



Maryland Preparedness Planning Certificate Program

Pilot Packet
July 2014 – June 2015



A Center for Preparedness Excellence

MARYLAND EMERGENCY MANAGEMENT AGENCY



MARTIN O'MALLEY
GOVERNOR

ANTHONY G. BROWN
LIEUTENANT GOVERNOR

JAMES A. ADKINS
MAJOR GENERAL
THE ADJUTANT GENERAL

KENNETH J. MALLETTE
EXECUTIVE DIRECTOR

A Center for Preparedness Excellence

July 1, 2014

To All MEMA Staff Members and Local Emergency Managers:

As we continue to offer original and innovative programs through our "Center for Preparedness Excellence," it my pleasure to announce a new professional development series called the Maryland Preparedness Planning Certificate Program (MPPCP). The Program is designed to provide planners with the skills and knowledge needed to conduct effective preparedness and emergency planning on the way to becoming a "Maryland Preparedness Planner." This Program will serve as a credentialing program for all planners in the State to help properly implement the Maryland Emergency Preparedness Program (MEPP).

The Maryland Preparedness Planning Certificate Program curriculum will consist of a mix of instructor-led (classroom) and online training courses that have been carefully selected to strengthen the MEPP planning capability throughout Maryland. The curriculum provides two levels of professional training designed to fit your roles and responsibilities within your organization.

Over the next year, MEMA will provide or facilitate access to each of these required classroom courses.

I encourage you to consider this program as in important step in your professional development and mastery of preparedness and emergency planning. Any questions can be directed to mepp.mema@maryland.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ken Mallette", is written over a white background.

Kenneth Mallette
Executive Director

PROGRAM OVERVIEW

The Maryland Emergency Management Agency (MEMA) seeks to promote a preparedness planning culture in Maryland. In order to achieve this important goal, MEMA is excited to announce a pilot program called the Maryland Preparedness Planning Certificate Program (MPPCP).

The Maryland Preparedness Planning Certificate Program is one of the first of its kind. This voluntary program will provide Maryland's emergency management planners the skills and knowledge necessary to conduct effective planning on the way to becoming a Maryland Preparedness Planner.

Benefits of the MPPCP include:

- A common lexicon and systematic planning methodology
- Increased efficiency in interagency and intergovernmental planning
- Credentialing process to assist with professional development
- Focus on national planning programs to foster greater interoperability

This program is designed to be flexible and scalable to your desired level of completion. Many planners will already have some or most of the courses required to complete the *Basic Planner Track*.

Planners looking for a more extensive skills and knowledge base can choose the *Advanced Planner Track* when selecting courses.

The desired level of completion should be discussed with your immediate supervisor to determine the level of course work and commitment needed to complete the program.

Registration

All state and local planners interested in the program should contact: mepp.mema@maryland.gov.

Certificate of Completion

Registrants who complete all of the required courses will receive a Maryland Preparedness Planner Certificate of Completion. The pilot will be open from July 1, 2014 to June 30, 2015.

COURSE LIST

These required courses are a mix of instructor-led (classroom) and online coursework. When registrants have completed all of the required courses and submitted all course certificates to MEMA, a Certificate of Completion will be sent directly to the individual.

BASIC PLANNER TRACK

FEMA Professional Development Series Certificate (*online*)

The Professional Development Series includes seven FEMA Emergency Management Institute independent study courses that provide a well-rounded set of fundamentals for those in the emergency management profession. Many students build on this foundation to develop their careers.

Students who complete all the courses will receive a FEMA EMI PDS Certificate of Completion. The courses, in recommended order of completion, are:

1. IS-120- An Introduction to Exercises
2. IS-230 - Fundamentals of Emergency Management
3. IS-235 - Emergency Planning
4. IS-240 - Leadership & Influence
5. IS-241 - Decision Making and Problem Solving
6. IS-242 - Effective Communication
7. IS-244 - Developing and Managing Volunteers

IS-453 Introduction to Homeland Security Planning (*online*)

This course serves as an introduction to, and overview of, homeland security planning. This course is meant to act as an awareness tool for individuals who may or may not have a direct homeland security planning job function. For those who do have job functions that require additional training in planning, this course is meant to be a “gateway” to the five-day National Planner’s course.

IS-15 Special Events Contingency Planning for Public Safety Agencies (*online*)

This web-based course provides public safety agency personnel information related to pre-event planning, forming the planning team, event hazard analysis, and responding to incidents during special events in their community. Though relevant special events statutes/ordinances and codes must be considered by public safety agency personnel engaged in special event planning, an extensive job aid manual is included in the course and available for download on the course web page.

IS-318 Mitigation Planning for Local and Tribal Communities (*online*)

Mitigation Planning for Local and Tribal Communities (also referred to as Hazard Mitigation Planning), is a course offered by the Federal Emergency Management Agency (FEMA). The goals of this course are to:

- Assist participants in undertaking the hazard mitigation plan development process, as described in 44 Code of Federal Regulations (CFR) §201.6, or for tribal plans, as described in 44 CFR §201.7
- Help plan reviewers interpret the regulations to inform the review of local or tribal hazard mitigation plans

IS-520 Introduction to Continuity of Operations Planning for Pandemic Influenza (*online*)

This course introduces students to the characteristics of a pandemic influenza, the effects that a pandemic influenza can have on every facet of our society, and the steps their organizations can take to minimize the effects of a pandemic.

IS-700 National Incident Management System (NIMS) An Introduction (*online*)

This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable **all** government, private-sector, and nongovernmental organizations to work together during domestic incidents.

IS-703 NIMS Resource Management (*online*)

This course introduces resource management as described in the National Incident Management System (NIMS), and shows how systems for managing resources can be used to improve incident response. The course includes examples of best practices, lessons learned, and job aids to assist the participant in planning for resource management.

IS-800 National Response Framework (*online*)

The course introduces participants to the concepts and principles of the National Response Framework.

IS-2001 Threat and Hazard Identification and Risk Assessment (*online*)

This course introduces the Threat and Hazard Identification and Risk Assessment (THIRA) process, and explains how THIRA is an integral part of the overall National Preparedness System.

IS-2900 National Disaster Recovery Framework Overview (*online*)

This course provides individuals supporting disaster recovery efforts with a foundation in National Disaster Recovery Framework (NDRF) key concepts, core principles and roles and responsibilities of NDRF leadership (including those of individuals and households to governmental entities at the local, State, tribal, and Federal levels, and between public, private and nonprofit sectors.

MGT-310 Threat and Risk Assessment (*classroom*)

The goal of this course is to prepare participants to conduct a jurisdictional Threat and Hazard Identification and Risk Assessment (THIRA). Participants will focus on the jurisdictional process for determining the ability to respond to human-caused, natural, and technological disasters. Students will identify threats and hazards of concern, give the threats and hazards context, examine the core capabilities, set capability targets, perform vulnerability and consequence assessments, and apply the results. The course delivery combines lecture, small group discussions, participant activities, multimedia and scenarios to improve the jurisdiction's capability to prevent, protect, mitigate, respond to, or recover from all-hazards events.

MGT-315 Enhanced Threat and Risk Assessment (*classroom*)

This enhanced course will teach participants how to apply all phases of the risk management process to specific jurisdictional critical infrastructure and key resources. Participants will learn methods to identify and prioritize risks from all hazards, assess vulnerabilities, estimate consequences, and use equipment, training, and exercises to mitigate risk. Multidisciplinary participant teams visit and assess facilities selected by the host jurisdiction and then determine risks, vulnerabilities, consequences, and mitigation options specific to their assigned site. Teams document their findings using a software assessment tool, develop an action plan, and present their results to the class.

G-197 Emergency Planning and Special Needs Populations (*classroom*)

The goals for this course are to open a dialogue within the special needs network that will lead to cooperative planning and appropriate response, raise awareness of and commitment to planning for special needs populations and provide personnel who are responsible for emergency planning with an understanding of the special needs populations and with the skills and knowledge required to develop and implement sound plans.

S-440 Planning Section Chief Pre-Course Work (*self-study*)

This course is provided by the National Wildlife Coordinating Group and is designed to meet a portion of the training needed of the Type 2 Planning Section Chief. Topics include information gathering, strategies, meetings and briefings, incident action plans (IAP), interactions, forms, documents, supplies, demobilization, and an optional technology section. In the final exercise,

the students observe a simulated planning meeting and use the information derived to find errors in an IAP. Students must pass the unit tests and the final exercise to successfully complete the course.

Basic National Planners Course (*classroom*)

The National Planner's Course is an application based series of workshops designed to train the fundamentals of planning to selected Federal, State, local and tribal planners. Each workshop uses the National Plan Development Process and is linked by use of an unclassified scenario, an introductory vignette, a process presentation, and a practical exercise. This 40 hour program of instruction is conducted over a five day period by certified instructors with practical planning experience.

ADVANCED TRACK**IS-328 Plan Review for Local Mitigation Plans (*online*)**

This course provides State and FEMA staff who review Local Mitigation Plans with the information and training they will need to determine if a plan meets federal mitigation planning requirements.

IS-366 Planning for the Needs of Children in Disasters (*online*)

The purpose of this course is to provide guidance for Emergency Managers and implementers of children's programs about meeting the unique needs that arise among children as a result of a disaster or emergency.

National Planners Course Team Leader (*classroom*)

The Planning Team Leader Course provides an advanced level planning and team facilitation training to prepare graduates to serve as team leaders for interagency planning. The course goal is to educate homeland security planners familiar with the National Plan Development Process on how to effectively lead a planning team through a planning evolution and to understand and solve complex problems. This 40 hour course makes extensive use of hands-on practical exercises led by students serving as planning team leaders.

E-962 NIMS All-Hazards Planning Section Chief (*classroom*)

The National Incident Management System (NIMS) Training Program identifies those courses critical to train personnel capable of implementing all functions of emergency management. This program establishes the NIMS core curriculum to ensure it adequately trains emergency and incident response personnel to all concepts and principles of each NIMS component.

G-270/E-210 Recovery From Disaster: The Local Government Role (*classroom*)

This course is designed for approximately a two day delivery, depending on local need. The course is designed for local disaster recovery teams such as emergency managers, city/county administrators, public works directors, building inspectors and community planners. The course focuses on the roles and responsibilities of each team member and provides guidance on developing a local disaster recovery plan. Participants are given the opportunity to develop an outline of their own recovery plan during the course.

APPLICATION FOR MPPCP CERTIFICATE

Once you have completed all of the required courses, please submit the following forms and all course completion certificates to: mepp.mema@maryland.gov

Name:	
Title:	
Organization:	
Address:	
Phone:	
Email:	

I, _____, certify that I have completed all of the courses required by the Maryland Preparedness Planning Certificate Program.

Signature of Applicant

Date

MATRIX OF COMPLETED COURSES

Course	Host Agency	Date Completed
Basic Planner Track		
FEMA Professional Development Series		
IS-15 Special Events Contingency Planning for Public Safety Agencies		
IS-318 Mitigation Planning for Local and Tribal Communities		
IS-453 Introduction to Homeland Security Planning		
IS-520 Introduction to Continuity of Operations Planning for Pandemic Influenza		
IS-700 NIMS Introduction		
IS-703 NIMS Resource Management		
IS-800 National Response Framework		
IS-2001 Threat and Hazard Identification and Risk Assessment		
IS-2900 National Disaster Recovery Framework Overview		
Basic National Planners Course		

Course	Host Agency	Date Completed
MGT-310 Threat and Risk Assessment		
MGT-315 Enhanced Threat and Risk Assessment		
G-197 Emergency Planning and Special Needs Populations		
S-440 Planning Section Chief Pre-Course Work		
Advanced Planner Track		
IS-328 Plan Review for Local Mitigation Plans		
IS-366 Planning for the Needs of Children in Disasters		
National Planners Course Team Leader		
E-962 NIMS All-Hazards Planning Section Chief		
G-270/E-210 Recovery From Disaster: The Local Government Role		