



# MISSISSIPPI EMERGENCY MANAGEMENT AGENCY CERTIFIED INSTRUCTOR PROGRAM

Office of Preparedness

10 June 2021





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## MEMA Certified Instructor Program

### Approval and Implementation

This Certified Instructor Program will be effective upon the signature of the Executive Director of the Mississippi Emergency Management Agency (MEMA).

### APPROVED:

 

Stephen C. McCraney

Date

Executive Director

Mississippi Emergency Management Agency



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## MEMA Certified Instructor Program

### *Summary of Change*

The following table indicates the changes that were made to the document since its last release.

Date	Changes Made
06/10/2021	New publication.

Please send any comments regarding this document to:

Office of Preparedness



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# MEMA Certified Instructor Program

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## *Preface*

The Mississippi Emergency Management Agency (MEMA) training program is a primary source of emergency management training for local and state emergency management professionals, first responders, and other stakeholders who partner prior to and during times of emergency in the state of Mississippi. To ensure that students attending courses supported by MEMA receive the highest quality instruction, instructors will be required to complete an application and submit necessary documents for each course requested. All prospective instructors will need to complete an application for consideration to instruct in the absence of MEMA personnel. In addition to the application, a resume, three letters of references, all identified training certificates, and currently issued state photo identification **MUST** be submitted with the application packet.

Upon receiving the application, the application will be reviewed by a team of Preparedness Directors, and the final determination on whether the instructor meets the criteria will be accessed by the State Training Officer (STO) and the Executive Director or Designee. The State Training Officer will notify all approved instructors and add them to the certified instructor list maintained by the Mississippi Emergency Management Agency. The STO will notify the unapproved applicant in writing of the area(s) that need improvement. The applicant may reapply after 90 days following a resolution of the area(s) of improvement. The applicant **MUST** submit all new documents requesting to be a contract trainer.

For questions regarding this Program or the Mississippi Emergency Management Agency training program, please contact:

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Director of Preparedness/State Training Officer  
Mississippi Emergency Management Agency  
#1 MEMA Drive  
Pearl, MS 39208  
Phone: 601.933.6601  
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## MEMA Certified Instructor Program

1. **SCOPE.** This Program document establishes the process for becoming a certified instructor for MEMA. In addition, this document provides the agency's intent and expectations to ensure all instructors are qualified and certified professionals representing this agency in the absence of MEMA personnel.
2. **APPLICABILITY.** This document applies to all certified instructors attached, assigned, or instructing under the auspices of the Mississippi Emergency Management Agency (MEMA).
3. **PROPONENT AND EXCEPTION AUTHORITY.** The proponent for this document is the Office of the Preparedness. The proponent has the authority to approve exceptions to the content herein consistent with established industry formats and requirements.
4. **PURPOSE.** The purpose of this document is to identify, certify, and provide a list of qualified candidates to instruct State level courses outlined in the Federal Emergency Management Agency (FEMA) guidelines in the absence of MEMA personnel. MEMA personnel are assigned to provide and coordinate resources in times of emergencies and disaster, which may leave a gap in continuing instruction to stakeholders. This cadre of certified instructors will fill the capability gap in the absence of MEMA personnel.
5. **GENERAL INSTRUCTOR QUALIFICATIONS.**

The following are general qualifications required of **ALL** MEMA certified instructors. Potential applicants will be vetted by MEMA's Preparedness Directors to ensure qualifications are satisfied. In addition, all potentially qualified instructors must provide the following:

- a. Certified instructor application.
- b. Resume.
- c. Three letters of reference.
- d. Current Photo /Identification card (No driver's license).
- e. Successful completion of the E/L/K 449 ICS Train-the-Trainer course (no substitutions).
- f. Successful completion of the E/L/G 141 Instructional Presentational and Evaluation Skills course, no substitutions.



- g. Successful completion of the course(s) for which the application is being submitted to instruct. Training certificates document this, and there are no substitutes for classes.
- h. Must have successfully instructed requested course more than five (5) times with positive feedback and provide documentation.
- i. The instructor must be extremely proficient with the course material and activities.
- j. The instructor must be extremely proficient and capable of using audio-visual equipment.
- k. Be proficient with MEMA's training portal for tracking courses, certificates, and to assist students when registering for courses.
- l. The instructor must sign a statement stating the course will be instructed according to the guidelines and instructional hours identified by the Federal Emergency Management Agency.

**6. SELECTION OF INSTRUCTORS.** Applicant approval does not guarantee routine training opportunities. As requested courses become available, MEMA will utilize the instructor database as a primary source for qualified and vetted instructors, pending no MEMA instructors are available.

**7. COURSE AUDITS.** Select MEMA preparedness personnel will periodically attend training to ensure that all courses being taught meet or exceed the agency's expectations. These periodic audits may be unannounced, or MEMA preparedness personnel may notify the instructor and course host of their attendance prior to arrival. In addition, audits may be random or follow up on previous comments identified through the course evaluation tool.

**8. INSTRUCTOR CANCELLATION.** Once an instructor is selected and agrees to conduct a course, it is expected that they will keep that assignment. However, MEMA understands that circumstances may arise that prohibit a scheduled instructor from conducting a course. Therefore, the instructor must provide as much notice as possible to the agency State Training Officer if they cannot instruct a course. This will help to avoid class cancellation and may allow enough time to find a replacement instructor.

If an instructor cancels two times in a given year, they will be temporarily removed from the certified instructor list for one year following the cancellation. Once that year is up, the instructor must notify the State Training Officer of their interest in being reinstated to the list of certified instructors. After that, the application process will start over as a new contract instructor.



**9. COURSE COMPLETION.** Instructors conducting classes should coordinate with the Office of Preparedness to ensure the following documents are sent within 15 days of course completion:

- a. Sign-in sheets for each day of class (originals preferred, but copies may be accepted).
- b. All evaluation forms completed by students, if in-person and via a virtual platform, if a virtual class is conducted.
- c. Exams for students when applicable.
- d. Extra student manuals and support documents that were not used.

It is preferred the course instructor scan and email sign-in sheets, evaluations, and exams to the Office of Preparedness at [preparedness@mema.ms.gov](mailto:preparedness@mema.ms.gov). If it is not possible to scan and email, please send the above documents and supporting materials to:

Mississippi Emergency Management Agency  
Attn: Office of Preparedness  
#1 MEMA Drive  
Pearl, MS 39208

Course completion material must be received in the Office of Preparedness within 15 days. If a reasonable explanation is not provided, the instructor may be subject to suspension from instructing. The suspension could be up to 90 days at the discretion of the STO.

**10. COURSE MATERIALS.** For in-person courses supported by MEMA, the student manuals will be uploaded on the Mississippi Emergency Management Agency website under course material for the student to download.

If a course is conducted virtually, the student manuals will be provided electronically prior to the start of the class. They will also be provided as a file in the virtual learning platform.

Instructors will **NOT** need to print or bring student manuals but are expected to have their hard copy instructor manual.

The instructor will receive the course activity materials to utilize for the course.

To request an instructor manual, please contact the State Training Officer at: [preparedness@mema.ms.gov](mailto:preparedness@mema.ms.gov).



MEMA will generate a standardized course completion certificate after the course is complete, and the sign-in sheets from the instructor are provided to the Office of Preparedness.

Certified instructors may be asked to periodically deliver courses to students of various backgrounds, including, but not limited to; Law Enforcement, Fire, Emergency Management, Public Health, and Hospitals, etc. Those who attend courses must receive the best instruction and curriculum possible to effectively plan for and respond in a time of an emergency.

**11. CODE OF CONDUCT.** Listed below is an overview of the MEMA certified instructor code of conduct expectations. This list provides for the conduct and professionalism that is expected at all times while instructing for MEMA:

**a. Instructor Expectations.**

- (1) Instruct no less than 90% of the course as listed in this Program.
- (2) Ensure that students attend at least 90% of the course.
- (3) Instructors must confirm that students have completed the required prerequisites on day one of the course.
- (4) Instructors **MUST** grade the test, when applicable, and send a score sheet for all students whether they passed or failed the course.
- (5) Contact the Office of Preparedness staff immediately if there are any student or course-related issues.
- (6) Instructors should communicate directly with the course location host to ensure that all audio-visual equipment and room setup are in place before the in-personal instructing.
- (7) For virtual training, the instructor **MUST** have the proper virtual accounts to instruct, in accordance with what MEMA is currently utilizing.
- (8) Instructors **MUST** use their own equipment to instruct courses unless MEMA is requesting you as an instructor.
- (9) Refrain from public criticism of students, other instructors, FEMA, or MEMA staff.



(10) Be considerate of students and treat them with respect and dignity, regardless of gender, place of origin, race, physical or mental disabilities, sexual orientation, religion, political beliefs, or economic status.

(11) Be prepared for each course.

(12) Start and end courses and all breaks at scheduled times.

(13) Be available during the course hours for student questions, and if you cannot answer a question, refer students to appropriate MEMA staff or the State Training Officer.

(14) Respond as promptly as possible to student requests, questions, or comments relevant to the course.

(15) Never penalize a student for raising a legitimate complaint about the course, as long as that complaint is raised appropriately and civilly. Advise the student to write the complaint on the course evaluation form so MEMA staff can take appropriate action.

(16) Ensure each student completes all course-related activities/exercises and participates fully in each course; failure to abide by this expectation may result in course failure.

(17) Refrain from inappropriate jokes, comments, and profane, insulting, harassing, or otherwise offensive language.

(18) Refrain from using multi-media, audio, or video demonstration that contains inappropriate language or content.

(19) Instructors are expected to dress in business casual attire (i.e., slacks, skirts, and collared shirts).

(20) Under no conditions are t-shirts, hats, jeans, shorts, tank tops, flip-flops, or tennis shoes to be worn while instructing.

**b. Professionalism.** Instructors shall follow and promote honesty, courtesy, capability, personal development, accuracy, and the exchange of knowledge when dealing with students, other instructors, the public, employers, and the educational training agency. The instructor shall adhere to the following principles:

(1) Conduct a safe instructional experience that meets the course objectives and embraces community safety.



(2) Train emergency services personnel to perform to the best of their ability and competency.

(3) Serve the profession with honor.

(4) Conduct themselves in a manner that will command respect and confidence.

(5) Present only those principles, practices, and information, which represent accepted state and national standards.

(6) Attend recognized training courses, seminars, workshops, or conferences at least once a year to increase knowledge and improve instructional skills.

**c. Course Duties.**

(1) **Arrival** – Instructors should arrive at least 30-60 minutes prior to the course to become familiar with the classroom arrangement and meet with other instructors to adjust to last-minute changes or updates.

(2) **Verify Prerequisites** – Some courses may require that students complete additional training prior to taking the course being instructed. Therefore, instructors should verify that students have completed the required pre-requisites before the class or should not be permitted to attend the course.

(3) **Opening Course** – Instructors are responsible for opening the course. During the course opening, emergency exits must be identified along with other housekeeping information such as restroom locations, break locations, the use of electronic devices, smoking areas, and anything else pertinent to the course location.

(4) **Instruction** – Please limit personal stories and additional information; otherwise, the consistency of the course will change. Personal examples are certainly welcome, but make sure you use examples from various disciplines (emergency management, law enforcement, school officials, public health, volunteer organizations, etc.). Instructors are responsible for making sure they use and follow the materials provided by MEMA. For classes with multiple instructors, all instructors should be present to assist during the entire class. Please incorporate an all-hazards approach in the curriculum delivery as examples and scenarios (i.e., terrorism, earthquakes, floods, etc.). Students are required to attend all course sessions; failure to do so may result in failure of the course, and it is the instructor's discretion on whether or not to allow a student to miss a portion of the course due to an emergency. However, if a student misses more than 10% of the course, the student will be required to retake the course.





**(5) Breaks** – Instructors will coordinate student lunch and breaks.

**(6) Grading Exams** – For courses with a final exam, instructors should grade exams prior to dismissing students.

**(7) Evaluations** – Students should evaluate the course when completed; they should complete the assessment before taking the test (if the course requires a test). For in-person training, instructors should review the evaluations prior to leaving at the end of the course, but please wait until all students have exited the room. The instructor must return the course evaluations to the Office of Preparedness. Virtual training evaluations will be completed electronically.

**12. INSTRUCTING PLATFORMS.** MEMA offers courses in-person and virtually to ensure the whole community's needs are met. The platforms that MEMA utilizes are ZOOM and Microsoft Teams. All contract instructors will need to have a ZOOM account, and a Microsoft Teams account to instruct virtually. The instructor will be responsible for making sure all students are ready for the virtual learning platform.

For courses conducted via a virtual platform, the outlined expectations and duties are the same. This Program can be found at: <https://www.msema.org/>.

**13. FORMS OF COMPLETION.** Only complete applications will be reviewed and considered for approval. **Therefore, please ensure that you complete and attach all of the following forms to your application packet, in the order listed below:**

- a. Instructor Application Form *(be sure to complete all sections)*.
- b. A resume and/or a description of how you qualify for the classes you seek approval to instruct *(requirements listed under each course)*. Also, include information on successfully instructing adult learners.
- c. Copy of current Photo/Identification card (No driver's license).
- d. Proof of completion of a formal instructor training (E/K/L/G 449) and instructional skills course (E/K/L/G 141) course and document.
- e. Three letters of reference validating your instructing experience.
- f. Certificates required for each course listed in the section "Courses Instructors May Apply For" *(FEMA transcripts will be accepted in lieu of actual independent study course certificates if certificates are unavailable)*.



**The above documents and supporting materials must be scanned and emailed to [preparedness@mema.ms.gov](mailto:preparedness@mema.ms.gov). Hard copies will not be accepted.**

**14. COURSES AVAILABLE FOR INSTRUCTING.** Please review the instructor qualifications section of this Program. There are base requirements in addition to the information below that **MUST** be met. The MEMA Office of Preparedness staff must support all courses.

**a. G-108 Community Mass Care and Emergency Assistance.** Two Instructors per 25 students; 14-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Instructors must have a strong knowledge of the American Red Cross, National Voluntary Organizations Active in Disaster (VOAD), or other NGO providers of Mass Care and Emergency Assistance services.

**b. G-141 Basic Instructional Skills.** Two Instructors per 25 students; 18-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Successful completion of IS-230, IS-240, and IS-242.

(4) Has experience conducting courses in an adult learning environment.

**c. G-191 Incident Command System (ICS)/Emergency Operations Center (EOC) Interface.** One Instructor per 25 students; 8-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.



- (3) Successfully completed IS-703, IS-2200, G-300, and G-400.
- (4) Completion of ICS Train-the-Trainer (E/L-449).
- (5) Served in an ICS Command or General Staff position in an incident or exercise.
- (6) Served in a leadership position in an EOC within the last five years.

**d. G-194.1 Local Floodplain Manager Roles and Responsibilities.** One Instructor per 25 students; 8-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Served as the local floodplain management POC with other jurisdictions, the State, and the Federal Government.

(4) Has experience coordinating floodplain management actions with other jurisdiction departments.

(5) Experience maintaining maps and other floodplain records.

**e. G-194.2 NFIP Rules and Regulations in Depth.** One Instructor per 25 students; 8-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Should be very familiar with the NFIP

(4) Served as the local floodplain management POC with other jurisdictions, the State, and the Federal Government.



**f. G-194.4 Preparing for Post-Disaster Responsibilities.** One Instructor per 25 students; 8-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Served as the local floodplain management POC with other jurisdictions, State, and Federal Government.

(4) Has experience coordinating floodplain management actions with other jurisdiction departments.

**g. G-235 Emergency Planning Course.** Two Instructors per 25 students; is supported by MEMA personnel; 16-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application) IS 100, 200, 700, and 800.

(3) Successful completion of IS-235.

(4) Experience in developing emergency plans for an agency.

(5) Must be familiar with the most current federal documents and guidance on planning (i.e., CPG 101).

**h. G-251 Workshop in Emergency Management Amateur Radio Resources.** One Instructor per 25 students; 4-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS- 100, 200, 700, and 800.



(3) Experience in working with Radio Amateur Civil Emergency Service (RACES) and amateur radio operators in the field of emergency management.

**i. G-270.3 Expedient Flood Training.** One Instructor per 25 students; 1-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Experience with and knowledge of federal, state, and local disaster recovery operations.

(4) Should have knowledge of the National Disaster Response Framework.

**j. G-271 Hazardous Weather and Flooding Preparedness.** Two Instructors per 25 students; 18-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Successful completion of IS-271 and IS-322.

(4) Experience in all aspects of emergency management and the National Weather Service (NWS) for hazardous weather events.

**k. G-272 Warning Coordination.** One Instructor per 25 students; 12-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Successful completion of IS-247, IS-271, and G-271.



**l. G-288 Local Volunteer and Donations Management.** One Instructor per 20 students; 10-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Successful completion of IS-244 and IS-288.

(4) Experience developing and implementing plans and procedures for donations management.

**m. G-289 Public Information Officer (PIO) Awareness Course.** One Instructor per 24 students; 8-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Successful completion of IS-29 and IS-42.

(4) One-year experience as an agency PIO and served as a PIO in at least two actual incidents or served as a media representative.

(5) Knowledge of social media use in emergency management and disasters.

**n. G-290 Public Information Officer (PIO).** Two-Three Instructors per 25 students; 21-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Successful completion of IS-29 and IS-42.



(4) One-year experience as an agency PIO and served as a PIO in at least two actual incidents or served as a media representative.

(5) Knowledge of social media use in emergency management and disasters.

**o. G-300 (ICS) Intermediate Incident Command System.** Two Instructors per 25 students; 21-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Successfully completed the latest version of the G-300 and G-400.

(4) Successfully completed the L/E/K-449 ICS Train the Trainer.

(5) Served in an ICS command or general staff position during a disaster or exercise that went beyond one operational period or required a written IAP (Instructors failing to meet the experience requirement but meeting all other qualifications should document their experience and submit the application for review anyway).

**p. G-358 Evacuation and Re-Entry Planning course.** Two Instructors per 25 students; 12-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Should have extensive experience in emergency planning or evacuation operations.

**q. G-361 Flood Fight Operations.** Two Instructors per 25 students; 16-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.



(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Should have experience in the emergency management field dealing with high water events

r. **G-367 Emergency Planning for Campus Executives.** One Instructor per 25 students; 2-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Successfully completed G-300 and G-400.

(4) Should have experience and understanding of emergency management and higher education.

(5) Should have a strong understanding of HSEEP and emergency exercising.

s. **G-386 Mass Fatalities Incident course.** Two-Three Instructors per 25 students; 14-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Should have experience in a mass fatality incident response or full-scale exercise training experience regarding mass fatalities.

(4) State or Federal Mortuary Team Participation and Training.

t. **G-393 Mitigation for Emergency Managers.** One Instructor per 25 students; 19-hour course.





(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Successful completion of IS-212, IS-318, IS-393, and G-318.

(4) Should be extremely knowledgeable in the field of mitigation and reducing/eliminating long-term risk from hazards.

ii. **G-400 (ICS) Advanced Incident Command System.** Two Instructors per 25 students; 15-Hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Successfully completed the latest version of the G-300, G-400.

(4) Successfully completed the L/E-449 ICS Train the Trainer.

(5) Served in an ICS command or general staff position during a disaster or exercise.

Note: Instructors failing to meet the experience requirement but meeting all other qualifications should document their experience and submit the application for review anyway.

v. **G-402 Incident Command System (ICS) Overview for Executives and Senior Officials.** One Instructor per 15 students; 4-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Successfully completed the 2019 version of G-300, G-400, G-191.



(4) E/L-449 ICS Train-the-Trainer.

w. **G-418 Mass Care/Emergency Assistance (MC/EA) Planning and Operations.** Two Instructors per 25 students; 14-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Successfully completed the IS-405, G-108, and G-235.

(4) The Instructors for this course must have a minimum of 5 years of experience in planning, preparing for, and coordinating Mass Care/Emergency assistance services and support during a Presidentially Declared disaster and/or significant disasters that impact major populations and geographic areas.

(5) Have experience in coordination of mass care with multiple Non-governmental organizations during disaster responses.

x. **G-489 Management of Spontaneous Volunteers in Disasters.** One Instructor per 25 students; 7-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Should have experience in dealing with volunteers and establishing volunteer reception centers (VRC).

y. **G-557 Rapid Assessment Planning.** One Instructor per 30 students; 8-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.



(3) Successfully completed the G-557 (the previous version of G-250.7 is acceptable).

(4) Experience collecting and reporting disaster intelligence immediately following an event, including procedures and forms needed to conduct a rapid assessment.

(5) Experience developing and implementing procedures for collecting and organizing data.

**z. G-2300 Intermediate Emergency Operations Center Functions.** One-Two Instructors per 25 students; 24-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Successfully completed the IS-2200 and G-191

(4) Experience with EOC activation and deactivation procedures, activation levels, multiagency coordination, the relationship between the EOC and the on-scene Incident Command System (ICS) structure, as well as identifying staffing, information, systems, and equipment needs at the EOC

**aa. K/L/G-146 HSEEP Training Course.** Two Instructors per 25 students; 16-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Master Exercise Practitioner preferred, but not required

(4) Successfully completed IS-120, IS-130, IS-230, IS-235, IS-2200

(5) Should have at least five years of exercise planning experience in developing and coordinating Tabletop, Functional and Full - Scale Exercises with documented experience in the exercise development process (concept and objectives, initial/mid-term/final planning meetings, and after-action meeting).



(6) Should have experience as a Simulator, Controller, Evaluator, Facilitator and Exercise Planning Lead

(7) Should have experience in the development of After- Action Reports/ Improvement Plans using HSEEP

**bb. G197 Planning for Access and Functional Needs in Emergencies.** Two Instructors per 25 students; 16-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Successful completion of IS-235, IS-366, IS-368.

(4) Experience in working with the access and functional needs community in disaster preparedness, response, or recovery.

**cc. G-202 Debris Management.** One Instructor per 25 students; 8-hour course.

(1) Must have completed this course as a student and include the course certificate in the application packet.

(2) Successfully completed the most current (at time of application submittal) IS-100, 200, 700, and 800.

(3) Successful completion of IS-632

(4) Experience/knowledge of debris planning, removal, and disposal activities following a disaster.

**ATTACHMENTS:**

Attachment 1 (Instructor Application Form)

Attachment 2 (Statement of Agreement)



## MISSISSIPPI EMERGENCY MANAGEMENT AGENCY INSTRUCTOR APPLICATION FORM

By completing and signing this form, I hereby certify that I meet the criteria described in this Program and will adhere to the listed guidelines and the MEMA-certified instructor code of conduct. In addition, if MEMA selects me as an instructor, I agree to have my name posted on the MEMA training website/flyer as an instructor for the course(s) for which I'm approved, if applicable.

Instructor evaluations are part of every course; these evaluations may include student, peer, or other evaluation methods selected by MEMA. At its sole discretion, the State Training Officer reserves the right to remove any instructor from the list of approved instructors that receive poor evaluations for any reason or is otherwise deemed unfit for instruction. No monetary support from any organization/stakeholders will be given to the instructor that represents MEMA.

APPLICANT PRINTED NAME: \_\_\_\_\_ DATE \_\_\_ / \_\_\_ /20\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_ @ \_\_\_\_\_ COUNTY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

### Course(s) for which I am applying to become a MEMA Certified Instructor

COURSE(S)	COURSES

### IMPORTANT – complete all boxes with your initials:

Application Form	Required Training Certificates
Resume	Instructional Certificates
Letter of References	Identification



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# Statement of Agreement



I, \_\_\_\_\_, agree to follow all Certified Instructor Program procedural guidelines set forth by the Mississippi Emergency Management Agency, Office of Preparedness, when instructing courses while representing the agency.

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PRINTED NAME

---

SIGNATURE

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DATE



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*"Preparing for Tomorrow's Disasters Today"*