

## Introduction

Welcome to the course catalog for the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (NPD) National Training and Education Division (NTED). NTED serves the Nation's first responder community, offering more than 200 courses to help build skills that responders need to function effectively in mass consequence events. NTED primarily serves State, local, and tribal entities in 10 professional disciplines, but has expanded to serve private sector and citizens in recognition of their critical role in domestic preparedness. Instruction is offered at the awareness, performance, and management and planning levels. Students attend NTED courses with the basic skills of their profession and learn how to apply them in the context of disaster preparedness, response, and recovery. Course subjects range from weapons of mass destruction (WMD) terrorism, cyber security, and agro terrorism to citizen preparedness. Courses are web based and instructor led and are offered in residence (i.e., at a training facility) or through mobile programs in which courses are brought to locations that request them.

Throughout the NTED Course Catalog is valuable information about NTED training courses and prerequisites, training providers, including how to schedule and attend courses. As new courses become available, NTED will continue to update the catalog to provide the most up-to-date information to the first responder community.

## What is the National Training and Education Division?

NTED is one of a number of training components located within FEMA. It is the new name given to the former Office of Grants and Training (G&T) Training Division under the reorganization directed in the "Post-Katrina Emergency Management Reform Act" (the Act). On April 1, 2007, components from the DHS Preparedness Directorate, including training programs within G&T, merged with FEMA as directed by the Act. This consolidation formed the new NPD within FEMA. Legacy training organizations from the Preparedness Directorate were consolidated under the umbrella of the newly created NIC, along with existing FEMA training components such as the Emergency Management Institute (EMI). The mission of NTED remains largely the same as it was under the G&T, that is, to make high-quality training available to the first responder community, tailored to enhance the capacity of states and local jurisdictions to prepare for, prevent, deter, and respond and recover safely and effectively from potential manmade and natural catastrophic events, including terrorism. NTED has undergone several name changes since it was organized in 1998 as the Office for Domestic Preparedness (ODP) under the Department of Justice. Since that time, it has grown from 4 to more than 45 training providers that are in various stages of curriculum development and course delivery. To date, NTED has delivered training to approximately 2 million first responders.

NTED training comports with nationally recognized standards, adheres to the precepts of Instructional System Design (ISD), and uses adult learning principles, including problem-based learning. In addition, training developed under the auspices of NTED undergoes a rigorous validation process before delivery, as well as continuous assessment once training is delivered to the public. NTED training is increasingly being tested through state and local exercises, and the results are used to enhance further development of training courses.

## NTED Mission

The mission of NTED is to make high-quality training available to first responders that enhances their skills for preventing, protecting, responding to, and recovering from manmade and natural catastrophic events.

## Who Do We Serve?

NTED prepares state and local first responders to prevent, protect, respond to, and recover from manmade and natural catastrophic events. The term "first responder" refers to those individuals who, in the early stages of an incident, are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. In all, NTED serves 10 professional disciplines, as well as the private sector and citizens through its courses. The major disciplines served by NTED are defined as follows:

**Law Enforcement (LE):** Individuals who, on a full-time, part-time, or voluntary basis, work for agencies at the local, municipal, and State levels with responsibilities as sworn law enforcement officers.

**Emergency Medical Services (EMS):** Individuals who, on a full-time, part-time, or voluntary basis, serve as first responders, emergency medical technicians (EMT) (basic), and paramedics (advanced) with ground-based and aero-medical services to provide pre-hospital care.

**Emergency Management Agency (EMA):** Organizations, both local and State, that coordinate preparation, recognition, response, and recovery for WMD and/or catastrophic incidents.

**Fire Service (FS):** Individuals who, on a full-time, part-time, or voluntary basis, provide life-safety services, including fire suppression, rescue, arson investigation, public education, and prevention.

**Hazardous Materials Personnel (HZ):** Individuals, who, on a full-time, part-time, or voluntary basis, identify, characterize, provide risk assessment, and mitigate/control the release of a hazardous substance or potentially hazardous substance.

**Public Works (PW):** Organizations and individuals who make up the public/private infrastructure for the construction and management of these roles at the Federal level. The categories/roles include administration, technical, supervision, and craft (basic and advanced).

**Governmental Administrative (GA):** Elected and appointed officials responsible for public administration of community health and welfare during an incident.

**Public Safety Communications (PSC):** Individuals who, on a full-time, part-time, or voluntary basis, through technology, serve as a conduit and put persons reporting an incident in touch with response personnel and emergency management, in order to identify an incident occurrence and help support the resolution of life-safety, criminal, environmental, and facilities problems associated with the event.

**Healthcare (HC):** Individuals who provide clinical, forensic, and administrative skills in hospitals, physician offices, clinics, and other facilities that offer medical care, including surveillance (passive and active), diagnosis, laboratory evaluation, treatment, mental health support, epidemiology investigation, and evidence collection, along with fatality management for humans and animals.

**Public Health (PH):** Individuals who prevent epidemics and the spread of disease, protect against environmental hazards, promote healthy behaviors, respond to disasters and assist in recovery, as well as assure the quality and accessibility of health services.

## Course Levels

NTED offers courses at the awareness, performance, and management and planning levels to accommodate different job functions of the first responder community. Awareness level courses are designed for responders who require the skills necessary to recognize and report a potential catastrophic incident or who are likely to witness or investigate an event involving the use of hazardous and/or explosive devices. Performance level courses are designed for first responders who perform tasks during the initial response to a catastrophic event, such as safeguarding the at-risk public, rescuing victims, decontaminating victims. Management and planning level courses are

designed, as the title suggests, for managers who build plans and coordinate the response to a mass consequence manmade or natural event.

## About Our Training Providers

NTED draws upon a diverse group of training providers, also referred to as training partners, to develop and deliver NTED approved training courses. These training providers include the National Domestic Preparedness Consortium (NDPC), the Rural Domestic Preparedness Consortium (RDPC), and the Naval Postgraduate School (NPS), among others.

The [National Domestic Preparedness Consortium \(NDPC\)](#) is a partnership of several nationally recognized organizations whose membership is based on the urgent need to address counter-terrorism preparedness needs of the nation's emergency first responders within the context of chemical, biological, radiological, and explosive WMD hazards. At present, the NDPC forms the core of the NTED training program. Its members are responsible for training the majority of the responders who go through the NTED program. NDPC members include:

- **Center for Domestic Preparedness (CDP)** <https://cdp.dhs.gov/> : FEMA's Center for Domestic Preparedness (CDP), located in Anniston, Alabama, is the United States Department of Homeland Security (DHS)'s only federally chartered Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) civilian training center. The CDP began operations in June 1998, and remains the only training center in the nation where civilian responders can train in a controlled toxic chemical agent, biological, and radiological environments. On March 31, 2007, the Noble Training Facility (NTF) was transferred from the U.S. Fire Administration (USFA) to the CDP. NTF is the only hospital facility in the United States dedicated to training hospital and healthcare professionals in disaster preparedness and response.
- **The Energetic Materials Research and Testing Center (EMRTC) at New Mexico Institute of Mining and Technology (NMIMT)** <http://www.emrtc.nmt.edu/training/> : EMRTC provides specialized training that focuses on explosives and incendiary devices. This training includes controlled detonations of improvised explosives providing responders first-hand understanding of and experience with a range of improvised explosive devices from letter bombs to vehicle bombs.
- **National Center for Biomedical Research and Training (NCBRT) at Louisiana State University (LSU)** <http://www.ncbrt.lsu.edu/> : NCBRT specializes in curriculum on biological terrorism agents and topics in the law enforcement discipline, including prevention and deterrence. The biological curriculum is based on completed and ongoing studies on agents, such as anthrax, through a bio-safety level 3 laboratory.
- **National Emergency Response and Rescue Training Center (NERRTC) at Texas Engineering Extension Service (TEEX)** <http://www.teex.org/nerrtc/> : NERRTC prepares state and local officials for the management challenge posed by WMD through hands-on, scenario-driven training and computer-based simulations. The Emergency Operations Training Center uses state-of-the-art simulation and computer-based technologies to train first responders and city officials to manage a crisis through a unified command approach with realistic, real-time simulation and training analysis at a command-post level not provided by any other organization.
- **U.S. Department of Energy (DOE), Counter Terrorism Operations Support Program (CTOS) at Nevada Test Site (NTS)** <http://www.ctosnnsa.org/> : CTOS delivers specialized training related to the detection, response, and mitigation of radiological/nuclear incidents, providing responders with hands-on experience in a controlled radiologically contaminated

environment. CTOS is a one-of-a-kind outdoor laboratory and experimental center originally established as the Atomic Energy Commissions on-continent proving ground and has conducted more than four decades of nuclear weapons testing.

- **University of Hawaii (UH), National Disaster Preparedness Training Center (NDPTC)** (<https://ndptc.hawaii.edu/>) : NDPTC works collaboratively to develop and deliver training and education in the areas of disaster preparedness, response, and recovery to governmental, private, tribal, and non-profit entities, and under-represented/under-served communities. It incorporates urban planning and environmental management, emphasizing community preparedness and addressing the needs of vulnerable at-risk populations.
- **Transportation Technology Center, Inc. (TTCI), National Center for Emergency Response in Surface Transportation (NCERST)** (<http://www.aar.com/>) : TTCI provides unique training programs focusing on ground transportation. First responders experience hands-on exposure in responding to terrorist events, disasters, accidents and other critical incidents involving ground transportation including train tracks, locomotives, rail tanker cars, tank trucks, and hazardous chemical containers. TTCI also conducts training in mitigation, inspection, prevention, and emergency planning related to ground transportation.

**Rural Domestic Preparedness Consortium (RDPC)** (<https://www.ruraltraining.org/>)

In 2005, the Rural Domestic Preparedness Consortium (RDPC) was established to lead the development and delivery of homeland security all-hazards preparedness training to rural communities across the Nation. Led by Eastern Kentucky University, the RDPC is comprised of academic partners that possess extensive experience and unique capabilities in serving the rural emergency response community. These partners include: East Tennessee State University, University of California, Davis, NorthWest Arkansas Community College, The University of Findlay, and North Carolina Central University.

**Naval Postgraduate School (NPS), Center for Homeland Defense and Security (CHDS)** (<http://www.chds.us/>)

The Naval Postgraduate School Center for Homeland Defense & Security (CHDS) has been the nation's premier provider of homeland security graduate and executive level education since 2002. NPS and the U.S. Department of Homeland Security are partnering to pioneer the development and delivery of homeland security education programs for governors, mayors and senior homeland security leaders from across a wide spectrum of disciplines in local, tribal, state and federal government, and the military. For more information on the Master's Degree program, Executive Leaders program and other resources including the Homeland Security Digital Library, please visit their website.

Other Training Providers

The following is a list of the other training partners who have developed or are developing training courses for NTED:

- Counterterrorism Operations Support (CTOS)
- Eastern Kentucky University (EKU)
- Frederick Community College (FCC)
- International Association of Fire Chiefs (IAFC)
- International Association of Fire Fighters (IAFF)
- Los Angeles Police Department (LAPD)
- National Sheriffs Association (NSA)
- University of Maryland National Consortium for the Study of Terrorism and Responses to Terrorism (UMD START)

## How Is the Training Delivered?

NTED delivers training to qualified participants in three delivery modes:

1. Resident: At the training provider's own facility.
2. Mobile: At or near the location of the agency that requests the training.
3. Online: This self-paced training is delivered in an asynchronous format via computer and Internet connection.

## Cost of Training

NTED training partners provide training at low or no cost to the individual or the individual's agency. Under most circumstances, NPD grant funds may be used for overtime and backfill for those attending courses, through the approval of the respective State Administrative Agency's (SAA) Training Point of Contact (TPOC). Many of the NTED's training providers offer train-the-trainer courses as a way to reach as many first responders as possible.

Training providers do not have a limitless supply of training for each State. Occasionally, a State exhausts the "free" training that is available. In these cases, NTED has an Excess Delivery Acquisition Program (EDAP). EDAP allows a NTED training partner to charge for a course delivery when more deliveries of a requested class are needed than the grant funds can accommodate. NTED pre-approves the cost of delivering the course so that States pay only for the cost of instruction, not the curriculum development costs that were paid by NTED training grant funds. NPD Homeland Security Grant Program (HSGP) funds can be used to pay for the delivery of EDA classes with the approval of the SAA TPOC.

## How to Apply for/Schedule a Course Delivery

Individuals, jurisdictions, or agencies wishing to attend residential training or schedule a delivery of a mobile class should not contact a training provider or other agency directly unless they have prior permission from their State Administrative Agency (SAA) State/Territory Training Point of Contact (TPOC).

Requests for residential training may be made for individual participants and/or groups of participants. Mobile training deliveries are only to be requested once a need has been identified and it is certain the hosting jurisdiction can meet the minimum attendance requirements for each requested instance of the course.

Here are generic steps to apply for mobile or residential training or request delivery of a mobile course for your jurisdiction or agency. The process may vary slightly in your state, however, all mobile and residential training must be authorized through your SAA TPOC.

1. Find a course - [search the catalog](#) to find the course you need to take.
2. If you do not have a FEMA SID or can't remember your FEMA SID visit <https://cdp.dhs.gov/femasid/>. There you will be able to register or retrieve your SID number. All participants for FEMA training must have a valid FEMA SID to attend courses, regardless of delivery mode (resident, mobile, or online)
3. Get approval through your internal chain of command.
4. Find your SAA TPOC [here](#) - all courses, other than online courses, must be authorized through your SAA TPOC.
5. Provide the SAA TPOC with the following information.
  - Course ID
  - Course Title
  - Training Provider

At this point, the process depends upon whether the course is an NTED or a CDP course.

### NTED Courses:

An interested jurisdiction/agency contacts their respective SAA TPOC to request an NTED resident or mobile instructor-led course. It is then at the SAA TPOC's discretion to approve or not

approve the training request. If the SAA TPOC agrees to the training request, he/she contacts the training partner directly with information about the specific course to schedule, the number of participants interested in attending the course, and a listing of preferred dates.

Once the SAA TPOC and the training partner agree on course availability and dates, the SAA TPOC informs the requesting jurisdiction/agency and further logistical coordination ensues (i.e. exact location, dates, and times of the training). Additional information, logistics, and/or paperwork may be required and will be coordinated by the training partner with the SAA TPOC or a jurisdiction/agency contact (designated by the SAA TPOC).

#### CDP Courses:

*Resident Training:* Before registering for a program at CDP you must have a FEMA Student Identification (SID) number and a CDP Training Administration System (CTAS) account. If you do not have a FEMA SID or can't remember your FEMA SID, visit <https://cdp.dhs.gov/femasid/>. There you will be able to register or retrieve your SID number. Once you have your FEMA SID you can continue with the registration process outlined below.

**Step 1:** If you haven't already, register for a CTAS account at <https://cdp.dhs.gov/elms/>

**Step 2:** State, local and tribal students should complete the Training Course Application and Medical Screening Form, filling in the electronic form(s) and printing before submitting. Federal, international and private sector students, contact the CDP at [studentservices@cdpemail.dhs.gov](mailto:studentservices@cdpemail.dhs.gov)

**Step 3:** Process the application through your chain of command/local approval authority.

**Step 4:** Submit the completed application to your State Administrative Agency (SAA) Training Points of Contact (TPOC) <http://cdp.dhs.gov/training/resident/#resident-coordinators>

**Step 5:** The SAA TPOC will review the application and forward it to the CDP for scheduling.

*Non-Resident (Mobile) Training:* To begin the process, the jurisdiction, agency, or SAA TPOC contacts the CDP Non-Resident Training Specialist to convey information about the course he/she wants to schedule, the number of people he/she wants to send to the course, and the dates he/she would like to request. In the event a jurisdiction or agency contacts the CDP directly, coordination will be made with the SAA TPOC to prevent conflicts with the state's training calendar. Once CDP and the jurisdiction/agency, and SAA TPOC agree on course availability and dates, the CDP Non-Resident Training Specialist will coordinate directly with the requesting jurisdiction/agency (at the SAA TPOC's discretion) to coordinate the exact location, dates, and times of the training. Additional information and/or paperwork may be required and will be coordinated by the CDP Non-Resident Training Specialist along with other logistical information.

For a full list of available CDP course offerings, please visit: <http://cdp.dhs.gov/>.

For general questions about NTED and its training programs:

[firstrespondertraining@fema.dhs.gov](mailto:firstrespondertraining@fema.dhs.gov)

# Course Listings

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AWR-122	Law Enforcement Prevention and Deterrence of Terrorist Acts	Louisiana State University	8
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AWR-138-W	Network Assurance, Web-Based	Texas Engineering Extension Service	16
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AWR-148-W	Crisis Management for School-Based Incidents-Partnering Rural Law Enforcement, First Responders, and Local School Systems-Web-Based	Rural Domestic Preparedness Consortium	26
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AWR-160-F	Conocimiento Sobre Armas de Destruccion Masiva/Terrorismo para Socorristas (WMD/Terrorism Awareness for Emergency Responders)	Texas Engineering Extension Service	29
AWR-160-W	Terrorism Awareness for Emergency First Responders, Web-Based	Texas Engineering Extension Service	30
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AWR-217	Tsunami Awareness	University of Hawaii, National Disaster Preparedness Training Center	49
AWR-219	Site Protection through Observational Techniques (SPOT)	Louisiana State University	50
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AWR-230	Incident Response to Terrorist Bombings, Awareness	New Mexico Institute of Mining and Technology	54
AWR-230-C	Incident Response to Terrorist Bombings, Customized	New Mexico Institute of Mining and Technology	55
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