

**L101 National Emergency Management Institute:  
Basic Academy**



Location: N J S P Headquarters ROIC  
1 River Road, West Trenton, NJ 08628

Dates: **Sept. 6, 13, 20, 2017 October 4, 11, 18, 25, 2017**  
**Nov 1, 8, 15, 2017 (Must attend all sessions)** *Nov 22, 2017 Make-up if needed*

Time: **8:00 a.m. - 4:00 p.m.**

**Additional Information:**

1. The L101 Basic Academy is gateway level course 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.
2. This course is scheduled for **every Wednesday**. All 10 sessions must be attended.
3. All course materials will be supplied.
4. Laptops are highly encouraged.

**L 102 through L105 will follow in order.** *Future dates to be announced and or may be taken at EMI as resident courses.*

- ❖ L 102 Science of Disaster
- ❖ L 103 Planning
- ❖ L 104 Exercise Design
- ❖ L 105 Public Information & Warning

New Jersey Office of Emergency Management will be holding another Basic Academy TTT course (*July 10,11,12,13, 14, 2017 See separate course announcement*).

We will be looking for those that possess significant interest, experience in the field of emergency management and prior documented teaching experience to assist in the presentation of these courses in NJ.

**Prerequisite:**

- Required Pre-requisite: ICS 100, 700, 800.b, IS-230.d

**Course Purpose:**

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. This course can and will enhance prior learning experience and knowledge to those that have working in the field of emergency management,

The Basic Academy course provides shared experiences of adult learners and skillful instructors resulting in a solid foundation upon which to build further studies and sound decisions.

### **Course Objectives**

At the end of the course, participants should be able to:

- Describe the purpose and scope of the course and how it can be applied to their disaster recovery role and responsibilities.
- Describe the foundations of emergency management in the United States, including its history, doctrine, and principles, and the role of the emergency manager.
- Identify and explain legal issues in emergency management, including:
- Describe the intergovernmental and interagency context of emergency management, including the roles of local, tribal, State, and Federal government organizations, individuals and households, the private sector, and nongovernmental organizations (NGOs) in the emergency management network.
- Describe the organization of emergency management for emergency response and routine operations.
- Explain key factors in serving the whole community, including:
- Explain the function of collaboration in emergency management, including:
- Explain the relationship between whole community preparedness and achieving core capabilities in the prevention, protection, mitigation, response, and recovery mission areas.
- Describe key aspects of the Prevention and Protection mission areas, including the nature of the missions, guiding principles, and planning issues.
- Describe key aspects of the Mitigation mission area, including:
- How mitigation supports preparedness.
- Roles and contributions of mitigation partners at all levels.
- The mitigation planning process.
- Strategies for building local support for mitigation.
- Describe key aspects of the Response mission area, including emergency operations planning, initial response actions, resource management, and managing complex incidents.
- Describe key aspects of the Recovery mission area, including disaster recovery operations, Federal recovery programs, and emotional recovery strategies for the community.
- Describe the use of technology in support of emergency management, including:
- Describe administration in emergency management, including staffing, budgeting and accounting for resources, and information management.
- Discuss the emergency management profession and its future.
- Identify and apply concepts and techniques for leading through influencing, including:
- Identify ways to identify, reduce, and manage stress in the work environment.
- Describe and apply team concepts in the work environment, including characteristics of effective teams, roles assumed within teams, and strategies for creating effective teams.
- Define and describe ethics, including the characteristics of ethical dilemmas and steps for making ethical decisions.
- Apply emergency management knowledge, team building, and people management skills in a simulated environment.

### **Target Audience**

This entry-level program is designed for individuals new to the field of emergency management or persons with a desire to understand the fundamentals of emergency management. Examples of specific target audience participants for this training include:

- ❖ Newly appointed emergency managers and emergency management staff from local, State, tribal, and Federal emergency management offices.
- ❖ Senior public safety or political appointees who have taken positions in the emergency management field.
- ❖ Personnel serving in various emergency management disciplines (e.g., law enforcement, fire, public works, and public health) who desire or require foundational training in emergency management or anyone choosing (or beginning) a career in emergency management or seeking a better understanding of emergency management.

The target audience for this course includes the following local government positions and allied professionals:

- Local elected officials (Mayor, City/County Council, Committee Member)
- City/County Manager / Administrator and staff
- Finance Director CFO and staff
- Tax Assessor and staff
- Emergency Manager and Staff
- Public Works Director and Staff
- Construction Code Enforcement / Inspector's and Staff
- Fire Prevention-Code Enforcement/Fire Marshal/Officials
- Community Planner and Staff
- Health Official/Care Administrator or Planner
- Public Information Officer
- Housing Director or Planner and staff
- Voluntary Agency Coordinator or Unmet Needs Committee Coordinator
- Business and Private Organization Representative

Registration is required: [FEMA-EMI Training Application](#). Fill out the application completely and mail or email it to [LPPREIDL@gw.njsp.org](mailto:LPPREIDL@gw.njsp.org), 609-882-2000 extension 6206 or **fax it to 609-671-0160**. You will be contacted by email when your application is received and approved.

**USE FEMA Training Application Form attached.**

**Hand written applications will not be accepted and discarded  
with no action taken.**

**Applications without signatures will be accepted if accompanied by letter  
indicating approval.**