies in sufficient quantity for individuals and their families to survive. (1.0 CEUs)

IS-55: Household Hazardous Materials

This course was designed for the general public. It will introduce you to household hazardous materials and actions you can take to protect yourself and your family from injury or death. In the 1st unit, you will learn about basic chemical and physical properties, the ways chemicals enter your body, and the effects chemicals have on your body. In the 2nd and 3rd units, you will learn about cleaning products, lead, mercury, gasoline, compressed gases, carbon monoxide, medical supplies, chlorine, pesticides, and other chemicals. In the last two units, you will cover labels, personal protective equipment, proper disposal methods, preventive measures to take before natural disasters, and less toxic alternatives to chemicals found in most homes. (0.3 CEUs)

IS-100: Introduction to Incident Command System, I-100, for Federal Disaster Workers

This course is designed to give an introduction to the principles, common terminology and position-specific responsibilities when responding to an event using the Incident Command System (ICS). The course specifically discusses major ICS functions and

associated responsibilities, ICS organizational units, span of control, major incident facilities and the function of each, what an Incident Action Plan is and how it is used, and the common responsibilities associated with incident assignments from the Federal disaster response workforce perspective. (0.3 CEUs)

IS-111: Livestock in Disaster

This course is for farmers, extension agents, emergency managers and others with interests in the livestock industry. It describes the various hazards that animals can face and how to mitigate them, as well as how to respond to an actual disaster. (1.0 CEUs)

IS-120: An Orientation to Community Disaster Exercises

This ISP course provides an orientation to the types of exercises used to test and evaluate a community's emergency response plan. The content illustrates the eight basic steps in exercise design and emphasizes the use of a design team to ensure the success of a community's exercise program. (1.0 CEUs)

IS-139: Exercise Design

Emergency managers, emergency services personnel, and individuals, who are part of the emergency preparedness and response communities at all levels of government, need to be able to use the fundamentals of exercise simulation and design as an integrated system of resources and capabilities. This course is designed to develop skills in the following areas:

- Comprehensive exercise program;
 - The exercise process;
 - Exercise design steps;
 - Tabletop, functional, and full-scale exercises;
 - Exercise evaluation;
 - Exercise enhancements; and,
 - Designing a functional exercise.
- (1.0 CEU's)

IS-195: Basic Incident Command System

The Incident Command System (ICS) is recognized as an effective system for managing emergencies. As ICS gains wider use, there is a need to provide training for people other than first responders (law enforcement, fire, or

emergency medical services personnel) who may be called upon to function in an ICS environment. The course has been developed as self-instruction, but can also be delivered by an instructor, in a classroom. (1.0 CEUs)

IS-200: Incident Command System, Basic, I-200, for Federal Disaster Workers

This course has been developed to compliment the I-100 course for the Federal disaster response workforce, and to take the student's education to the ICS 200 level. A disaster scenario threads throughout the course to describe the common responsibilities associated with incident assignments from a Federal disaster response workforce perspective. The IS-100 course is a pre-requisite to the IS-200 course, which is designed to identify ICS features and principles, describing in more detail elements such as:

- Establishment & Transfer of Command
- Management by Objectives
- Unified Command
- ICS Management Functions
- Organizational Flexibility
- Unity and Chain of Command
- Span of Control
- Incident Action Plans
- Resource Management (0.3 CEUs)

IS-208: State Disaster Management

This course includes information on the pre-declaration to recovery and mitigation actions required by States in order to facilitate the disaster assistance process. It provides students with the knowledge necessary to understand the interrelationship of State and Federal disaster assistance programs and the representatives who manage and administer these programs. (1.0 CEUs)

IS-230: Principles of Emergency Management

Understanding the fundamental principles and practices of emergency management provides a framework for the future professional growth of every emergency manager and responder. This course is designed to provide a basic framework for understanding emergency management in the following areas:

- Overview of the integrated emergency management system;
- The emergency management cycle;
- The plan as the program centerpiece;
- Functions of an emergency management program;
- Emergency management program participants; and,
- Applying emergency management principles. (1.0 CEU's)

IS-235: Emergency Planning

The ability to use all the basic elements of the planning process gives emergency managers and planners a basis for working together to shape the community's disaster response to all types of hazards and problems. This course is designed to provide common experience of a properly structured Emergency Operations Plan in the following areas:

- The planning process;
- Hazard analysis;
- The basic plan;
- Annexes and appendices; and,
- Implementing instructions (1.0 CEU's)

IS-240: Leadership & Influence

Being able to lead others (to motivate them to commit their energies and expertise to achieving the shared mission and goals of the emergency management system) is a vital part of every emergency manager, planner, and responder's job. This course is designed to improve your leadership and influence skills. It addresses:

- Leadership from within;
- How to facilitate change;
- How to build and rebuild trust;
- Using personal influence and political savvy and,
- Fostering an environment for leadership development. (.9 CEU's)

IS-241: Decision-Making and Problem-Solving

Being able to make decisions and solve problems effectively is a necessary part of the job for every emergency manager, planner, and responder. This course is designed to improve your decision-making skills. It addresses:

- The decision-making process;

- Decision-making styles;
- Attributes of an effective decision maker;
- Ethical decision making and problem solving. (.8 CEU's)

IS-242: Effective Communication

The ability to communicate effectively is a vital part of every emergency manager, planner, and responder's job. This course is designed to improve your communication skills. It addresses:

- Basic communication skills;
- How to communicate in an emergency;
- How to identify community-specific communication issues;
- How to use technology as a communication tool;
- Effective oral communication; and,
- How to prepare an oral presentation (0.8 CEU's)

IS-244: Developing and Managing Volunteers

This course is for emergency managers and related professionals working with all types of volunteers and coordinating with voluntary agencies. This course will provide procedures and tools for building and working with voluntary organizations. Topics include: benefits and challenges of using volunteers; building a volunteer program; writing job descriptions; developing volunteers through recruitment; coordinating with voluntary agencies and community-based organizations; and special issues such as spontaneous volunteers, liability, and stress. (1.0 CEUs)

IS-253: Coordinating Environmental and Historic Preservation Compliance

This course provides an overview of FEMA's environmental and historic preservation compliance responsibilities and is an independent study alternative to the 4-day E/L253 course held at the Emergency Management Institute or regional offices. The course is designed to: provide the user with the basic background and practical knowledge needed to participate in FEMA's environmental and historic preservation review process; help the user understand how the environmental and historic preservation review process applies to

various job responsibilities within FEMA's programs; and, provide the resources necessary for the user to accomplish environmental/historic preservation responsibilities. (1.0 CEUs)

IS-271: Anticipating Hazardous Weather and Community Risk

As an emergency manager, you play a special role in anticipating and preparing for hazardous weather. This course will help you meet this challenge more effectively by:

- Enhancing your ability to recognize potentially hazardous weather and flooding situations and how they may affect your community.
- Familiarizing you with National Weather Service (NWS) products so that you understand how to use and interpret forecasts.
- Encouraging you to develop a partnership with the NWS well in advance of a threat. (1.0 CEU's)

IS-275: The Role of the EOC in Community Preparedness, Response and Recovery Activities

The goal of this course is to provide the reader with the understanding of the vital role an Emergency Operations Center (EOC) plays in a community's preparedness, response, and recovery activities. (1.0 CEUs)

IS-279: Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures

This course is offered both as independent study and as a prerequisite to successful completion of the more technical in-residence course of the same name, offered by the Emergency Management Institute (EMI). The information presented in this course provides essential, non-technical background knowledge about retrofitting. The retrofitting measures presented are creative and practical, comply with applicable floodplain regulations, and are satisfactory to homeowners. It is assumed that students planning to attend the technical course at EMI will have mastered this ISP course. (1.0 CEUs)

IS-288: The Role of Voluntary Agencies in Emergency Management

This ISP course provides a basic understanding of the history, roles, and services of disaster relief volunteer agencies in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management operations. (1.0 CEUs)

IS-292: Basic Disaster Operations

This course will provide individuals with the basic information about Federal disaster programs and operations. It will prepare the FEMA manager for response or recovery operations whether assigned to; a Regional Operations Center (ROC), an Emergency Operations Center (EOC), Disaster Field Office (DFO), or other FEMA fixed-facility. (1.0 CEUs)

IS-301: Radiological Emergency Response

The goal of this ISP course is to provide a learning experience in which participants demonstrate a comprehensive understanding of radiological protection and response principles, guidelines, and regulations to prepare them for the operations course (RERO). (1.0 CEUs)

IS-317: Introduction to Community Emergency Response Teams (CERT)

This course serves as an introduction to CERT for those wanting to complete training or as a refresher for current team members. It has six modules with topics that include an Introduction to CERT, Fire Safety, Hazardous Material and Terrorist Incidents, Disaster Medical Operations, and Search and Rescue. This course can be taken by anyone interested in CERT; however, to become a CERT volunteer, one must complete the classroom training offered by a local government agency such as the emergency management agency, fire or police departments. Contact your local emergency manager to learn about the local education and training opportunities available to you, and tell this person about your interest in taking CERT training. (0.8 CEUs)

IS-324: Community Hurricane Preparedness

This course provides people involved in the decision making process for hurricane preparedness with basic information about:

- How hurricanes form;
- The hazards they pose;
- How the National Weather Service (NWS) forecasts future hurricane behavior; and,
- What tools and guiding principles can help emergency managers prepare their communities. (1.0 CEU's)

IS-330: Refresher Course for Radiological Monitors

This course concentrates on refresher skills training and updates to regulations and policies regarding radiological response operations. Individuals must have completed FEMA's Fundamentals Course for Radiological Response (G320) or the Department of Energy (DOE's) Modular Emergency Radiological Response Transportation Training (MERRTT) to request this course. The most current version of the course includes a variety of activities and exercise scenarios to refresh and renew individual's knowledge and skills about radiological response. This course is targeted to the emergency responder and individuals who have responsibilities to manage radiological emergencies. (1.0 CEUs)

IS-331: Introduction to Radiological Emergency Preparedness Exercise Evaluation

This course introduces the student to the basic concepts and terminology of the offsite emergency preparedness program for commercial nuclear power plants. It provides an introduction to the program's exercise evaluation regulations, philosophy, and methodology. The pre-exercise, exercise, and post-exercise roles and responsibilities of the evaluator are covered in depth. (1.0 CEUs)

IS-340: Hazardous Materials Prevention

This course consists of nine lessons, excluding the Course Introduction. The lessons address: Why Plan for HazMat Incidents; The Basis for HazMat Planning; Beginning the Planning Process; Identifying Hazards; Analyzing Vulnerabilities; Establishing Response Priorities; Assessing Resources; Developing the HazMat Appendix; and a Course Summary. (1.0 CEUs)

IS-346: An Orientation to Hazardous Materials for Medical Personnel

This course is designed to prepare hospital personnel to analyze hazardous material situations, take the necessary steps to assure medical provider safety, and identify appropriate resources for decontamination and medical care. However, additional training is required in order to diagnose and treat patients who have been involved in hazardous materials incidents. This course alone does not fulfill all of OSHA's requirements for hazardous materials training at the awareness level. (1.0 CEUs)

IS-362: Multi-hazard Emergency Planning for Schools

This course is a short and "easy to take" web-based course that focuses on multi-hazard emergency planning for schools. This course: describes emergency management operations, roles and duties; explains how to assess potential hazards that schools may face; and explains how to develop and test an Emergency Operations Plan that addresses all potential hazards. This course is designed for school administrators, principals, and first responders. However, anyone with a personal or professional interest in school preparedness is welcome to participate. Teachers, students, bus drivers, volunteers, and parents alike will find useful information in this course. (0.8 CEUs)

IS-386: Introduction to Residential Coastal Construction

Important! This is a very comprehensive, advanced level course. The target audience includes; engineers, architects, and building code officials. Floodplain management, hazard mitigation, planning, and building officials with building science knowledge are also part of the target audience. This course will introduce the student to basic information about residential coastal construction. Some unit topics include; coastal environment, regulatory requirements, and hazards identification. (1.4 CEUs)

IS-393: Introduction to Mitigation

As the costs of disasters continue to rise, governments and ordinary citizens must find ways to reduce risks to our communities. As communities plan for new development and improvements to existing infrastructure, mitigation can and should be an important

component of the planning effort. This means taking action to reduce or eliminate long-term risk from hazards and their effects. This course provides an introduction to mitigation for those who are new to emergency management and/or mitigation. (1.0 CEUs)

IS-394: Mitigation for Homeowners

Designed for homeowners and small businesses to introduce mitigation and assist in:

- identifying the natural hazards which affect communities;
- determining the hazards to which they are most vulnerable;
- determining what potential risks could affect their home during disasters; and,
- determining which mitigation actions should be taken to reduce the risk of potential damage to their family, home and property.

This course provides the homeowner with non-technical mitigation techniques for the home, both pre-disaster (preventive) and post-disaster (corrective) that will reduce disaster costs and the impacts of natural hazards. (1.0 CEUs)

IS-513: The Professional in Emergency Management

This course is for any professional in emergency management or anyone who is looking for a career in the profession. You could be asked to respond to questions about hazards that you may not normally encounter and about national-level activities outside your community. There are two parts to this course. One part is an orientation to the national assets coordinated by FEMA and the Federal role in disaster management. The other part is devoted to increasing your knowledge of a wider range of hazards. We have joined these two different topics in one course because they represent the broader field of emergency management. If you widen your professional outlook, you may become a more versatile emergency manager. You will be better able to coordinate outside your jurisdiction and to apply your skills to hazards and circumstances in any part of the country. (1.0 CEUs)

IS-600: Special Considerations for FEMA Public Assistance Projects

This course is designed for Federal, State, and local emergency management personnel who have duties and responsibilities in FEMA's Public Assistance (PA) Program. FEMA uses the term "Special Considerations" to describe issues, other than program eligibility, that can affect the scope of work and funding of PA projects. These issues include insurance, hazard mitigation, environmental considerations and historical considerations. This course provides basic information that you will need to address these issues in FEMA's PA Program. (1.0 CEUs)

IS-630: Introduction to the Public Assistance Process

This is an introductory level course designed for all audiences including Federal, State, tribal and local emergency management staff with responsibilities in FEMA's PA program. It is highly recommended for non-public assistance personnel who need a basic understanding of the process. Four units of instructions cover such topics as an overview, eligibility, kickoff meeting, project formulation, and small project validation. The materials include a section on, "How to take this course," an interactive summary activity, and a resource center which includes public assistance policy publications, forms, a glossary, a link to FEMA's website, and an end of course examination. (0.2 CEUs)

IS-631: Public Assistance Operations I

This course addresses such topics as; initial operations, governing documents, eligibility, special considerations, project formulation (worksheet and validation), and a summary. The course also includes a resource center with public assistance policy publications, forms, a glossary, a link to FEMA's website, and an end-of-course exam. (1.0 CEU's)

IS-632: Introduction to Debris Operations in FEMA's Public Assistance Program

This course is divided into two major topic areas: General Debris Removal Operations, and Critical Issues in Debris Operations. There is also a resource center which includes public assistance documents, test resources (exams),

sample forms, key content, and a link to FEMA's website. (1.0 CEUs)

IS-650: Building Partnerships with Tribal Governments

This course is designed to provide participants basic knowledge to: build effective partnerships with tribal governments, and work in concert with tribal governments to protect native people and property against all types of hazards. Throughout this course, tribal representatives speak about their history, their culture, their way of life, and how to develop good relationships with tribal communities. (1.0 CEUs)

IS-700: National Incident Management System (NIMS), and Introduction

On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5 (HSPD-5). This directive instructed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). The NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to in concert during domestic incidents. This course explains the purpose, principles, key components, and benefits of NIMS. It also contains "Planning Activity" screens giving you an opportunity to practice some planning tasks. (0.3 CEUs)

IS-800: National Response Plan (NRP), an Introduction

The National Response Plan, or NRP, specifies how resources of the Federal Government will work in concert with state, local, and tribal governments, as well as the private sector to respond to Incidents of National Significance. The NRP is predicated on the National Incident Management System (NIMS). Together, NRP and NIMS provide a nationwide template for working together to prevent or respond to threats and incidents regardless of cause, size, or complexity. The IS-800 course is designed primarily for Department of Homeland Security (DHS) and other Federal department/agency personnel responsible for implementing the National Response Plan. State, local and private sector emergency management professionals will also find great benefit by taking this distance learning course. (0.3 CEUs)