



## October 2009 — September 2010 Emergency Management Courses

The Michigan Department of State Police (MSP) has partnered with the Michigan Department of Community Health (MDCH) to provide an online registration process and web-based learning community. MiTrain is designed to give students a single location to register for courses, along with direct access to their certificates and transcripts. There are various ways to find courses; however, until you get acclimated to MiTrain, the following is recommended when searching for Emergency Management and Homeland Security Division (EMHSD) courses:

1. Click on the "Course Search" tab at the top of the home page (next to the "Home" tab)
2. Click on the "Search" icon
3. Scroll down to the box that allows a search by "Keyword," and enter "EMHSD"
4. Below that box, select "Description"
5. Click "Search," which will bring up a list of only EMHSD courses.
6. In the first row of the table, click "Title," which will sort the classes alphabetically.

**IMPORTANT: The automatic system message students receive after submitting registration for a class states "If you do not receive a reply in 7 business days, contact the approval manager."**

— This is message is incorrect and the verbiage cannot be changed as it is embedded in the MiTrain software.

The EMHSD acceptance policy has not changed; students will be notified approximately three weeks prior to the date of the class with details on class information, if accepted into the class. Students will also be notified if they have been placed on a waiting list.

MiTrain Number	Course Title (Alphabetically Listed)	G-Code
1017392	<a href="#">Basic Public Information Officers Workshop*</a>	290
1017933	<b><a href="#">Basic Skills in Emergency Management (I, II, and III)*</a></b>	240.241.242
1018887	<a href="#">Community Emergency Response Team: Basic Training</a>	317
1018890	<a href="#">Community Emergency Response Team: Train the Trainer</a>	317.t
1017440	<a href="#">Community Mass Care Management</a>	108
1017411	<b><a href="#">Damage Assessment Applications*</a></b>	619.a
1017436	<a href="#">Damage Assessment for Colleges and Universities</a>	619.cu
1017443	<b><a href="#">Debris Management</a></b>	202
1017935	<b><a href="#">Developing Volunteer Resources*</a></b>	244
1017438	<b><a href="#">Disaster Response and Recovery Operations*</a></b>	385
1018870	<a href="#">Emergency Management Assistance Compact (EMAC)</a>	N/A
1017936	<a href="#">Emergency Operations Center Management and Operations</a>	275
1017365	<b><a href="#">Emergency Planning*</a></b>	235
1017939	<b><a href="#">Exercise Design and Development*</a></b>	120
1017940	<b><a href="#">Exercise Evaluation and Improvement Planning*</a></b>	130
1017408	<b><a href="#">Hazard Mitigation/Comprehensive Plan Interface*</a></b>	626
1018869	<a href="#">Homeland Security Exercise and Evaluation Program (HSEEP)</a>	N/A
1017942	<b><a href="#">Incident Command System/Emergency Operations Center Interface*</a></b>	191
1018757	<a href="#">Instructional Presentation Techniques</a>	N/A
1017410	<a href="#">Introduction to Emergency Management*</a>	230
1017944	<b><a href="#">Local Program Manager's Workshop</a></b>	250.5
1018758	<a href="#">New Staff Orientation (EMHSD Staff Only)</a>	N/A
1018983	<a href="#">Professional Emergency Manager (PEM) Exam</a>	N/A
1017945	<a href="#">Public Officials Conferences</a>	200
1018821	<a href="#">Radiological Training 101</a>	N/A
1018822	<a href="#">Understanding Wildfire Behavior and Mitigation in Michigan</a>	N/A
1017947	<a href="#">WEM: Legal Issues in Emergency Management</a>	222

\* Indicates PEM Exam Requirement

**BOLD** indicates prerequisite(s) required

Note: Many emergency management courses have prerequisites consisting of Independent Studies and/or EMHSD classroom courses (see course descriptions for more information). The Independent Studies are free, web-based, and downloadable through the Federal Emergency Management Agency (FEMA) web site at <http://training.fema.gov/IS/crslist.asp>.

# Course Descriptions

(Alphabetically Listed)

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## Basic Public Information Officers Workshop

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This is a two-day workshop for entry-level or less experienced disaster Public Information Officers and staff, emphasizing the skills needed to manage crisis information in emergency and disaster events. Topics include responsibilities of a Public Information Officer in disasters, effective media interviews, crisis information planning, and Joint Information Center (JIC) management.

*Suggested Courses: IS-1, IS-230, IS-244, IS-702, and G-230*

**Register NOW!**

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## Basic Skills in Emergency Management (I, II, and III)\*

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This two-day course comprises three modules designed to examine general disaster management skills and concepts for emergency managers in their work settings. All modules expand on the basic principles presented in the prerequisite independent studies, and will highlight Michigan-specific issues. The three modules are:

- I: Crisis Leadership (G-240): Examines crisis leadership issues, including who is in charge in a disaster, change management, and what ethical behavior is in crisis events.  
*Prerequisite: IS-240*
- II: Decision Making and Problem Solving (G-241): Explores how to make sound and strategic policy decisions in complex incidents.  
*Prerequisite: IS-241*
- III: Effective Communication (G-242): Focuses on problems of communication and information management in all situations.  
*Prerequisite: IS-242*

**Register NOW!**

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## Community Emergency Response Team: Basic Training

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The Community Emergency Response Team (CERT): Basic Training is for the individual seeking to become more knowledgeable in disaster preparedness. This two-day course follows the national CERT curriculum. Once the participant completes this course, he/she will be eligible to join a local CERT team, provided they meet that locality's requirements (interview, background check, etc.).

*Note: please wear clothing you are able to get dirty and move freely in (jeans are permissible; no open-toed shoes or sandals, please).*

**Register NOW!**

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## Community Emergency Response Team: Train the Trainer

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This two-day course is intended to provide the knowledge and skills students need to organize, train, and implement a Community Emergency Response Team (CERT) program that prepares local community citizens to assist in emergency response activities by demonstrating instructional methods and familiarizing students with the instructional modules of the course. It also covers basic considerations for developing and implementing a CERT program. Students will be provided a copy of the Instructor Guide and the Student Manual for the course on CD/ROM.

*Note: please wear clothing you are able to get dirty and move freely in (jeans are permissible; no open-toed shoes or sandals, please).*

**Register NOW!**

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## Community Mass Care Management

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This one-day course is intended to equip emergency/incident management personnel with the knowledge and skills necessary to perform as effective mass care coordinators in a broad range of disaster situations. It covers how to assess and equip mass care needs; how to plan for mass care; recruitment, training, and exercise for mass care personnel; and actions to take in short-term and long-term mass care operations. It will also highlight Michigan's health initiatives at state and local levels.

*Suggested Courses: IS-100.a (or any ICS 100 level), IS-200 (or IS-200.HC), IS-230, IS-800.b, IS-808, G-230, and G-235*

**Register** 

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## Damage Assessment Applications\*

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This one-day workshop applies the concepts covered in the online prerequisite courses, emphasizing critical elements for obtaining assistance after an emergency or disaster. This course is **recommended for all emergency managers**.

*Prerequisites: IS-800.b, G-230, MiTrain's "Damage Assessment Teams" and "Damage Assessment for Emergency Operations Center Staff," and EMHSD's CIMS training at [www.michigan.gov/cims](http://www.michigan.gov/cims).*

**Register** 

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## Damage Assessment for Colleges and Universities

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This one-day workshop is designed to help colleges and universities understand the methods of assessing damage after an emergency or disaster. This includes data compilation, analysis, and dissemination of information. The course will highlight collegiate issues of proper reporting to local government, classification of damaged structures, and examination of recovery issues while working within an academic timeframe.

*Suggested courses: IS-100.a (or IS-100.HE), IS-800.b, and G-230*

**Register** 

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## Debris Management

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This one-day course is designed to give an overview of actions necessary to plan for, respond to, and recover from a debris-generating event. The course will highlight the newly published Debris Management Plan Guidance, issued by EMHSD.

*Prerequisites: IS-632*

*Suggested courses: G-230 and G-385*

**Register** 

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## Developing Volunteer Resources\*

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This one-day course is designed to cover a broad range of issues in disaster volunteerism, expanding on the concepts presented in the prerequisite independent study. Topics will include spontaneous volunteerism in disasters, liability issues, marketing, recruitment, and recognition of volunteers.

*Prerequisites: IS-244*

*Suggested courses: IS-230 and IS-288*

**Register** 

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## Disaster Response and Recovery Operations\*

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This two-day course covers the response and recovery phases of a disaster. It examines the National Response Framework and the state, local, tribal, and federal disaster response and recovery implementation. Case studies focus on the social, economic, and political implications of disasters, especially in the recovery phase.

*Prerequisites: IS-7, IS-100.a, IS-800.b, G-230, G-619, and MiTrain's "Damage Assessment Teams" and "Damage Assessment for Emergency Operations Center Staff"*

*Suggested courses: IS-22, IS 292, IS-631, and IS-703*

**Register** 

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## Emergency Management Assistance Compact (EMAC)

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In Michigan communities, the strength of the incident management system is related to the knowledge, skills, and abilities of those responsible for protecting lives, property, and the environment. As a signatory of the Emergency Management Assistance Compact (EMAC), Michigan has entered into a nationwide mutual aid agreement to better facilitate coordination and sharing of resources between states during disasters. This one-day course will discuss how governments will utilize the EMAC system to request, provide, or receive additional assistance if the need arises. We will discuss the mutual aid system, regulations, and state/local rules under EMAC (including financial reimbursement and the deployment process).

*Target audience: incident managers from all levels of government and their support staff; response organizations; and non-government organizations involved in disaster response and relief.*

**Register** 

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## Emergency Operations Center Management and Operations

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This two-day course provides participants with the knowledge and skills to effectively manage and operate an emergency operations center (EOC) during a crisis. It covers locating and designing an EOC, how to staff and brief EOC personnel, and how to operate in an EOC during various situations.

Note: This course is only available to Emergency Management and Homeland Security Division staff and state agency emergency management coordinators.

*Suggested courses: IS-230, IS-775, IS-800.b, G-230, G-385, G-619, and EMHSD's CIMS training at [www.michigan.gov/cims](http://www.michigan.gov/cims).*

**Register** 

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## Emergency Planning\*

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This one-day course examines emergency and disaster planning principles, and initiatives for new emergency management professionals. Concepts include mitigation, preparedness, hazard analysis, planning, and hazardous materials.

*Target audience: all entry-level emergency managers*

*Prerequisite: IS-235*

*Suggested courses: IS-230, IS-800.b, and G-230*

**Register** 

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## Exercise Design and Development\*

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This two-and-a-half day course examines the conceptual and logistical principles of how to design, develop, and conduct operations and discussion-based exercises to test a community's policies, plans, and procedures. The course also examines the requirements of the Homeland Security Exercise and Evaluation Program (HSEEP) in all exercise types, along with practical application of exercise concepts. Both exercise courses are scheduled together and should be taken back to back.

*Prerequisites: IS-120.a and IS-139 (If you do not have an HSEEP toolkit password, please contact the course manager.)*

**Register** 

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## Exercise Evaluation and Improvement Planning\*

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This one-and-a-half day course provides guidance for evaluating the performance of tasks, activities, and capabilities during an exercise. It also provides guidance on the evaluation process, beginning with organizing an evaluation team through developing an After-Action Report/Improvement Plan (AAR/IP) through HSEEP.

*Prerequisites: IS-120.a and IS-139 (If you do not have an HSEEP toolkit password, please contact the course manager.)*

**Register** 

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## Hazard Mitigation/Comprehensive Plan Interface\*

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This one-day course provides participants with the skills for developing strategies that integrate hazard mitigation measures into the community's comprehensive planning process. The ultimate goal is to increase the student's understanding of the need to address mitigation issues.

*Prerequisites: IS-230, IS-393, IS-235, G-230, and G-235*

**Register** 

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## Homeland Security Exercise and Evaluation Program (HSEEP)

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This three-day course will give participants a working knowledge of HSEEP, including the resources, tools, and policies that support compliance. It will highlight exercise program management in detail, and the HSEEP cycle in exercise design, development, conduct, evaluation, and improvement planning.

*Target audience: local, state, regional, tribal, and federal exercise personnel, including design team members, controllers, simulators, evaluators, and their support staff. This may include voluntary, non-governmental organizations, and private sector that will utilize HSEEP.*

**Register** 

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## Incident Command System/Emergency Operations Center Interface\* [Return to List](#)

This one-day course highlights the concepts and interaction between two disaster management systems: the Incident Command System (ICS) and the Emergency Operations Center (EOC). Both elements will be studied as integral parts of the National Incident Management System (NIMS) required in disaster response. Discussion will examine issues in communication, coordination, and decision making enabling participants to properly plan for response and recovery.

*Prerequisites: IS-100.a, IS-200 (or IS-200.HC), ICS-300, and ICS 400*

*Suggested courses: G-230, G-235, and IS-701*

**Register** 

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## Instructional Presentation Techniques

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This one-day course will cover how to define your target audience, review course materials for relevancy, and how to use various techniques to make your presentation more effective and meaningful. It will also address preparation and management of the learning environment, as well as large and small group interactions.

**Register NOW!**

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## Introduction to Emergency Management\*

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This one-day course focuses on the disaster management by highlighting the laws, policies, and practices of government and private sector with a critical look at past disasters and lessons learned. This course also provides an overview of the Michigan State Police, Emergency Management and Homeland Security Division (EMHSD).

*Target audience: This course is strongly recommended for all entry-level or returning emergency managers.*

*Suggested courses: IS-1, IS-7, and IS-230*

**Register NOW!**

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## Local Program Manager's Workshop

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This one-day workshop is designed to acquaint newly appointed local government emergency management coordinators (EMC) with their responsibilities. The course will focus on day-to-day and disaster activities, such as work agreements, grants, and standard practices for local programs. It will also highlight the disaster reporting system, forms, and protocols.

*Target audience: This course is strongly recommended for local emergency management coordinators and their staff; regional staff (fiscal and planning); new EMHSD staff; and experienced EMCs who wish to review emergency practices and methods.*

*Prerequisite: IS-1*

*Suggested courses: G-230, G-235, and G-619*

**Register NOW!**

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## New Staff Orientation (EMHSD Staff Only)

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This 1/2 day course will acquaint new and experienced staff with the Emergency Management and Homeland Security Division's mission, practices, and duties. Time will be spent on day-to-day operations within the division and State Emergency Operations Center (SEOC) activation/operation in emergencies and disasters.

**Register NOW!**

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## Professional Emergency Manager Exam

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Students wishing to achieve the designation of Professional Emergency Manager (PEM) must pass an exam after completing the required courses.

**Register NOW!**

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## Public Officials Conferences

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This one to four-hour seminar is designed to acquaint government and private sector individuals with concepts and current issues in emergency management, homeland security, and the various threats Michigan communities face. Special attention will be paid to roles and responsibilities of leadership (public and private) in disaster events. "Community-specific" concerns as identified by individual programs may also be covered. Other potential topics may include, but are not limited to, disaster standards and authorities, liability concerns, and orientation for upcoming exercise activities.

Emergency managers should invite private sector partners to acquaint them with the concept of a community-based approach to disaster management. Potential participants include manufacturing, business and industry, arts and crafts, trade and cultural associations, academia, volunteer and advocacy organizations, and general citizenry. Private sector groups are also encouraged to host Public Officials Conferences focusing on their roles and responsibilities, business continuity, and personnel issues for effective disaster management.

For more information, please contact the EMHSD Training and Exercise Section at 517-333-5036.

### Radiological Emergency Preparedness (REP) Basic

The Radiological Emergency Preparedness (REP) course is designed to provide basic preparedness information for the off-site responders involved in an incident at one of Michigan's nuclear power plants (E Fermi 2, DC Cook, and Palisades).



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## Radiological 101

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This course will cover the basics of dealing with a radiological incident of any type, including Michigan's three nuclear power plants (E Fermi 2, DC Cook, and Palisades). This course will also discuss radiological terms and definitions, and government/private sector actions during exercise activities and incidents.



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## Understanding Wildfire Behavior and Mitigation in Michigan

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More than 8,000 wildfires occur in Michigan annually. This six-hour session will provide a better understanding of wildfire behavior in Michigan, wildfire causes, and mitigation steps for local communities. The discussion will include mandatory versus voluntary mitigation and how to perform a community assessment for wildfire threats. Participants will be provided with numerous resources pertaining to wildfire behavior, mitigation, and education.



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## Workshop in Emergency Management (WEM): Legal Issues in Emergency Management

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This one-day workshop discusses current laws and legal issues in emergency management and homeland security. Topics covered are the Michigan Emergency Management Act, Public Health Codes, fire laws, police powers, mutual aid compacts, liability issues, and current disaster case law.

*Target audience: This course is strongly recommended for all EMHSD staff, and state agency/local emergency management coordinators and their staff.*

*Suggested course: G-230*

