



K0418: Mass Care/Emergency Assistance Planning and Operations

Course Dates/Times:

October 23–26, 2023 (11 a.m.–4 p.m. Eastern Time)

June 3–6, 2024 (11 a.m.–4 p.m. Eastern Time)

Course Length:

20 hours of online instruction. This virtual course will be held over 4 consecutive days (5 hours/day).

Location:

This course will be delivered as a facilitated, distance learning training event using Adobe Connect sessions.

Course Description:

The purpose of this course is to prepare Mass Care/Emergency Assistance (MC/EA) Coordinators and their teams to develop MC/EA plans to support and/or coordinate MC/EA disaster responses.

Course Goal:

The goal of the course is to improve coordination and collaboration between local and/or state MC/EA Coordinators and other agencies, nongovernmental organizations and the private sector using scalable, repeatable, and consistent processes.

Course Objectives:

- Describe MC/EA activities.
- Identify key MC/EA planning steps.
- Describe the roles and responsibilities of the Mass Care Coordinator and team.

- Define the scale of the disaster and estimate needed resources to support a MC/EA disaster operation.
- Discuss the primary elements of MC/EA Information Management.

Prerequisites:

IS-405: Overview of Mass Care/Emergency Assistance

Continuing Education Units (CEUs):

EMI awards 1.7 CEUs for completion of this course.

Target Audience:

This course is intended for Mass Care Coordinators, nongovernmental organization (NGO) leaders, private sector, and other emergency management staff that have responsibility for effective MC/EA preparedness and response.

Participants should represent or be responsible for the following MC/EA activities: Evacuee Support, Sheltering, Feeding, Distribution of Emergency Supplies, Reunification Services, People with Disabilities and others with Access and Functional Needs, and Household Pets and Service Animals.

To Apply:

Participants must apply using the National Emergency Training Center (NETC) Online Admissions System to gain access to the course. Before applying through the NETC Online Admissions System, a valid FEMA Student Identification Number (SID) is required.

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[Apply for a FEMA SID or find a forgotten FEMA SID](https://cdp.dhs.gov/femasid)
(<https://cdp.dhs.gov/femasid>).

Access the [NETC online admissions system](https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx)
(<https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx>).

Note: Classes taking place between October 1 and March 31 are considered Semester 1, and classes taking place between April 1 and September 30 are considered Semester 2 in the NETC Online Admissions System.

All EMI applications require an electronic approval from the head of your sponsoring organization. You will need the name, title, and email address of this person to submit the application. Once your application is submitted, the head of your sponsoring organization that you listed will receive an email from NETC Admissions requesting that they endorse your application. The head of organization will have 14 days to endorse the application.

Non-Federal applicants for EMI courses must use the appropriate [State Training Officer \(STO\)](https://www.firstrespondertraining.gov/frts/statecontacts)
(<https://www.firstrespondertraining.gov/frts/statecontacts>) as “Head of Organization.”

Application Review:

To be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the Target Audience above and indicate how you meet the requirements based upon your position and experience.

Please note: NETC Admissions will notify you of your acceptance into this course via email with an Acceptance Letter/Welcome Package. A separate email will be sent prior to the course outlining additional information to ensure you have a successful experience.

Request for Accommodation:

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make the request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act (45 CFR Part 160 Subparts A and

E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please email these requests to:
fema-emi-randr@fema.dhs.gov.

EMI Training Point of Contact:

For additional information, contact the Response and Recovery Branch at:
fema-emi-randr@fema.dhs.gov.

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