



# COLORADO

Division of Homeland Security  
& Emergency Management

Department of Public Safety

January 16<sup>th</sup>, 2018

Dear Applicant,

Thank you for your interest in the 2018 Emergency Management Academy, we are pleased to be able to support the Academy for another year!

Attached you will find several documents which explain, in detail, what the Academy entails and what is expected of you should you be selected to participate. Please read through each document carefully and be sure to return your completed application packet to [jen.waters@state.co.us](mailto:jen.waters@state.co.us) no later than 5:00pm on Friday, February 16<sup>th</sup>, 2018. Incomplete packets will not be accepted.

Below is a list of documents included in the packet.

1. EM Academy overview, schedule and application (must be signed by you and RFM)
2. Letter of Commitment (must be signed by your supervisor or Board Chair)
3. Standards of Conduct and Expectations (must be signed by you)

Again, thank you for your interest in the 2018 Emergency Management Academy.

Sincerely,

Trevor Denney  
Academy Director



## Colorado Emergency Management Academy Program 2018

### Dates:

Program begins April 17, 2018 and runs through October 12, 2018.

### Location:

The Emergency Management Academy and all resident courses will be held at the Division of Homeland Security and Emergency Management located at 9195 E. Mineral Ave. Centennial, CO 80112.

### Lodging:

Lodging will be provided by DHSEM for attendees who live more than 50 miles from the course venue.

### Food:

Light snacks and refreshments will be provided. Lunch will be on your own except for the day of the EOC exercise in October.

### Costs:

There are no costs or fees for participating in the Emergency Management Academy.

### DEADLINE FOR APPLICATIONS

Applications are due back to Jen Waters no later than February 16<sup>th</sup>, 2018 @ 5:00pm.

The Division of Homeland Security and Emergency Management (DHSEM) is accepting applications for the 2018 Emergency Management Academy from emergency management professionals throughout the State. The seven-month program consists of training opportunities and practicums that are developed to be Colorado-specific and tailored to Colorado Emergency Management processes. The academy provides networking opportunities with emergency management professionals across the state and culminates with a final EOC-based exercise.

*Prerequisites include the following:*

*IS 100, IS 200, ICS 300, ICS 400,  
IS 700 and IS 800*

*FEMA Professional Development Series (PDS):*

*IS120a, 230d, 235b, 240b,  
241b, 242b, 244b*

Please see the attached draft schedule and the application for specific information. If you have any questions, please contact your DHSEM Regional Field Manager or Jen Waters at [jen.waters@state.co.us](mailto:jen.waters@state.co.us).



**COLORADO**

**Division of Homeland Security  
& Emergency Management**

Department of Public Safety

9195 E. Mineral Ave., Ste 200  
Centennial, CO 80112  
Phone: (720) 852-6600

## 2018 COLORADO EMERGENCY MANAGEMENT ACADEMY APPLICATION

Date Submitted:

Name of Applicant:

Agency:

Applicant Mailing Address:

Agency Address:

Applicant Phone #:

Agency Phone #:

Email Address:

Are you the designated Emergency Manager for your jurisdiction? Yes / No

Have you met all of the prerequisites for this program? (Please attach all documentation) Yes / No

Priority for attendance is established by:

1. Primary emergency management agency staff for jurisdiction that has an emergency management program.
2. Other emergency management, homeland security, public health and emergency response personnel.

List your primary responsibilities:

What are your expectations for the academy?

Please include the following documentation with your completed application:

1. Prerequisites certification copies (IS 100, IS 200, ICS 300, ICS 400, IS 700, IS 800, FEMA Professional Development Series: IS 120a, 230d, 235b, 240b, 241b, 242b, 244b.
2. Signed Standards of Conduct and Expectations Form
3. Signed Letter of Commitment Form

Applicant Signature: I certify I can attend ALL classroom activities and meet the requirements outlined.

DHSEM Regional Field Manager Signature: I certify the applicant meets the prerequisites of the program.

Applications can be mailed, emailed, and/or hand delivered to:  
Colorado Division of Homeland Security and Emergency Management  
9195 E. Mineral Ave, Suite 200, Centennial, CO 80112

[Jen.Waters@state.co.us](mailto:Jen.Waters@state.co.us)

Applications Due by February 16<sup>th</sup>, 2018 @ 5:00pm.

**DRAFT SCHEDULE – Specific Course Details to be Released Soon**

**APRIL 17<sup>th</sup> – 20<sup>th</sup> (Note: This session will be 4 days in length)**

**MAY 22<sup>nd</sup> – 24<sup>th</sup>**

**JUNE 12<sup>th</sup> – 15<sup>th</sup> (Note: This session will be 4 days in length)**

**JULY 24<sup>th</sup> – 26<sup>th</sup>**

**AUGUST 14<sup>th</sup> – 16<sup>th</sup>**

**SEPTEMBER 18<sup>th</sup> – 20<sup>th</sup>**

**OCTOBER 10<sup>th</sup> - 12<sup>th</sup>**

**DHSEM**  
**EMERGENCY MANAGEMENT ACADEMY**  
**“Standards of Conduct and Expectations”**

The Emergency Management (EM) Academy is designed to provide Emergency Managers with the appropriate skills, tools and processes to be a successful Emergency Manager at the local level. The EM Academy will provide many of the classes required for the FEMA Advanced Professional Series (APS) certification, however, the academy is not designed for students to complete or receive the FEMA APS certification.

As a student of the EM Academy you will be representing your home agency and the Division of Homeland Security and Emergency Management (DHSEM). As such, there are certain standards of conduct and expectations during your time in the academy. Please read the standards of conduct and expectations thoroughly. Your signature acknowledges your understanding and commitment to these standards and expectations.

**Standards of Conduct**

1. During your attendance at the academy, and while utilizing provided lodging, you will follow the appropriate conduct policies of your home agency and/or the Colorado Department of Public Safety.
2. Rude and boisterous behavior while in the classroom, or at the provided lodging site, that disrupts other employees or guests, or reflects poorly on DHSEM or your home agency will not be tolerated.
3. Dress Code for the academy is “business casual.” T-shirts, cut-offs or other inappropriate dress will not be acceptable. Examples of appropriate dress are; polo shirts, collared shirts, slacks, khakis, nice jeans, sport coat, office appropriate skirts and dresses, and sweaters.
4. Any complaints or grievances should be directed to your Regional Field Manager (RFM). If they cannot be resolved through the RFM, you can address them with the Academy Director, Trevor Denney or the Academy Coordinator, Jen Waters.

**Expectations**

1. Be on time and come prepared.
2. You will be required to participate in all classes, projects, exercises and class activities.
3. While computers and other smart devices may be used in the classroom for class purposes, using these devices for checking social media, private emails, surfing the internet or other non-class activities is prohibited except during authorized breaks. Administrative work-time will be scheduled into each day to respond to emails and make phone calls.
4. In the event that a disaster incident or emergency occurs in your jurisdiction that requires your immediate attention while you are in class, you will notify the Academy Director and/or RFM of the situation.
5. You will notify the Academy Coordinator of any absences, (planned or unplanned) during the course of the academy. Planned absences must be conveyed at least one month prior.

6. **Any** absence(s) from the EM Academy will prevent you from graduating and receiving your final certificate. All missed classes must be completed through a State approved delivery and at the discretion of the Academy Director and RFM.
7. Mid-session reviews will be scheduled with your RFM as a status-check of your progress and participation in the academy.

**Any violation of the Standards of Conduct or failure to meet academy expectations may result in dismissal from the EM Academy.**

I have read and understand the DHSEM Emergency Management Academy “Standards of Conduct and Expectations.”

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Chair Signature

\_\_\_\_\_  
Date

## 2018 EM Academy Letter of Commitment

I \_\_\_\_\_ recognize that \_\_\_\_\_ has  
*(Supervisor/Chair Name)* *(Name of Applicant)*  
applied for acceptance to be a participant in the 2018 State of Colorado Emergency Management Academy.

I understand that the Emergency Management Academy begins in April 2018 and will run between 3 and 4 days each month. I understand that the Academy culminates with a final exercise and graduation ceremony in October 2018.

By signing this form, I am committing to supporting the efforts of the Academy and understand that the applicant will be required to attend all scheduled courses and complete all projects in order to successfully complete the Academy. I acknowledge that the student will abide by the academy policies as defined in the Standards of Conduct and Expectations document signed by the applicant.

Supervisor/Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_