




FEMA

April 29, 2010

MEMORANDUM

TO: James Weed
National League of Cities

FROM: Mr. Michael Morton 
Chief, National Domestic Preparedness Consortium Branch

SUBJECT: Course Certification
Crisis Leadership for Local Officials PER-284

The Federal Emergency Management Agency, National Preparedness Directorate, National Training and Education Division, is pleased to announce certification of PER 284, the Crisis Leadership for Local Officials. A panel of subject matter experts reviewed the course for content and structure and deemed it appropriate for certification.

Crisis Leadership for Local Officials has adequately completed the Course Review Process and may be delivered in its revised format. The course will be listed in the catalog of approved courses as published by the National Training and Education Division.

If you have any questions pertaining to the course review and approval, please feel free to contact your National Training and Education Division program manager.

CC: Dr. Gail Palmisano
File

CRISIS LEADERSHIP FOR LOCAL OFFICIALS

Emergency Management Training Program

July 26-27, 2010 • Kimpton Lorien Hotel & Spa • Alexandria, Virginia

PREVENTION

PROTECTION

RESPONSE

RECOVERY

The National League of Cities (NLC) in cooperation with the International City/County Management Association (ICMA) will be conducting an emergency training program "Crisis Leadership for Local Officials" funded by the Department of Homeland Security. NLC will be providing two day training deliveries nationwide. This training program is intended to educate local leaders about their role in emergency management as well as support the National Preparedness Goal of meeting specific national priorities of expanded regional collaboration, as well as strengthening information sharing and inter-operability communications. The course will help improve intra and intergovernmental coordination, communication, and mutual/automatic aid during and after a disaster.



DHS/NLC/ICMA Training Program

EARN CREDIT TOWARD THE FOLLOWING PROGRAMS:*

- FEMA PREPAREDNESS CERTIFICATION PROGRAM (www.fema.gov)
- NLC LEADERSHIP TRAINING INSTITUTE PROGRAM (Earn 3 Credits) (www.nlc.org)
- ICMA CREDENTIALING PROGRAM
Address ICMA Practice Areas 2 and 3: Policy Facilitation and Functional and Operational Expertise and Planning (www.icma.org)

APPLY TODAY

Two Day Training Program

9 am - 5 pm LIMITED SEATING!

**Must attend both days to receive credits*



National League of Cities

Emergency Management
Training Program

ICMA

Leaders at the Core of Better Communities

APPLICATION FORM

CRISIS LEADERSHIP FOR LOCAL OFFICIALS

Emergency Management Training Program

PREREQUISITE: Should be familiar with your local Emergency Operations Plan and have taken the IS100, IS700a and IS800.

This course will effectively address the four missions of emergency management: prevention, protection, response and recovery.

COURSE OUTLINE

- Identify hazards that impact your community and region.
- Identify your community and region's emergency management structure.
- Identify the critical roles and responsibilities of local elected and appointed officials before, during, and after emergencies.
- Identify the types of resources in the community and region.
- Recognize your community and region's limitations and how to access additional resources.

To register or learn more about the training course, visit NLC's website at <http://www.nlc.org>.

Register online: Cityinfo.nlc.org/eweb

REGISTRATION FEE: \$0

Elected & Appointed Officials Will Receive Priority

Application must be faxed or postmarked by July 16, 2010

(Please allow two weeks for processing)

Please type or write legibly

Municipality's Population _____

Name _____ Sex _____

Title _____

Name of Municipality _____

Mailing Address _____

City _____ State _____ Zip _____

Phone: () _____ Fax: () _____

Participant's E-mail: _____

Registration-no fee

Hotel Information

Hotel Reservations: To guarantee your room, all hotels require one night's deposit plus **11% tax and \$1.00** occupancy tax per room 21 days prior to your arrival. This is required even if you plan to arrive before 6:00 p.m. If accommodations are not guaranteed 21 days in advance, the reservation will be cancelled. **NLC will not be responsible for cancelling reservations.** **Overnight Parking \$25.00 daily-subject to change (in and out privileges included)**

Lorien Hotel & Spa – Alexandria, Virginia
Reservations: 703.894.3434 (code: NLCDHS)

[] Arrival Date: July 25, 2010 Departure Date: July 27, 2010

[] Arrival Date: July 25, 2010 Departure Date: July 28, 2010

Some hotels charge an early departure fee. Please confirm your arrival and departure dates. Fax a completed registration form to our office.

Special Gov't Rate: Single \$160.00 – Double \$160.00 - Triple \$180.00– Quad \$200.00
(Rate expires July 9, 2010)

Hotels attempt to provide room type preference but it is not guaranteed.

Room Type: Non-Smoking Hotel

[] Deluxe Room

Sharing My Room With: (This is for hotel rate and check-in purposes)

1) _____ ; 2) _____

Hotel Deposit: **All major credit cards** with expiration date of 07/10 or later are **accepted.**

Hotel Deposit Payment Information:

Credit Card Authorization: NLC is authorized to use the card below to guarantee my hotel reservation. I understand that one night's room charge plus tax will be billed through this card if I fail to show up for my assigned housing on the confirmed date, unless I have cancelled my reservation through the hotel. I also understand some hotels will process the credit card for one night's deposit immediately upon receiving reservation information from NLC.

Visa/MC/AMEX # _____

Exp. Date _____

Card Holder Name _____

Card Holder Signature: _____

Registration Cancellation Policy:

If you are not able to attend the training program, please notify gloster@nlc.org so someone else has an opportunity to attend the training program.

FOR ADDITIONAL INFORMATION CONTACT:

Lorraine Gloster, Senior Coordinator
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Homeland Security and Emergency Management
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Phone: 202-626-3190 – Fax: 202-626-3103 – E-mail: gloster@nlc.org

(Fax or return form to the above address)

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