



Maryland Preparedness Planning Certificate Program (MPPCP)

July 2015-August 2016



MARYLAND EMERGENCY MANAGEMENT AGENCY



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A Center for Preparedness Excellence

July 28, 2015

To All MEMA Staff Members and Local Emergency Managers and Partners:

As the Maryland Emergency Management Agency continues to offer original and innovative programs through our "Center for Preparedness Excellence," it is my pleasure to introduce the updated professional development series called the "Maryland Preparedness Planning Certificate Program (MPPCP)." The Program was piloted in 2014, and has been updated to include both coursework and professional experience.

The MPPCP 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 MPPCP curriculum consists of a mix of online and instructor-led (classroom) 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 via our Basic and Advanced Planner Tracks. Additionally, elective offerings have been included to meet your specific planning needs.

In addition to the training component, an experience element has been added to the program to encourage planners to gain planning experience as a member of a planning team and in the planning section during an activation of a local or State Emergency Operations Center.

MEMA will provide or facilitate access to the required classroom courses.

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

Sincerely,

A handwritten signature in black ink that reads "Clay B Stamp".

Clay Stamp
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 has launched a 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 adoption of a systematic planning methodology;
- Increased efficiency in interagency and intergovernmental planning;
- A credentialing process to assist with professional development; and
- A 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 may choose the *Advanced Planner Track* when selecting courses. In addition to the required courses for the selected Track, elective offerings may be selected from a prescribed list to help planners develop skills in areas that can directly benefit their work.

Please note that CEUs are not required in order to maintain certification once a candidate receives either the MPPCP for the Basic or Advanced Planner Track; however, MEMA encourages all planners to continue to maintain the skill set needed to develop plans and serve in the Planning Section during activations of an Emergency Operations Center (EOC).

A. Registration and Submission Deadlines

The Maryland Emergency Management Agency will review new submissions for the Basic and Advanced Planner Tracks twice per calendar year. Candidates should submit their completed packet and copies of their course certificates no later than May 31 for summer consideration or November 30 for winter consideration.

All State and local planners with questions about the program should contact: mepp.mema@maryland.gov.

B. Certificate of Completion

Registrants who complete all of the required courses will receive a Maryland Preparedness Planner Certificate of Completion for the Track that they have completed.

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

A. Basic Planner Track Required Courses

The following courses are required for applicants seeking both the Basic Planner Track MPPCP Certificate and the Advanced Planner Track MPPCP Certificate.

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-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.

G557: Rapid Needs Assessment (classroom)

This course provides information and resources that will enable participants to plan an effective Damage Assessment Program and conduct rapid and effective damage assessments in order to save lives, protect property and the environment, and begin the process of Recovery and Mitigation.

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-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-524: Continuity of Operations (COOP) Planner's Workshop (online)

This course provides COOP training for Continuity Planners at all levels of government for developing COOP Plans, which facilitate the performance of essential functions during any situation which may disrupt normal operations, and Programs. The goal of this workshop is to provide planners with the tools and hands-on experience necessary to improve their department or agency’s COOP plans.

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-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.

IS-368: Including People with Disabilities & Other with Access and Functional Needs in Disaster Operations (online)

The purpose of this course is to increase awareness and understanding of the need for full inclusion of disaster survivors and FEMA staff who are people with disabilities and people with access and functional needs. The course provides an overview of disabilities and access and functional needs and explains how disaster staff can apply inclusive practices in their disaster assignments.

Basic National Planners Course (classroom)

The National Planners 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.

B. Basic Planner Track Electives

Applicants for the Basic Planner Track should select two (2) of the following electives to complete:

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-545: Reconstitution Planning Course (online)

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. The purpose of the Reconstitution Planning Workshop is to assist Federal Department and Agency, State, local, tribal, and territorial jurisdictions with the importance of developing effective and comprehensive reconstitution planning.

IS-613: Technical Writing (online)

The IS-613 Technical Writing course is designed as an asynchronous course. The course will consist of multiple modules instructing to the comprehension of research, writing, and graphic communications principles.

IS-662: Improving Preparedness and Resilience through Public-Private Partnerships (online)

Public-private partnerships enhance all aspects of emergency management: preparedness, protection, response, recovery, and mitigation. They do so by engaging in activities such as information sharing, emergency planning, emergency communications, and resource sharing. This course describes how to establish and sustain public-private partnerships, as well as how to communicate and share resources in a partnership.

C. Other Basic Planner Track Requirements

In addition to completing the required courses and electives, all applicants for the Basic Planner Track are required to submit a letter of recommendation from their supervisor, serve as a member of a planning team, and work in an Emergency Operations Center during an activation.

To prove that one has served as a member of a planning team, the planner should submit a letter signed by their supervisor/planning team leader indicating the following:

- The role the planner had on the planning team;
 - Note: for the Basic Planner Track, it is not required that the planner be the principal plan writer; it is sufficient to have served on the planning team and attended the meetings of the planning team.
- The plan that was developed;
- The timeline for plan development;
- The signature of the planner and date signed; and
- The signature of the supervisor or planning team leader, including their title and date signed.

To prove that one has worked in the EOC during an activation, the planner should submit either a copy of their signed task book or a letter signed by their supervisor indicating the following:

- The role the planner served in during the EOC activation;
 - Note: for the Basic Planner Track, it is not required that the planner serve as the Planning Section Chief; it is sufficient to have volunteered/supported the planning section.
- The event name and date(s);
- The signature of the planner and date signed; and
- The signature of the supervisor, including their title and date signed.

Advanced Planner Track

A. Advanced Planner Track Required Courses

In addition to completing all of the required coursework for the Basic Planner Track, the following courses are only required for applicants seeking the Advanced Planner Track MPPCP Certificate.

G-235A: Advanced Emergency Planning (classroom)

This course is designed to enhance an emergency management professional's insight and knowledge of planning processes, planning standards, planning resources, and key information in the development of basic emergency management plans and functional annexes. The course provides opportunities for students to work as a team to create effective planning documents that meet state planning standards, and to utilize the plans through tabletop exercises.

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.

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.

B. Advanced Planner Track Electives

Applicants for the Advanced Planner Track should select one (1) of the following electives to complete (this classroom elective is in addition to the two online electives completed for the Basic Track, for a total of three (3) electives):

G-393: Mitigation for Emergency Managers (classroom)

This course is designed to enable the non-technical emergency worker to acquire skills in the use of mitigation. The course provides training in how to perform mitigation activities fundamental to reducing and eliminating long-term risk from hazards. It addresses the important roles of the emergency program manager (or other local government representative) in mitigation: motivator, coordinator, and monitor in local implementation of the National Mitigation Strategy.

G-110: Emergency Management Operations Course (classroom)

The fundamental purpose of the Emergency Management Operations Course (EMOC) is to improve the operational capabilities within the participating locality and to improve the ability to manage emergencies through preparedness. This course explores the role, design, and functions of Emergency Operations Centers (EOCs) and their relationships as components of a multiagency coordination system. The course contains disaster related examples, activities, and case studies that relate to EOCs and multiagency coordination systems at the local, State, and Federal levels of government.

G-775: EOC Operations (classroom)

This course explores the role, design, and functions of Emergency Operations Centers (EOCs) and their relationships as components of a multiagency coordination system. The course contains disaster related examples, activities, and case studies that relate to EOCs and multiagency coordination systems at the local, State, and Federal levels of government.

G-191: ICS/EOC Operations (classroom)

The goal of the course is to provide state and local emergency management officials with the knowledge and skills they need to operate an Emergency Operating Center (EOC) and interface it with an Incident Command System (ICS) field operation. The course provides an opportunity for participants to begin developing an ICS/EOC interface for their community. The course reviews ICS and EOC responsibilities and functions and depends heavily on exercise and group discussions to formulate the interface.

C. Other Advanced Planner Track Requirements

In addition to completing the required courses and electives listed under the Basic Track and the Advanced Track, all applicants for the Advanced Planner Track are required to submit a letter of recommendation from their supervisor, lead/co-lead a planning team, and serve as a Planning Section Chief or Deputy Planning Section Chief in an Emergency Operations Center during an activation.

Note, for planners applying for the MPPCP Advanced Planning Track do not need to submit the information included in the “Other Basic Planner Track Requirements” section – this “Other Advanced Planner Track Requirements” section replaces the Basic requirements for this section only. All other elements required of the Basic Planner Track must be submitted, in addition to the information required for the Advanced Planner Track when applying for the MPPCP Advanced Planning Track.

To prove that one has led/co-led a planning team, the planner should submit a letter signed by their supervisor indicating the following:

- The role the planner had on the planning team;
 - Note: for the Advanced Planner Track, the planner should be the principal facilitator of the planning effort and a principal author of the plan.
- The plan that was developed;
- The timeline for plan development;
- The signature of the planner and date signed; and
- The signature of the supervisor, including their title and date signed.

To prove that one has served as the Planning Section Chief or Deputy Planning Section Chief in the EOC during an activation, the planner should submit either a copy of their signed task book or a letter signed by their supervisor indicating the following:

- The role the planner served in during the EOC activation;
 - Note: for the Advanced Planner Track, the planner must serve as the Planning Section Chief or Deputy Planning Section Chief.
- The event name and date(s);
- The signature of the planner and date signed; and
- The signature of the supervisor, including their title and date signed.

APPLICATION FOR MPPCP CERTIFICATE

Once an applicant has completed all of the required courses, the applicant must submit the following forms, all course completion certificates, and any other required information to: mepp.mema@maryland.gov with the subject "MPPCP Certificate Application."

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

MPPCP CERTIFICATE REQUIREMENTS CHECKLISTS

Once an applicant has completed all of the required courses, the completed courses must be documented using the following tables (Note: applicants must only complete the Basic Planner Track section below if they are pursuing the Basic Planner Track; applicants must complete *both* the Basic Planner Track and Advanced Planner Track sections below if they are pursuing the Advanced Planner Track). ***In addition to completing and submitting the following matrix(ces), please include copies of all completed course certificates, and any required letters/documentation described in *either* the Other Basic Planner Track or Advanced Planner Track section.**

A. Basic Planner Track

Applicants that are pursuing the Basic Planner Track MPPCP Certificate must complete the section included below. Please also remember to include documentation of the Other Basic Planner Track requirements (described above) when making a submission.

Completed Courses Matrix (required)

Course Name	Host Agency	Date Completed
FEMA Professional Development Series		
IS-15: Special Events Contingency Planning for Public Safety Agencies		
G557: Rapid Needs Assessment		
IS-318: Mitigation Planning for Local and Tribal Communities		
IS-453: Introduction to Homeland Security Planning		
IS-524: Continuity of Operations (COOP) Planner's Workshop		
IS-700: NIMS Introduction		
IS-703: NIMS Resource Management		
IS-800: National Response Framework		
IS-2900: National Disaster Recovery Framework Overview		
MGT-310: Threat and Risk Assessment		
IS-368: Including People with Disabilities & Other with Access and Functional Needs in Disaster Operations		
Basic National Planners Course		
Elective 1		
Elective 2		

B. Advanced Planner Track

Applicants that are pursuing the Advanced Planner Track MPPCP Certificate must complete the Basic Planner Track section above, in addition to this section included below, because the Basic Planner Track requirements are the foundation for the Advanced Planner Track. Please also remember to include documentation of the Other Advanced Planner Track requirements (described above) when making a submission (note: it is not necessary to submit both the Other Basic Planner Track Requirements and the Other Advanced Planner Track Requirements – it is only necessary to submit the Other Advanced Planner Track Requirements if applying for the Advanced Planner Track MPPCP).

Completed Courses Matrix (required)

Course Name	Host Agency	Date Completed
G-235A: Advanced Emergency Planning		
MGT-315: Enhanced Threat and Risk Assessment		
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		
Elective 1		