

**L0103 Planning: Emergency Operations**



**Location:** New Jersey National Guard Training Center, Building 42  
100 Camp Drive  
Sea Girt, NJ 08750

**Dates:** Thursday, November 7, 2019 (Day 1)  
Friday, November 8, 2019 (Day 2)

**Time:** 8:30 a.m. - 4:30 p.m.

**Course Length:** Two days, 16 hours. A student **must attend** both classes to receive credit for the L0103 course.

**L0103 Course Overview:**

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 Comprehensive Preparedness Guide 101, Developing and Maintaining State, Territorial, Tribal, and Local Government 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.

**Prerequisites:**

If a participant is taking this course as part of the Academy, then he or she should take E/L0101, Foundations of Emergency Management, first (but not required).

**National Emergency Management Basic Academy Description:**

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.

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 Basic Academy consists of the following classroom courses:

E/L0101, *Foundations of Emergency Management* (80 hours) 10 days

E/L0102, *Science of Disaster* (24 hours) 3 days

E/L0103, *Planning: Emergency Operations* (16 hours) 2 days

E/L0146, *Homeland Security Exercise and Evaluation Program (HSEEP)* (16 hours) 2 days

E/L0105, *Public Information and Warning* (16 hours) 2 days

**Total Course Hours: 152 hours**

**Target Audience:**

The National Emergency Management Basic Academy is designed for newly appointed emergency managers with less than three years of experience, including members of State, local, tribal, and territorial homeland security or emergency services programs; Nongovernmental organizations, voluntary agencies, or professional organizations; Private sector emergency management offices; College or university emergency management staff; and FEMA, federal partners, military and emergency managers at other departments or agencies.

**Selection Criteria:**

Applicants will be selected based on properly completed applications, completed prerequisites, and whole community representation. **Class size is limited to 24 students.**

For tips on how to complete the FEMA General Admissions Application, please visit: <https://training.fema.gov/apply/emiapptips.pdf?v=2016-02-12>.

**Lodging Information:**

Lodging is available on campus for students attending training for a fee. To book a room, please call Lodging at [\(732\) 820-6250](tel:7328206250) between the hours of 10:30 AM and 3:00 PM from Monday to Friday. Alternatively, you may send an email with your name, phone and dates you are requesting to stay, to [Lodging.Requests@dmava.nj.gov](mailto:Lodging.Requests@dmava.nj.gov).

The only form of payment accepted are credit cards. Credit card information will not be taken in advance, and you may cancel you reservation up to the day of your reservation.

**Registration Information:**

Registration is required to attend this course. Please use the [FEMA Training Application](#). Fill out the application completely and correctly with student signature and signature of supervisor or sponsoring agency official. Then, scan your application along with prerequisites, and send to [ftu@gw.njsp.org](mailto:ftu@gw.njsp.org). Missing and/or incomplete information will not be accepted and will disqualify your application from the selection process. You will receive a class confirmation via email prior to the class start date. If you are a local jurisdiction, allow time to process your application through your proper channels to your respective State Training Officer (STO).

**Applications must be received by Friday, August 23, 2019.**

**For questions or concerns, please contact the NJOEM Training & Exercise Unit;**

State Training Officer William Kelleher, 609-963-6900 x6991, email: [lppkellw@gw.njsp.org](mailto:lppkellw@gw.njsp.org)

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