



ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS

Division of Emergency Management

State Training Offering



G361: Multi-Hazard Emergency Planning for K-12 Schools

Event ID Number: G361S-001

Location:

Coconino County Health and Human Services
Ponderosa Room
2625 N. King Street, Flagstaff, AZ 86004

Dates:

December 10 & 11, 2024
8:00AM - 5:00PM both days

Description: Through this course, participants will learn how to use existing relationships and build new ones with community-based protection, response, and recovery organizations to help their schools better plan for, protect against, mitigate, respond to, and recover from emergencies. This course follows the guidance set forth in FEMA's Comprehensive Preparedness Guide (CPG) 101 for developing an emergency operations plan. This course is a FEMA Advanced Professional Series (APS) elective - APS information can be found here:

<https://training.fema.gov/programs/aps/>

Mandatory Prerequisites:

- IS-100: An Introduction to the Incident Command System, ICS 100
- IS-700: An Introduction to the National Incident Management System
- IS-362: Multi-Hazard Emergency Planning for Schools

These mandatory prerequisite courses can be completed online at <https://training.fema.gov/is>. Waivers will not be granted.

Target Audience: Attendees should be part of a K-12 school district/school emergency management team and may include: Superintendents/Assistant Superintendents/Risk Managers; School Board members; Principals/Assistant Principals; Public Information Officers; Security Officials/School Safety Coordinators/School Safety Team members; Information Technology Managers; Facility Managers/Building Engineers; Transportation Coordinators; Food Service Coordinators; and School Nurses/School Counselors/Psychologists. Attendees may also include emergency management community partners including Police/School Resource Officers, Fire personnel, Emergency Management officials, and Emergency Medical Services/Public Health officials.

Registration: Self-registration through the state's online registration system at dematraining.az.gov is required. Enrollment no later than 14 days prior to the start of the course is recommended. New users will be required to create an account prior to enrollment. Instructions are included on page 2 of this bulletin. For assistance, contact the DEMA Training Branch at 602-464-6225 or training@azdema.gov.

Costs: This training offering is provided at no cost to eligible participants.

DEMA/EM Training Distribution List: Click [here](#) to subscribe to our training distribution list.

Course dates and location are subject to change. Check your Portal account prior to attending for the most current status of this event.

Acadis Registration Instructions

1. **To register for an event**, visit dematraining.az.gov. This is a self-enrollment system. Participants must have their own account and self-enroll for training.
2. **To create a new account**
 - a. Click on the “WebForms” link under the resources section on the right side of the page.
 - b. Click “Request DEMA Training Portal Account”, complete the form and click submit. Your request will be reviewed within one to two business days. Once your account is approved, you will receive a welcome email with instructions for completing the setup process and accessing your account.
3. **If you have an existing Acadis Portal Account**
 - a. Log in with your email address and password.
 - b. If you have forgotten your password, click on the “Reset your password” link under the password field. You will need to enter the email address associated with your account. If you have forgotten your login email address, please contact us at 602-464-6225 or training@azdema.gov for assistance.
4. **Search for an event**
 - a. Once logged in, click on or hover over “Training & Events” (left navigation pane) and click “Available Training”.
 - b. You will see a list of all currently available training events. Click on the course name for details.
 - c. Using the “Filters” button toward the top right of the screen, you may search by keyword, course number or other criteria.
 - d. To the right of each course there will be a button to register or join the waitlist (if the class is full).
 - e. Be sure to view and note the training event details by clicking on the event name.
5. **Two ways to register**
 - a. From the Training Event Details screen click on “Request Enrollment” on the bottom right. You will be brought to a screen that will confirm the event name and your contact information. To enroll, click “Submit Request” on the bottom right corner.
 - b. From the List of Available Training screen, click the link that says, “Register” on the right side of the event. You will be brought to a screen that will confirm the event name and your contact information. To enroll, click “Submit Request” on the bottom right corner.
 - c. If the class has mandatory prerequisites, you will be asked to upload documentation to fulfill the requirement. Once complete, click “Submit Request”.
6. **To cancel your registration**
 - a. Log in to your account and click “Home” tab (left navigation pane). Scroll down to the “Training History” section. All requested training will be listed in that area, along with completed training.
 - b. For training events that you have a “Pending” status for, click “Cancel Request” next to the event you wish to cancel. You’ll be asked to confirm your cancellation, and then will receive an email confirmation of your cancellation.
 - c. Training events that you have an “Enrolled” status for cannot be self-cancelled. Please call 602-464-6225 or email training@azdema.gov to cancel.

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