

Facilitator Notes

This information is included to help you with course delivery.

1. Course Materials are available at: <http://training.fema.gov/EMIWeb/IS/is700>
2. To receive a "certificate of completion, students must take the 25 multiple-choice posttest, submit an answer sheet (to EMI's Independent Study Office) and score 75% on the test.

Two options exist for test submission:

Instructions for individuals: Students submit their tests online, and receive a certificate in the mail.

- Go to: <http://training.fema.gov/EMIWeb/IS/is700>
- Click on "Download Final Exam Questions" (found at the bottom of the page). You may want to print the test.
- Click on "Take Final Exam" (found at the bottom of the page).

Instructions for group delivery: Tests can be provided upon request by calling (301) 447-1256. The completed tests can then be submitted as a group to:

EMI Independent Study
16825 South Seton Ave.
Emmitsburg, MD 21727

3. To successfully facilitate this course you should:
 - Be experienced in ICS and/or EOC operations.
 - Take and pass the web-based version of this course (IS-700) and the Basic ICS for Federal Responders (IS-100).
 - Coordinate delivery of your course with your local emergency manager.
4. Check the NIMS website before teaching the class to keep abreast of current NIMS policies and suggest the students do the same. That address is: www.fema.gov/nims