

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Courses: *Master Exercise Practitioner Program (MEPP) Series*

Enrollment for Series #16 and #17 is May 1 - June 30, 2010

The Emergency Management Institute (EMI) created the Master Exercise Practitioner Program (MEPP) in 1999 as a non-resident program to recognize those individuals who have completed prescribed training and demonstrated, through hands-on application, a high degree of professionalism and capability in the arena of emergency management exercises. In 2004, EMI began offering this title certificate program in a resident series of courses at the National Emergency Training Center (NETC) in Emmitsburg, Maryland, to meet the needs of the emergency management exercise community.

As of March 1, 2010, 1341 individuals have completed EMI's Master Exercise Practitioner Program and are empowered to place "MEP" after their names in recognition of this accomplishment.

The MEPP mission is to improve the capabilities of emergency management exercise personnel in exercise program management and in every phase of the overall exercise process. Through the improvement of the knowledge, skills, and abilities, both the quantity and quality of exercises conducted at the local, State, tribal, trust territory and Federal levels of government can be improved. The National Standard Exercise Curriculum (NSEC) includes the MEPP as the Level IV: Professional level of training and includes both the resident and non-resident MEPP options for completion.

The MEPP goal is to increase the capabilities of MEPP candidates in mastery of the essentials of exercise program management and the overall exercise process in accordance with the policy, doctrine, practices, and tools in the Homeland Security Exercise and Evaluation Program (HSEEP).

Target Audience for the MEPP

EMI's resident and non-resident MEPP eligibility includes local, State, tribal, trust territory, Department of Homeland Security (DHS), and other Federal agency emergency management/emergency services personnel with responsibilities involving emergency management exercises. This includes exercise training officers, emergency managers, emergency services personnel from fire, emergency medical, hospitals, public/environmental health, coroners, law enforcement, corrections officials, public works/utilities, community service/volunteer agencies, non-profits, and private entities who participate in emergency services/emergency management exercise design/development, conduct, evaluation, and improvement planning activities, members of exercise planning teams, evaluation teams, and/or those who manage exercise programs.

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**FEMA****FY 2011 Schedule for Resident Emergency Management (EM) MEPP Series #16 and #17****EM MEPP Series #16 – All Courses at EMI, NETC, Emmitsburg, MD**

E132	Discussion-Based Exercise Design and Evaluation	October 4-8, 2010
E133	Operations-Based Exercise Design and Evaluation	November 29 – December 03, 2010
E136	Operations-Based Exercise Development	March 21-25, 2011

EM MEPP Series #17 – All Courses at EMI, NETC, Emmitsburg, MD

E132	Discussion-Based Exercise Design and Evaluation	October 25-29, 2010
E133	Operations-Based Exercise Design and Evaluation	January 10-14, 2011
E136	Operations-Based Exercise Development	April 4-8, 2011

MEPP Applicant Categories for the Resident Option (EMI courses taught in residence at NETC or other training locations)

- Category 1: Local, State, tribal nation, and trust territories (eligible for student stipend reimbursement and no charge lodging)
- Category 2: Department of Homeland Security organizations and agencies (e.g., Federal Emergency Management Agency (FEMA), Transportation Security Administration (TSA), United States Coast Guard (USCG))
- Category 3: Other Federal agencies
- Category 4: Private industry
- Category 5: International/foreign students

Mandatory Training Prerequisites for the MEPP

For FY2011, EMI resident MEPP applicants must complete the following EMI Independent Study (IS) courses and include copies of certificates of completion or IS course transcript as part of their MEPP application packages. To secure an EMI IS course transcript, MEPP applicants can submit an IS transcript request form located on the web at <http://training.fema.gov/IS/>.

These EMI IS courses are available on the web at <http://www.training.fema.gov/IS/>. A complete listing of all of the EMI IS courses can be found at <http://training.fema.gov/IS/crslist.asp>

IS-100.a Introduction to Incident Command System (ICS)

<http://training.fema.gov/EMIWeb/IS/IS100a.asp>

IS-120.a An Introduction to Exercises

<http://training.fema.gov/EMIWeb/IS/IS120A.asp>

IS-130 Exercise Evaluation and Improvement Planning

<http://training.fema.gov/EMIWeb/IS/IS130.asp>

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EMERGENCY MANAGEMENT INSTITUTE

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**FEMA****IS-200.a ICS for Single Resources and Initial Action Incidents**<http://training.fema.gov/EMIWeb/IS/is200a.asp>**IS-230.a Fundamentals of Emergency Management**<http://training.fema.gov/EMIWeb/IS/is230a.asp>**IS-235 Emergency Planning**<http://training.fema.gov/EMIWeb/IS/is235.asp>**IS-700.a National Incident Management System (NIMS), An Introduction**<http://training.fema.gov/EMIWeb/IS/is700a.asp>**IS-775 EOC Management and Operations**<http://training.fema.gov/EMIWeb/IS/IS775.asp>**IS-800.b National Response Framework, An Introduction**<http://training.fema.gov/EMIWeb/IS/IS800b.asp>**Final Prerequisites for All FY2010 MEPP Series**

For FY2011, EMI requires that all new MEPP applicants (those individuals submitting application packages during the open enrollment period: May 1 – June 30, 2010 for MEPP Series #16 and #17) MUST complete the Homeland Security Exercise and Evaluation Program (HSEEP) training course and/or the accompanying Train-the-Trainer (TTT). This course has been administered since 2005 under Training and Exercise Integration (TEI) course catalog code MGT-330 or EMI code E/L146. The HSEEP TTT has been conducted as TEI 330-1 and as EMI code E/L 147. Many states have also conducted this course and have issued certificates. Copies of Certificates of Completion must be included in your MEPP applicant package. Certificates with dates of attendance of less than three (3) days are not acceptable unless accompanied by a course agenda which clearly shows that the HSEEP course (also referred to as mobile training course) was conducted in accordance with the Plan of Instruction (POI) for the 7 course modules and contact hours.

For more information on the HSEEP training course, please visit <http://hseeptraining.com/>. Inquiries regarding this training opportunity may be directed via email to hseep@dhs.gov

MEPP Prerequisites

EMI reserves the right to modify the prerequisites for the MEPP on an individual MEPP series basis. This means that no new prerequisites will be required of a MEPP applicant who has submitted a MEPP package within an enrollment period for consideration in a future MEPP series.

Eligibility for Reimbursement FY2011

Individuals from local, State, tribal nations, trust territories, volunteer organizations, and eligible non-profit organizations (MEPP Category 1 applicants) may be able to secure reimbursement for their eligible travel expenses and be provided housing at NETC or Noble Training Facility (NTF) at no charge. All students who stay on the NETC campus for the MEPP courses must purchase a meal ticket. For more information on EMI, please visit <http://training.fema.gov/>.

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To Apply for the Resident EMI EM MEPP for FY2010

Applicants must complete and submit an application package that contains the following:

1. A General Admission Application Form (FEMA Form 75-5). Item # 9a must identify the MEPP Series in which the applicant wishes to enroll. NOTE: Item #10 on the FEMA Form 75-5 must list the IS courses cited above in the prerequisites and the HSEEP course.
2. A letter from the applicant requesting admission to the program. The letter should address applicant's qualifications with an emphasis on exercise experience including specific exercise roles, such as program manager, planning/design team leader/member, controller, or evaluator. The content of the letter must acknowledge the individual's knowledge and use of the HSEEP exercise tools and templates. The letter should also address your expectations and commitment to complete the entire program. Please note involvement with and responsibilities related to Department of Homeland Security (DHS)/FEMA and/or other Federally-funded grant programs with exercise program requirements, such as Center for Disease Control and Prevention (CDC), Federal Aviation Administration (FAA), Department of Transportation (DOT) or Department of Energy (DOE).
3. A letter of recommendation from the your immediate supervisor indicating the organization's commitment to allow the applicant to complete the entire program which includes the time necessary to complete two (2) proficiency demonstration requirements (i.e. take home assignments) between the E132 and E133 courses and the E133 and E136 courses, requiring approximately 60 hours for completion. This letter must also identify the employment relationship between the MEPP applicant and the employing agency/organization (or sponsoring agency if the individual is not a permanent full-time employee and/or functions as a grant-funded permanent part-time, term or temporary employee, consultant, or contractor). Finally, please identify the future contributions the organization/agency expects from the MEPP applicant on his/her completion of the program as related to exercise programs and related activities.

To Submit Your MEPP Application Package

If you are eligible for reimbursement for your transportation expenses (Category 1 as shown above), you must submit your MEPP package to your respective State Emergency Management Agency (SEMA); see list at <http://www.fema.gov/about/contact/statedr.shtm>. This Point of Contact (POC) will submit your application package to:

Admissions Office, Room I-216
National Emergency Training Center
EMI, MEPP - Category 1
16825 South Seton Avenue
Emmitsburg, MD 21727-8998

BULLETIN



EMERGENCY MANAGEMENT INSTITUTE

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All other MEPP applicants (Categories 2 through 5) from Federal agencies, private sector, and others who are **NOT** eligible for reimbursement for travel expenses and lodging at no charge should send their completed application packages directly to:

Admissions Office, Room I-216
National Emergency Training Center
EMI - MEPP
16825 South Seton Avenue
Emmitsburg, MD 21727-8998

EMI resident MEPP application packages will be good for one (1) year from the **date of receipt** at the NETC Admissions Office. This means your MEPP application package will be considered for the next MEPP series and/or into the next Federal Fiscal Year (October 1, 2011 - September 30, 2012). After that time, your package will be invalid and you will need to update your MEPP package information. This includes a new FEMA Form 75-5 and any new information you wish to provide to the Admissions Office. This enables the NETC Admissions Office to maintain a wait list for the EM MEPP series.

MEPP Applicant Notification for FY2011

The NETC Admissions Office will notify all MEPP applicants of their acceptance or non-acceptance for the EM MEPP Series #16 and #17 typically within 15-20 working days after the Open Enrollment closing date of June 30, 2010. If you have not received information via email or mail as to your MEPP status at that time, you may contact the NETC Admissions Office at (301) 447-1035 or toll free 1-(800) 238-3358, extension 1035. Do not contact EMI staff regarding your MEPP status.

MEPP Series Acceptance

If you are accepted as an MEPP candidate, you will be enrolled in a specific MEPP series. You are not permitted to enroll or participate in MEPP courses from multiple MEPP Series. Each MEPP series consists of three (3) resident courses at EMI or other training venues.

As an MEPP candidate you **must complete the training requirements in this order without exception:**

- 1. 132 - Discussion-Based Exercise Design and Evaluation**
- 2. 133 - Operations-Based Exercise Design and Evaluation**
- 3. 136 - Operations-Based Exercise Development**

Current MEPP course descriptions are located in EMI's FY2010 Training Catalog. The EMI Course Catalog is located on the web at <http://www.training.fema.gov/EMICourses/EMICatalog.asp>

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Continuing Education Units (CEUs)

EMI awards 2.5 CEUs for each course, for a total of 7.5 CEUs.

If you need more information on the NSEC/MEPP, contact Lowell Ezersky, MEPP Manager, phone toll free 1-(800) 238-3358, extension 1355 or (301) 447-1355, email lowell.ezersky@dhs.gov, or Paul Ganem, Training Specialist, 301-447-1172, email paul.ganem@dhs.gov. EMI is an element of the FEMA's Protection and National Preparedness/National Preparedness Directorate.

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