

Course: L0103- Planning: Emergency Operations

Location: Morris County Public Safety Training Facility
500 W Hanover Ave
Parsippany NJ, 07054



Dates: October 14th , 2025 to October 15th, 2025 (Tuesday and Wednesday)

Time: 08:30 AM to 4:30 PM

Course Length:

Two Days, 12 hours. A student must attend both days to receive credit for the L0103 course.

Course Overview:

This course is designed to give basic concepts and planning steps to those new to the field of emergency management so that they may apply planning discipline and skills to challenges in their jobs. The course content includes Emergency Management Planning doctrine and steps to take to accomplish writing plans and using them to deal with special events, which are common challenges for all jurisdictions.

The content also derives from Comprehensive Preparedness Guide 101, Developing and Maintaining State, Territorial, Tribal, and Local Government Plans, and its six-step planning process and inclusive whole community philosophy. Likewise, doctrine from the Comprehensive Preparedness Guide 201, Threat and Hazard Identification and Risk Assessment (THIRA), is included in the course. Special event planning is then explained in the course, and table group activities to analyze plans for special events are conducted.

Prerequisites:

If a participant is taking this course as part of the Academy, then he or she should take E/L0101, Foundations of Emergency Management, first (but not required).

National Emergency Management Basic Academy Description:

The National Emergency Management Basic Academy is a gateway for individuals pursuing a career in emergency management. Similar to basic academies operated by the fire service and law enforcement communities, the National Emergency Management Basic Academy will provide a foundational education in emergency management.

The goal of the Basic Academy is to support the early careers of emergency managers through a training experience combining knowledge of all fundamental systems, concepts, and practices of cutting-edge emergency management.

The Basic Academy consists of the following classroom courses:

E/L0101, *Foundations of Emergency Management* (40 hours) 5 days

E/L0102, *Science of Disaster* (24 hours) 3 days

E/L0103, *Planning: Emergency Operations* (16 hours) 2 days

E/L0146, *Homeland Security Exercise and Evaluation Program (HSEEP)* (16 hours) 2 days

E/L0105, *Public Information Basics* (24 hours) 3 days

Total Course Hours: 120 hours

Target Audience:

The National Emergency Management Basic Academy is designed for newly appointed emergency managers with less than three years of experience, including members of State, local, tribal, and territorial homeland security or emergency services programs; Nongovernmental organizations, voluntary agencies, or professional organizations; Private sector emergency management offices; College or university emergency management staff; and FEMA, federal partners, military and emergency managers at other departments or agencies.

Selection Criteria:

Applicants will be selected based on properly completed applications, completed prerequisites, and whole community representation. **Class size is limited to 30 students.**

Registration Information: * Registration will not open until August 2025*****

Please register by filling out the [NJOEM Training Registration \(arcgis.com\)](https://arcgis.com).

All prerequisites/certificates must be upload in as a **single PDF file** (prior to upload, scan all documents together). Emailed PDF or missing and/or incomplete information will not be accepted and will disqualify your application from the selection process. You will receive a

“Welcome Email” prior to the class start date. **Applications must be received by September 1st, 2025, for consideration to attend.** For questions or concerns, please contact Tpr. I Matthew Stazzone #7698 with the NJOEM Training & Exercise Unit: Matthew.Stazzone@njsp.gov