



FY 2012: October 2011 — September 2012 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. MI-TRAIN is designed to give students a single location to register for courses, take online courses, and direct access to their certificates and transcripts. There are various ways to find courses; however, until you get acclimated to MI-TRAIN, 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.
2. On the left side, select "By Sponsor/Officer".
3. In the box, type MSP or MSP-EMHSD. Click on the Search button.
4. A listing of all MSP classes offered should appear.
5. If you would like the list to be presented alphabetically, click on the "Title" reference in the first row of the table.

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 message is incorrect and the verbiage cannot be changed as it is embedded in the MI-TRAIN 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.

MI-TRAIN Number	Course Title (Alphabetically Listed)	Dates
1017932	Basic Public Information Officers Workshop*	October 26-27, 2011 March 28-29, 2012
1017933	Basic Skills in Emergency Management (I, II, and III)*	December 21-22, 2011 March 14-15, 2012
1017440	Community Mass Care Management	May 9, 2012
1017411	Damage Assessment Applications*	October 19, 2011 November 14, 2011 February 23, 2012 May 23, 2012
1017443	Debris Management	June 28, 2012
1017935	Developing Volunteer Resources*	December 20, 2011 February 29, 2012
1017438	Disaster Response and Recovery Operations*	January 11-12, 2012 September 5-6, 2012
1017365	Emergency Planning*	November 8, 2011 February 8, 2012
1028917	Evacuation and Re-entry Planning	February 9, 2012
1017939	Exercise Design and Development*	November 29-December 1, 2011 January 30-February 1, 2012
1017940	Exercise Evaluation and Improvement Planning*	December 1-2, 2011 February 1-2, 2012
1017432	Hazard Mitigation/Comprehensive Plan Interface*	December 13, 2011 June 26, 2012
1017942	Incident Command System/Emergency Operations Center Interface*	November 22, 2011 May 30, 2012
1017410	Introduction to Emergency Management*	October 4, 2011 January 5, 2012 April 5, 2012 June 13, 2012 September 11, 2012
1017944	Local Program Manager's Workshop	January 24, 2012
1018983	Professional Emergency Manager (PEM) Exam	January 19, 2012 September 20, 2012

1017945	Public Officials Conferences	Call to schedule.
1029078	Recovery from a Disaster	July 18-19, 2012
1017946	Tornado Shelter Workshop	March 21, 2012
1017947	WEM: Legal Issues in Emergency Management	May 24, 2012

* Indicates PEM Exam Requirement and **BOLD** indicates prerequisite(s) required

Note: Many emergency management courses have prerequisites consisting of Independent Studies (IS) 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) website at <http://training.fema.gov/IS/crslist.asp>

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 MI-TRAIN # 1017410

Dates and Locations: October 26-27, 2011 – Bay City
March 28-29, 2012 – Lansing

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

Prerequisites: IS-240, IS-241, and IS-242

Dates and Locations: December 21-22, 2011 – Grand Rapids
March 14-15, 2012 – Lansing

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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

Dates and Locations: May 9, 2012 – Lansing

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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 needed for requesting and obtaining assistance after an emergency or disaster.

Target audience: All emergency managers

Prerequisites: IS-800.b, MI-TRAIN #'s 1017410, 1015568, and 1016123, and EMHSD's CIMS training at www.michigan.gov/cims.

Dates and Locations: October 19, 2010 – Reed City
November 14, 2011 – Lansing
February 23, 2012 – Lansing
May 23, 2012 - Lansing

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Debris Management

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

Prerequisite: IS-632

Suggested courses: MI-TRAIN #'s 1017410 and 1017438

Dates and Locations: June 28, 2012 – Pontiac

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Developing Volunteer Resources*

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This one-day course is designed to cover a broad range of planning 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.

Prerequisite: IS-244

Suggested courses: IS-230 and IS-288

Dates and Locations: December 20, 2011 – Lansing
February 29, 2012 – Lansing

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Disaster Response and Recovery Operations (DRRO)*

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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, MI-TRAIN #'s 1017410, 1017411, 1015568, and 1016123

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

Dates and Locations: January 11-12, 2012 – Lansing
September 5-6, 2012 – Lansing

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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 for hazardous materials, and other events.

Target audience: all entry-level emergency managers

Prerequisite: IS-235

Suggested courses: IS-230, IS-800.b, and MI-TRAIN # 1017410

Dates and Locations: November 8, 2011 – Lansing
February 8, 2012 – Lansing

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Evacuation and Re-entry Planning

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This course deals with pre-disaster planning for evacuation and re-entry issues in disasters and emergencies. It will highlight factors needed for evacuation, in place shelter and re-entry concepts, laws, guidance and resources.

Dates and Locations: September 25, 2012 – Lansing

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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.)

Dates and Locations: November 29-December 1, 2011 – Lansing
January 30-February 1, 2012 – Lansing

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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. This course must be taken in combination with Exercise Design and Development.

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

Dates and Locations: December 1-2, 2011 – Lansing
February 1-2, 2012 – Lansing

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Hazard Mitigation/Comprehensive Plan Interface (HMCPI)*

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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, MI-TRAIN #'s 1017410, and 1017365

Dates and Locations: December 13, 2011 – Lansing
June 26, 2012 – Lansing

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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), and ICS-300

Suggested courses: MI-TRAIN #'s 1017410 and 1017365, IS-701, and ICS-400

Dates and Locations: November 22, 2011 – Lansing
May 30, 2012 – Lansing

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Introduction to Emergency Management*

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This one day course will discuss emergency management processes, laws, policies, and practices of government and private sector with a critical look at past disasters and lessons learned. It will also provide an overview of the Michigan's incident management system.

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

Suggested courses: IS-1, IS-7

Prerequisite: IS-230

Dates and Locations: October 4, 2011 – Lansing
January 5, 2012 – Lansing
April 5, 2012 – Lansing
June 13, 2012 – Lansing
September 11, 2012 - Lansing

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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: MI-TRAIN #'s 1017410, 1017365, and 1017411

Dates and Locations: January 24, 2012 – Lansing

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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.

Dates and Locations: January 19, 2012 – Lansing
September 20, 2012 – Lansing

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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 517-322-6505.

Target audience:

- Public Sector-Elected and appointed officials from local, tribal, state and federal are encouraged to attend. Possible attendees are mayors, city managers, administrators, commissioners, clerks, supervisors, building officials, treasurers, prosecutors, school officials, drain commissioners and department heads of public safety and health, first responders, human services, education, assessment and equalization, public works, parks and recreation, roads, utilities, finance and Community Emergency Response Teams (CERT).
- Private Sector-emergency managers should invite private sector partners to acquaint them with the concept of a "community based" approach in disaster management. Potential groups to consider are: manufacturing, business and industry, arts and crafts, trade and cultural associations, academia, volunteer and advocacy organizations and general citizenry.

Call 517-322-6505 to schedule.

Recovery from a Disaster

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The two day course will increase local government's awareness of the issues, problems and possible solutions involved in disaster recovery. It will increase local government awareness of issues involved in disaster recovery by:

- Providing a forum for discussion of "lessons learned" in disaster recovery at the local level through case studies.
- Promoting the development of a pre-disaster recovery plan and a detailed analysis of the new federal National Recovery Framework.

Dates and Locations: July 18-19, 2012 – Lansing

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Tornado Shelter Workshop

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This one day workshop is designed to acquaint participants with methods, technology, and procedures in determining the impact of severe weather on buildings and sheltered populations. Special attention will be paid on determining the safest areas in buildings during tornadoes.

Dates and Locations: March 21, 2012 – Pontiac

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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 annual updates regarding current disaster case law.

Target audience: This course is strongly recommended for all emergency managers (public and private) including EMHSD staff, and state agency/local emergency management coordinators and their staff.

Suggested course: MI-TRAIN # 1017410

Dates and Locations: May 24, 2012 – Pontiac

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