Course: **L0388 Advanced Public Information Officers**

Portland Bureau of Police Training, Portland, OR

Joint venture with Federal Bureau of Investigation

Course Dates:
June 3-7, 2019

Travel Dates:
June 2 and 8, 2019

Course Length:
This course is five (5) days in length.

Location:
Portland Police Bureau's training facility
14912 NE Airport Way, Portland, OR

Course Description:

The Advanced Public Information Officer course provides participants with the knowledge and skills to establish, manage and work within a JIC through multimedia lectures and individual and group activities. The training allows participants the opportunity to apply advanced public information skills during a multi-day functional exercise (FE) designed to test the participants' abilities to analyze, coordinate, process and create information in a fast-paced, realistic environment.

Through a tabletop exercise (TTX), participants evaluate their processes to help them generate new ideas, products, or ways of viewing challenges or situations as well as improve their processes ensuring every action has a measurable relevance for each identified audience, including senior leadership.

Course Goal:

Upon completion of this course, participants will be able to:

- Review assigned JIC role for FE. (Unit 1)
- Apply current crisis communications methodologies to community audiences during an incident. (Unit 2)
- Analyze the characteristics of the changing American family and how the media and fear play a role in shaping communication goals and messages. (Unit 3)
- Conduct an analysis of personal and organizational disaster response readiness. (Unit 4)
- Relate the Incident Action Planning (IAP) process to the External Affairs 8-Step Strategic Communications Model. (Unit 5)
- Demonstrate the ability to work in a JIC by actively contributing to exercise tasks and products as specified in the exercise objectives through exercise play. (Unit 6)
- Write strategic communications plans in an all-hazards environment. (Unit 7)
- Complete a professional improvement plan. (Unit 8)

TRAINING OPPORTUNITY

Prerequisites:
1. IS- 42 Social Media in Emergency Management
2. IS-100.b Introduction to Incident Command System (ICS) (or ICS course for specific specialty: healthcare, public works, etc.)
3. IS-200.b ICS for Single Resources and Initial Action Incidents (or discipline specific course)
4. IS-201 Forms Used for the Development of the Incident Action Plan (Waived if ICS-300 completed)
5. IS-247.a: Integrated Public Alert and Warning System (IPAWS) (or either IS-248 Integrated Public Alert and Warning System (IPAWS) for the American Public or IS-251 Integrated Public Alert and Warning System (IPAWS) for Alerting Authorities
6. IS-700.a National Incident Management System (NIMS), an Introduction
7. IS-702.a NIMS Public Information Systems
8. IS-800.b National Response Framework, An Introduction

9. G0289 Public Information Officer Awareness Training (or IS-29 PIO Awareness on-line course)
10. G0290 Basic Public Information Officers Course (or S203 Public Information Officer or E/L 952 All Hazard Incident Management PIO)
11. G0291 Joint Information System/Joint Information Center Planning for Tribal, State and Local PIOs (may be waived with written request of Course Manager).

Recommended Prerequisites:
1. ICS-300: Intermediate Incident Command System for Expanding Incidents
2. IS-120 An Introduction to Exercises
3. IS-242 Effective Communication
4. IS-650 Building Partnerships with Tribal Governments
5. IS-660 Introduction to Public-Private Partnerships
6. IS-909 Community Preparedness: Implementing Simple Activities for Everyone

Target Audience:

The target audience for this course is public information personnel who have completed the prerequisites listed in the Prerequisites section below, and/or pre-course knowledge check. The "G" course prerequisites can be waived for those individuals who have extensive experience in public information activities. Waiver requests must be in writing and submitted with your application packet. Waiver requests must specifically outline how your experience meets, or exceeds, the coursework outlined in the "G" course(s) you are requesting a waiver for. For example, if you did not take the G291 course, detail your experience working in a JIS or JIC, including your role and when/what incident the JIC or JIS was activated. Part-time public information officers with approval from course manager. Students who have not attended this training in the previous five years may also apply.

Potential Students,

FEMA does not provide stipend reimbursement for off-campus course deliveries. You will be responsible for all associated travel costs. There is no charge for this training.

To Apply:
Priority is given to FBI and designated local partners. Those who registered for postponed February course also receive priority enrollment. If you have not already notified course manager that you will be attending, please do so. Additional seats are available and will be filled on a first come, first served basis. A waiting list will be established.

Application Process: *Application Packet due by May 1, 2019, to Philip.politano@fema.dhs.gov.*

1. FEMA Form 119-25-2

    a. Ensure that you have your FEMA SID listed on the application. If you do not have a FEMA SID, one can be obtained at https://cdp.dhs.gov/femasid

    b. For Box 19a: This signature is to be from your agency head.

    c. For signature in Box 20a by the State Office, this will be completed after determination of course acceptance for each applicant

2. Verification that you meet the pre-requisites listed in the "Prerequisites" section above.

3. Send completed packets to Phil Politano, philpolitano@fema.dhs.gov.

Confirmations of course acceptance will be sent a few weeks in advance of the course.

If you have questions, please contact:

Karen Layng

State Training Officer Public Information Officer

Oregon Office of Emergency Management
Portland Bureau of Emergency Management

oem.training@state.or.us
dan.douthit@portlandoregon.gov

503-378-3231 503-823-3928

How to Obtain your FEMA Student Identification (SID) Number

Access this link to Register for a FEMA SID number.

Access this link if you need to Retrieve Your FEMA SID number.

Notice to Applicants for EMI courses:
Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required**.

How do I obtain my FEMA SID number?
Step 1: To register, click here to go to FEMA SID website.
Step 2: Click on the "Register for a FEMA SID" button on screen.
Step 3: Follow the instructions and provide the necessary information to create your account.
Step 4: You will receive an email with your SID number. You should save this number in a secure location.

EMI Point of Contact:
For additional information contact the course manager, Phil Politano, at (301) 447-1343 or by email at: philpolitano@fema.dhs.gov