



FEMA

US&R GENERAL MEMORANDUM – 2017-016

January 31, 2017

FOR: National Urban Search & Rescue Response System
Task Force Representatives

FROM: Dean Scott, Chief
Operations Section
Urban Search and Rescue Branch

SUBJECT: US&R General Memorandum 2017-016 – Planning Team Training Course – April 3-6, 2017

COURSE: SP2017-002

On behalf of the National Urban Search & Rescue (US&R) Response System (the System), Utah Task Force One (UT-TF1) is hosting the FEMA US&R Planning Team Training (PTT) Course.

This blended learning PTT Course is 40.0 hours in length; 8.0 hours of Computer Based Training (CBT), and 32.0 hours of Instructor Led Training (ILT) over four days. The Instructor Led Training (ILT) is scheduled for April 3-6, 2017 at the Salt Lake City Marriott Downtown at City Creek, 75 South West Temple, Salt Lake City, UT 84101.

Students must successfully complete the online, Computer Based Training (CBT) content of the course via the FEMA US&R Learning Management System (LMS) prior to attending the four day ILT and present their CBT certificate at the beginning of the ILT portion of the course.

Registration is limited to 56 students and task force management **MUST** register students via the LMS. Student selection is solely the decision of task force management and new or existing students or instructors are welcome. Since this class is expected to be full, a wait list will be established within the LMS. System members requiring assistance with online CBT and ILT registration should contact Mr. Paul Gunnels of TEEEX at: (979) 458-5636, or: paul.gunnels@teex.tamu.edu.

Additional inquiries can be directed to Mr. Joe Hiponia at: joe.hiponia@fema.dhs.gov.

Attachments:

UT-TF1 Logistics Letter

cc:

US&R Strategic Group
US&R Advisory Group
US&R Branch Staff
FEMA Regional/International ESF #9 Representatives
US&R Training Subgroup
Mr. Paul Gunnels, TEEEX Training Coordinator



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Course Registration Instructions

Each task force Training Manager is responsible to complete the two step registration process for each of their students to attend the course in Utah.

STEP 1: Use the Learning Management System (LMS) (www.esf9training.org) to register each of their students in the Computer-Based Training (CBT).

- a. The Planning Team Training – CBT course code is **9P6130**.
- b. The CBT course takes approximately eight hours to complete.
 - i. The CBT will guide students thru the process of loading the “Converter” software as referenced in the **US&R Program Directive 20014-013**. Students must also ensure that the Laptop Computer they bring to the Instructor-Led Training (ILT) is loaded with the “Converter” software.
 - ii. It is vital that students arrive at class with the “Converter” software already loaded on their laptop computer. This loading process may require students to work with their sponsoring agency IT Department. Many task forces require someone with Computer Administrator Rights to install the “Converter” software on their task force computer so make plans accordingly.

STEP 2: Use the LMS (www.esf9training.org) to register students to attend the ILT in Utah from April 3-6, 2017.

- a. The Planning Team Training – ILT course code is **9P4131**.
- b. The ILT course is four days long and 40 hours of classroom training.

Note: UT-TF1 is not responsible to register your students in the ILT, each team must register their own students. Once you register your students, they will be in “Pending” status until the Lead Planning Team Instructor “Approves” each student.

Course Requirements

Successful completion of the entire course involves completing both courses:

- Each student must successfully complete the online, CBT content of the course via the FEMA US&R LMS prior to attending the three day ILT and present their CBT certificate at the beginning of the ILT portion of the course. The CBT is approximately eight hours of online training.
- Each student will receive a student “US&R Planning Team Course” student manual in electronic format on the first day of the course.

Each Student Must Bring the Following:

1. Task force laptop computer and must be a PC/Windows based operating system.

Note: The conversion software does not work on Apple Macintosh computers.



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2. The CBT will guide students thru the process of loading the “Converter” software as referenced in the **US&R Program Directive 20014-013**. Students must also ensure that the laptop computer they bring to the ILT is loaded with the “Converter” software.

Note: It is vital that students arrive at class with the “Converter” software already loaded on their laptop computer. This loading process may require students to work with their sponsoring agency IT Department. Many task forces require someone with Computer Administrator Rights to install the “Converter” software on their task force computer so make plans accordingly.

3. The computer brought to the course must be loaded with the following software:
 - a. Microsoft Office (Word and Excel)
 - b. Garmin Basecamp
 - c. Google Earth
 - d. The laptop computer must be setup per the instructions in the **US&R PD 2014-013** Search Operation Data Collection and Reporting Standards (See #2 above)
4. Task force issued Garmin GPS 62 or 64
 - a. Extra batteries for the GPS
 - b. Street Map of the United States loaded on the Garmin Basecamp Software GPS, or at a minimum they need the Street Maps for the following states: California, Utah, Oregon, Washington DC, and Tennessee.
 - c. USB cable for the GPS device.
5. Portable printer with ink cartridges (at least one printer per task force).
 - a. Cable to connect printer to the task force laptop computer.
6. Uniform – Business casual (Khakis with Polo Shirt) or task force BDUs.