



EMERGENCY
MANAGEMENT
INSTITUTE

G0557

Rapid Needs Assessment

Course Administration and Safety



FEMA

Unit 1 - 1

Objectives

At the end of this unit participants will:

- Be properly registered
- Understand the required safety procedures
- Meet the course facilitators and other participants



Course Facilitators

- Name
- Background Information
- Other points of interest



Registration

Please check roster for:

- Proper spelling of name
- Preferred contact information
- Make corrections as necessary



Safety and Other Information

- Fire exit and assembly point
- Severe weather safety
- Accident or illness
- Emergency calls
- Cancellation procedure/notification



Building Information

- Restrooms
- Parking
- Break rooms
- Access restrictions/security procedures
- Smoking regulations
- Other



Classroom Etiquette

- Turn cell phones and pagers off or to silent
- Safe learning environment:
 - What is said in the room, stays in the room
 - Tolerate differing opinions
- Use microphone when presenting or answering/asking questions
- No sidebar conversations!
- Please clean up after yourself



Course Materials

- Student Manual
- Evaluation form
- Other



Class Agenda

08:00 Unit 1: Administration and Safety

09:00 Unit 2: Starting Points and Exercise 1

10:00 Unit 3: Planning and Priorities

11:00 Unit 4: Data Collection and Transmission

12:00 Lunch

13:00 Unit 5: Analysis of Information

14:00 Unit 6: Training and Exercise

15:00 Unit 7: Review and Final Test



Participant Introductions

- Name
- Agency/Organization
- Experience
- What do you want to get out of this course?



Requirements

To receive a certificate for this courses...

- You must attend all sessions
- You must complete the final test with a 70% or better score



Review

At the end of this unit

- Participants will be properly registered
- Participants will understand the required safety procedures
- Participants will meet the course facilitators and other participants



And now...

**Take a
10 minute
break!**



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