



2016 Minnesota Emergency Management Training Program
School Emergency Preparedness Planner Qualification Curriculum List
(132 Total Hours)

FEMA Independent Study Courses

No.	Course Title	Hours	Completion Date
IS-56	Hazardous Materials Contingency Planning	1	
IS-100SCa	Introduction to ICS for schools	3	
IS-120.a	An Introduction to Exercises	5	
IS-230.d	Fundamentals of Emergency Management	6	
IS-235.b	Emergency Planning	10	
IS-271.A	Anticipating Hazardous Weather and Community Risk	9	
IS-360	Preparing for Mass Casualty Incidents: A Guide for Schools and higher Education and Houses of Worship	3	
IS-362a	Multi Hazard Preparedness for Schools	3	
IS-247.a	Integrated Public Alert Warning System (IPAWS)	2	
IS-288	The Role of Voluntary Agencies in Emergency Management	10	
IS-366	Planning for the Needs of Children in Disasters	4	
IS-393.a	Introduction to Hazard Mitigation	10	
IS-700.A	National Incident Management System (NIMS), An Introduction	3	
IS-775	Emergency Operations Center (EOC) Management and Operations	4	
IS-800.b	National Response Framework, An Introduction	3	
Total FEMA Independent Study Hours		76	

Note: Independent Study (IS) courses with multiple versions (example: IS-100, 100.a, 100.b) are equivalent.

Classroom Courses offered by HSEM and FEMA

No.	Course Title	Hours	Completion Date
PDS230/ 235	Principles of Emergency Management / Emergency Planning (*Prereq. IS-230.d Fundamentals of Emergency Management and IS-235.b Emergency Planning)	4	
HSEM	Multi Hazard Emergency Planning for Schools	16	
HSEM	Facility Safe School Assessment	6	
HSEM	Threat Assessment in Schools	6	
HSEM	School Shooter / Intruder / Lockdown Enhancement Training	3	
HSEM	Responding to School Bomb Threats	3	
HSEM	School Access and Visitor Procedures	2	
HSEM	School Reunification Process	2	
HSEM	School Crisis Communications	2	
G358	Shelter Evacuation and Re-Entry Planning	12	
Total Classroom Course Hours		56	

This curriculum identifies the required coursework for the School Emergency Planner Program effective January 1, 2016. When a student has completed all the required independent study courses and any FEMA direct delivery courses they must download a transcript from FEMA and upload it into the HSEM Learning Management System. Students are responsible for tracking the status of classes completed and notify HSEM when all coursework for the program is completed.