

APPENDIX B

PRESIDENTIAL DECISION DIRECTIVE 39 (UNCLASSIFIED)

The following is a copy of an unclassified* abstract derived from Presidential Decision Directive 39 (PDD-39), United States *Policy on Counterterrorism*, dated June 21, 1995. This abstract has been reviewed and approved by the National Security Council (NSC) for distribution to Federal, State, and local emergency response and consequence management personnel to assist them in responding to terrorist emergencies.

*The full text of PDD-39 is a CLASSIFIED document. State and local officials, however, should understand that PDD-39 essentially gives the responsibility of response to terrorist attacks to the FBI for "crisis management" and FEMA for "consequence management." State and local agencies and assets will be expected to support the Federal efforts.

UNITED STATES POLICY ON COUNTERTERRORISM

1. General. Terrorism is both a threat to our national security as well as a criminal act. The Administration has stated that it is the policy of the United States to use all appropriate means to deter, defeat and respond to all terrorist attacks on our territory and resources, both people and facilities, wherever they occur. In support of these efforts, the United States will:

- Employ efforts to deter, preempt, apprehend and prosecute terrorists.
- Work closely with other governments to carry out our counterterrorism policy and combat terrorist threats against them.
- Identify sponsors of terrorists, isolate them, and ensure they pay for their actions.
- Make no concessions to terrorists.

2. Measures to Combat Terrorism. To ensure that the United States is prepared to combat terrorism in all its forms, a number of measures have been directed. These include reducing vulnerabilities to terrorism, deterring and responding to terrorist acts, and having capabilities to prevent and manage the consequences of terrorist use of nuclear, biological, and chemical (NBC) weapons, including those of mass destruction.

a. Reduce Vulnerabilities. In order to reduce our vulnerabilities to terrorism, both at home and abroad, all department/agency heads have been directed to ensure that their personnel and facilities are fully protected against terrorism. Specific efforts that will be conducted to ensure our security against terrorist acts include the following.

- Review the vulnerability of government facilities and critical national infrastructure.
- Expand the program of counterterrorism.
- Reduce vulnerabilities affecting civilian personnel/facilities abroad and military personnel/facilities.
- Reduce vulnerabilities affecting U.S. airports, aircraft/passengers and shipping, and provide appropriate security measures for other modes of transportation.
- Exclude/deport persons who pose a terrorist threat.
- Prevent unlawful traffic in firearms and explosives, and protect the President and other officials against terrorist attack.
- Reduce U.S. vulnerabilities to international terrorism through intelligence collection/analysis, counterintelligence and covert action.

b. Deter. To deter terrorism, it is necessary to provide a clear public position that our policies will not be affected by terrorist acts and we will vigorously deal with terrorist/sponsors to reduce terrorist capabilities and support. In this regard, we must make it clear that we will not allow terrorism to succeed and that the pursuit, arrest,

and prosecution of terrorists is of the highest priority. Our goals include the disruption of terrorist-sponsored activity including termination of financial support, arrest and punishment of terrorists as criminals, application of U.S. laws and new legislation to prevent terrorist groups from operating in the United States, and application of extraterritorial statutes to counter acts of terrorism and apprehend terrorists outside of the United States. Return of terrorists overseas, who are wanted for violation of U.S. law, is of the highest priority and a central issue in bilateral relations with any state that harbors or assists them.

c. Respond. To respond to terrorism, we must have a rapid and decisive capability to protect Americans, defeat or arrest terrorists, respond against terrorist sponsors, and provide relief to the victims of terrorists. The goal during the immediate response phase of an incident is to terminate terrorist attacks so that the terrorists do not accomplish their objectives or maintain their freedom, while seeking to minimize damage and loss of life and provide emergency assistance. After an incident has occurred, a rapidly deployable interagency Emergency Support Team (EST) will provide required capabilities on scene: a Foreign Emergency Support Team (FEST) for foreign incidents and a Domestic Emergency Support Team (DEST) for domestic incidents. DEST membership will be limited to those agencies required to respond to the specific incident. Both teams will include elements for specific types of incidents such as nuclear, biological or chemical threats.

The Director, FEMA, will ensure that the Federal Response Plan is adequate for consequence management activities in response to terrorist attacks against large U.S. populations, including those where weapons of mass destruction are involved. FEMA will also ensure that State response plans and capabilities are adequate and tested. FEMA, supported by all Federal Response Plan signatories, will assume the Lead Agency role for consequence management in Washington, DC, and on scene. If large scale casualties and infrastructure damage occur, the President may appoint a Personal Representative for consequence management as the on scene Federal authority during recovery. A roster of senior and former government officials willing to perform these functions will be created and the rostered individuals will be provided training and information necessary to allow them to be called upon on short notice.

Agencies will bear the costs of their participation in terrorist incidents and counterterrorist operations, unless otherwise directed.

d. NBC Consequence Management. The development of effective capabilities for preventing and managing the consequences of terrorist use of nuclear, biological or chemical (NBC) materials or weapons is of the highest priority. Terrorist acquisition of weapons of mass destruction is not acceptable and there is no higher priority than preventing the acquisition of such materials/weapons or removing this capability from terrorist groups. FEMA will review the Federal Response Plan on an urgent basis, in coordination with supporting agencies, to determine its adequacy in responding to an NBC-related terrorist incident; identify and remedy any shortfalls in stockpiles, capabilities or training; and report on the status of these efforts in 180 days.

APPENDIX C
RELATED COURSE LIST

The following National Fire Academy (NFA) and Emergency Management Institute (EMI) courses can assist fire and emergency services personnel in preparing for consequence management of terrorism incidents. Readiness for such occurrences is a logical extension of normal major incident preparation. These courses have components or modules that contribute to the development of skills, knowledge, and abilities of those who must be ready to respond to terrorist incidents.

Part I—National Fire Academy (NFA) Courses

Hazardous Materials

O234 Chemistry of Hazardous Materials

A two-week course that focuses on the basic knowledge required to evaluate the potential hazards and behaviors of materials considered to be hazardous.

R243 Hazardous Materials Incident Management

A six-day course that focuses on the duties and responsibilities of the emergency response personnel who will assume the Incident Commander (IC) role in hazardous materials emergencies.

R229 Hazardous Materials Operating Site Practices

A two-week course that focuses on the strategies and safe procedures for alleviating the danger at hazardous materials incidents.

F809 Initial Response to Hazardous Materials Incidents: Basic Concepts

A two-day course that gives students an understanding of the basic concepts and techniques of first response to hazardous materials incidents.

F808 Initial Response to Hazardous Materials Incidents: Concept Implementation

A two-day course that expands upon the above course. New concepts and more detail are provided on procedures, usage, and related considerations following the basic chronology of a hazardous materials incident.

Emergency Medical Services

R151 Advanced Leadership Issues in Emergency Medical Service

A two-week course designed for upper-management personnel who have organizational responsibility for emergency medical operations in their agency. Situational, scenario-based instruction is the foundation for this course.

R150 Management of Emergency Medical Services

A two-week course that focuses on current and emerging management practices as they relate to EMS in the fire service.

Emergency Medical Services/Hazardous Materials

R247 Advanced Life Support Response to Hazardous Materials Incidents

A two-week course that focuses on indepth chemistry, toxicology, and the medical management of victims for paramedic personnel.

F246 Basic Life Support and Hazardous Materials Response

A two-day course that focuses on critical concerns for emergency medical responders at hazardous materials incidents.

Safety

F719 Incident Safety Officer

A two-day course that focuses on the Safety Officer's role at emergency responses, specifically on the Safety Officer role within the Incident Command System (ICS). Response to all-hazard types of situations is emphasized.

F720 Health and Safety Officer

A two-day course that focuses on the Health and Safety Officer's role in identifying, evaluating, and implementing policy and procedures that affect health and safety aspects for first responders.

Command and Control

R306 Executive Analysis of Fire Service Operations in Emergency Management

A two-week course that is designed to prepare senior staff officers in the administrative functions necessary to manage the operational component of a fire and rescue department.

R304 Command and Control of Fire Department Operations at Multi-Alarm Incidents

A two-week course, using intensive simulation, that focuses on the command officer's responsibility while conducting major operations involving multialarm units.

R308 Command and Control of Fire Department Operations at Natural and Man-Made Disasters

A two-week course that focuses on fire and rescue department operations at natural and manmade disasters that may require interagency or inter-jurisdictional coordination.

R314 Command and Control of Fire Department Operations at Target Hazards

A six-day course designed to introduce command officers to the complexities involved in commanding incidents at high-risk areas.

R801 Fire Command Operations

A six-day course where volunteer fire officers are introduced to incident command and study proper fire command techniques for control and extinguishment of fires ranging from small, residential structures to multioccupancy, commercial complexes.

Managing Company Tactical Operations

A series of four two-day courses that focus on fire and rescue practices dealing with confinement, extinguishment, water supply, salvage, and offensive and defensive firefighting operations. Courses are divided into Preparation (F375), Decisionmaking (F450), Tactics (F451), and Simulation (no course number assigned).

Command and Control/Emergency Medical Services

F160 Incident Command System for Emergency Medical Services

A two-day course that focuses on the concepts of EMS-specific incident command using lecture, role play, simulation, case studies, and graphics.

Arson

R205 Fire/Arson Investigation

A two-week course that addresses the basic skills needed to conduct fire investigations. Students will be equipped to identify the origin and cause of fires, to conduct a technically and legally sound investigation, and to pursue the case through the judicial system.

R811 Fire Cause Determination for Company Officers

A six-day course that addresses the skills needed to conduct initial fire cause determinations.

R207 Management for Arson Prevention and Control

A two-week course that focuses on innovative concepts and practical skills for managing a synergistic response to arson prevention and control.

R216 Initial Fire Investigation

A six-day course that focuses on the needs of personnel whose duties include determining origin and cause, and responsibility for fires and explosions based primarily on examination of the incident scene.

Emergency Response to Terrorism

Emergency Response to Terrorism: Self Study (ERT:SS)

Course Description:

This home study course is a self-study, self-paced, paper-based document and is designed to provide the basic awareness training that first responders need to increase the chances for successful and safe response to incidents involving terrorism.

The target audience for ERT:SS includes fire, emergency medical, haz mat, incident command, and law enforcement responders. At present the intent is to produce 100,000 copies of the ERT:SS document. This would provide, initially, one for every fire department in the U.S. (approximately 35,000).

ERT:SS will provide a basic overview of the following:

- definition and historical background of terrorism;
- recognizing suspicious circumstances and identifying key indicators (outward warning signs or cues);
- implementing self-protective measures (time, distance, and shielding);
- initial scene control, and
- making appropriate notification (activating response resources based on local/State emergency plans).

EMERGENCY RESPONSE TO TERRORISM: SELF-STUDY

Emergency Response to Terrorism: Basic Concepts (ERT:BC)

Course Description:

The intent of this two-day course is to prepare first responders for terrorist-related incidents primarily at the operations level. The key learning objectives focus on life safety and self-preservation.

The target audience for ERT:BC includes fire, emergency medical, haz mat, incident command, and law enforcement responders.

ERT:BC will provide a basic overview of the following:

- understanding and recognizing terrorism;
- implementing self-protective measures;
- scene control;
- tactical considerations; and
- incident management overview.

Content will include information on detection and monitoring for various hazards

Proposed Future Developments

Two additional classes are being proposed:

Emergency Response to Terrorism: Tactical Considerations (ERT:TC)

This course will be a six-day NFA resident course dealing with emergency medical, hazardous materials, and incident command issues. This course will be designed primarily for technician- and specialist-level personnel who will be directly involved with advanced tactical operations. Proposed content for this course will be

- emergency medical issues;
- tactical operations (detection and monitoring, suit selection); and
- incident command.

Emergency Response to Terrorism: Incident Management (ERT:IM)

This course will be a six-day NFA resident course designed for Incident Commanders who would be responsible for managing terrorism incidents. Proposed content for this course will be

- Incident Command (unified command, mass casualty issues);
- Federal Response Plan (PDD-39);
- activating Federal resources; and
- planning (all-hazard approach, threat/capability assessment).

In addition, a job aid (reference guide) is proposed for development. The intent of this document would be as a small reference document that could be used on-scene by emergency responders to assist them with mitigating the incident

Degrees at a Distance

Disaster and Fire Defense Planning

A course offered through the NFA's Degrees at a Distance Program that focuses on the concepts and principles of community fire risk assessment, as related to group fires and disasters (no course number assigned).

Managerial Issues in Hazardous Materials

A course offered through the NFA's Degrees at a Distance Program that focuses on the issues that confront hazardous materials program managers, from planning to postincident phases (no course number assigned).

Part II--Emergency Management Institute (EMI) Courses

E417 Community Emergency Response Team (CERT) Train-the-Trainer Course

A two-and-a-half-day course conducted in residence at EMI prepares participants to institute a CERT program in their communities. Topics include fire suppression, disaster medical operations, light search and rescue, and team organization and management.

G357 Emergency Response to Criminal and Terrorist Incidents

A six-hour workshop course that sensitizes responders to the special issues involved in responding to an event that may involve a crime. Topics such as preservation of evidence are covered in detail.

G120 Exercise Design Course

A two-day course designed to enable participants to conduct community emergency management exercises to test the communities' emergency operations plans and to rehearse key response personnel.

G130 Exercise Evaluation Course

A two-day course that enables participants to manage exercise evaluation activities before, during, and following an exercise.

G191 Incident Command System (ICS)/Emergency Operations Center (EOC) Interface

A one-and-a-half-day field course designed for delivery to ICS and EOC personnel in a community. Course provides an opportunity to develop a working interface between the IC and the EOC. The course reviews ICS and EOC concepts and uses exercises to demonstrate key points.

G190 Incident Command System (ICS) for Law Enforcement Personnel

A 12-hour field course introduces police and other law enforcement personnel to ICS and provides opportunities for exercising the concepts learned.

G192 Incident Command System (ICS) for Public Works Officials

A one-and-a-half-day field course that introduces public works personnel to ICS and provides opportunities for exercising the concepts learned.

S105 Integrated Emergency Management Course (IEMC): Consequences of Terrorism

A five-day exercise-based course that focuses on preparing for, responding to, and recovering from the emergency consequences of a terrorist act. Special attention is placed on the response among agencies when the disaster area is also a crime scene.

Joint Information Center (JIC)/Joint Information System (JIS) Course

A 16 to 24-hour course that introduces participants to the JIC/JIS concept and details the functions to be performed in establishing a single location for the dissemination of coordinated emergency information.

G386 Mass Fatalities Incident Course

A one-week field course designed to prepare local and State response personnel and other involved personnel to manage incidents involving large numbers of fatalities effectively.

For More Information...

For more information on any of these courses, please contact the National Emergency Training Center at (800) 238-3358, or (301) 447-1000.

ANSWERS TO LEARNING CHECKS

**MODULE 1:
TERRORISM IN
PERSPECTIVE**

1. True (p. 7)
2. True (p. 13)
3. False (p. 8)
4. True (p. 8)
5. False (p. 11)
6. d. (p. 7)
7. c. (p. 7)
8. b. (p. 15)
9. b. (p. 9)
10. b. (p. 15)

**MODULE 3: SELF-
PROTECTION**

1. False (p. 32)
2. False (p. 32)
3. True (p. 34)
4. False (p. 32)
5. d. (p. 34)
6. a.
7. c. (p. 34)
8. d. (p. 34)
9. a. (p. 34)
10. b. (p. 34)

**MODULE 5:
NOTIFICATION AND
COORDINATION**

1. d. (p. 53)
2. d. (p. 55)
3. b. (p. 55)
4. b. (p. 56)
5. b. (p. 54)
6. True (p. 53)
7. True (p. 53)
8. False (p. 55)
9. True
10. False (p. 53)

**MODULE 2:
INCIDENTS AND
INDICATORS**

1. True (p. 23)
2. True (p. 21)
3. False (p. 21)
4. True (p. 22)
5. True
6. b. (p. 25-26)
7. a. (p. 22)
8. b. (p. 21)
9. a. (p. 23-24)
10. c. (p. 25)

**MODULE 4: SCENE
CONTROL**

1. False
2. True
3. False
4. False
5. True (p. 43)
6. c. (p. 46)
7. c. (p. 47)
8. a. (p. 45)
9. b. (p. 45)
10. b. (p. 46)

FINAL EXAM

Multiple Choice: Please fill in the correct answer using the corresponding number on the following answer sheet (at bottom of application form).

1. Nerve agents are similar in nature to organophosphate pesticides.
 - a. True
 - b. False

 2. At a potential crime scene, protection of physical evidence is not a concern to first responders.
 - a. True
 - b. False

 3. Examples of shielding are vehicles, buildings, walls, and personal protective equipment.
 - a. True
 - b. False

 4. Improper scene management is likely to result in loss of scene control and increase the potential for greater loss of life and injuries.
 - a. True
 - b. False

 5. In our country's system of emergency management, local government (first responders) must act first to attend to the public's emergency needs.
 - a. True
 - b. False

 6. Any community--whether urban, suburban, or rural--is vulnerable to a terrorist incident.
 - a. True
 - b. False

 7. Any response to an incident other than a natural disaster may be a response to a crime scene.
 - a. True
 - b. False

 8. TRACEM refers to the following types of harm: Thermal, Radiation, Asphyxiation, Chemical, Etiological, and Mechanical.
 - a. True
 - b. False

 9. Incident factors are typically static and do not need to be evaluated.
 - a. True
 - b. False
-

EMERGENCY RESPONSE TO TERRORISM: SELF-STUDY

10. The Federal Response Plan details what the Federal government will do to provide emergency assistance to a State and its local governments affected by a large-scale disaster.
 - a. True
 - b. False

 11. It is estimated that the percentage of terrorist activities involving explosives is about
 - a. 80 percent.
 - b. 70 percent.
 - c. 60 percent.
 - d. 50 percent.

 12. The primary concern of the first responder at a bombing incident should be
 - a. a secondary event such as an explosion.
 - b. establishing scene control.
 - c. mass decontamination.
 - d. mass fatalities.

 13. If an incident involves hazardous materials, which most terrorist incidents will, Federal regulations require the creation of a(n)
 - a. evaluation tool.
 - b. site safety plan.
 - c. risk determination.
 - d. hazard plan.

 14. Crisis management includes activities to
 - a. protect public health and safety.
 - b. restore essential government services.
 - c. provide emergency assistance to affected governments, businesses, and individuals
 - d. anticipate, prevent, and/or resolve a threat or incident.

 15. Consequence management
 - a. includes activities to identify, locate, and apprehend the perpetrators.
 - b. includes Federal, State, and local volunteer and private agencies.
 - c. involves Federal, State, and local law enforcement agencies.
 - d. focuses on criminal aspects of the incident.

 16. Which of the following statements is false?
 - a. Viruses are the simplest type of microorganisms.
 - b. Viruses lack a system for their own metabolism.
 - c. Viruses depend on living cells to multiply.
 - d. Viruses will live long outside of a host.
-

EMERGENCY RESPONSE TO TERRORISM: SELF-STUDY

17. Which of the following steps exceed the awareness level of training?
- a. Isolate the scene.
 - b. Enter the hot zone.
 - c. Deny entry.
 - d. Notify additional resources.
18. In using time, distance, and shielding as methods of self-protection, it is advisable to
- a. be downwind of the source.
 - b. not be concerned with the amount of time spent in the hazard area.
 - c. distance yourself from the hazard.
 - d. limit the use of personal protective equipment (PPE).
19. During the **determining strategic goals** step in the GEDAPER process, which of the following would **not** be included?
- a. Protection of critical systems.
 - b. Extinguishment.
 - c. Incident stabilization.
 - d. Life safety.
20. Of the following types of radiation, which is the most penetrating?
- a. Alpha particles.
 - b. Gamma rays.
 - c. Beta particles.
-

| | | | |
|---|---|---|--|
| FEDERAL EMERGENCY MANAGEMENT AGENCY <i>Emergency Response to Terrorism: Self-Study</i> Application Form and Answer Sheet | | See Other Side for Privacy Act Statement | OMB No 3067-0024 Expires September 30, 1999 |
| You are not required to respond to this collection information unless a valid OMB control number appears in the upper right corner of this form | | | |
| SECTION I: General Information | | 1. U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Place of Birth: | |
| 2. PLEASE PRINT YOUR NAME (As you would like it to appear on your certificate) | | 3. DATE OF BIRTH (Mo., Day, Yr.) | 4. SOCIAL SECURITY NO |
| Last First Middle Initial | | | 5. SEX Male <input type="checkbox"/> Female <input type="checkbox"/> |
| 6. HOME ADDRESS (Street, avenue, road no., P.O. Box, city or town/state and zip code) | | 7. HOME PHONE NO. () | |
| 8. PLEASE CHECK THE RACE/NATIONAL ORIGIN WHICH BEST APPLIES TO YOU AND YOUR ANCESTRAL HERITAGE (Providing this information is voluntary) | | | |
| 1. <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE | | 3. <input type="checkbox"/> BLACK, not of Hispanic origin | |
| 2. <input type="checkbox"/> ASIAN or PACIFIC ISLANDER | | 4. <input type="checkbox"/> WHITE, not of Hispanic origin | |
| 5. <input type="checkbox"/> Hispanic | | | |
| SECTION II: EMPLOYMENT INFORMATION | | | |
| 9. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED | | 10. CURRENT POSITION AND NUMBER OF YEARS IN POSITION | |
| 11. CHECK THE BOX(ES) THAT BEST DESCRIBE YOUR ORGANIZATION: | | | |
| 11a. JURISDICTION | | | 11b. ORGANIZATION |
| 1. <input type="checkbox"/> STATEWIDE | 4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP | 7. <input type="checkbox"/> FOREIGN | 1. <input type="checkbox"/> ALL CAREER |
| 2. <input type="checkbox"/> COUNTY GOVERNMENT | 5. <input type="checkbox"/> FEDERAL/MILITARY | 8. <input type="checkbox"/> FEMA | 2. <input type="checkbox"/> ALL VOLUNTEER |
| 3. <input type="checkbox"/> CITY/TOWN/VILLAGE | 6. <input type="checkbox"/> INDUSTRY/BUSINESS | 9. <input type="checkbox"/> NDER/IMA | 3. <input type="checkbox"/> COMBINATION |
| 12. CURRENT STATUS | | 1. <input type="checkbox"/> PAID FULL TIME | 2. <input type="checkbox"/> PAID PART TIME |
| | | 3. <input type="checkbox"/> VOLUNTEER | |
| 13. SIGNATURE OF APPLICANT | | DATE. | |
| 14. I hereby certify, as chief officer or supervisor of the above individual, that he/she is a member of the named department/agency, and has completed the ERT SS course and examination according to instructions | | | |

FINAL EXAM ANSWER SHEET: PLEASE COMPLETELY FILL IN YOUR ANSWER CHOICE:

| | | | | | | | | | |
|-----|--------------------------|--------------------------|--------------------------|--------------------------|-----|--------------------------|--------------------------|--------------------------|--------------------------|
| | a | b | c | d | | a | b | c | d |
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PRIVACY ACT STATEMENT (Public Law 93-579)

- 1 AUTHORITY The authority for collection of the information is 5 U.S.C. 301, 44 U.S.C. 3101; 50 U.S.C. 2253, 2281 and E.O. 9397
- 2 PRINCIPAL PURPOSE(S). This information is collected for the purpose of providing self-directed study courses to citizens who cannot attend regular classroom courses and certify applicants who successfully complete the courses
- 3 ROUTINE USES Information may be provided to the FEMA Self-Directed Study Program Contractor to enter applicant into the self-directed study program and to release self-directed study materials to applicants and to forward certificates to applicants who successfully complete a course; to FEMA Computer Center in Olney, Maryland, to establish a *printout including name, address, student number, numerical grade for each course unit, date of completion of each course unit, final grade and date of course completion for submission to the contractor and to FEMA Training and Education, to FEMA Training and Education to respond to student inquiries relating to completion dates, requests for military reserve credits and requests for certificates of completion that were awarded but did not arrive for the student; to FEMA Regional Officers to measure training progress in the region, to State Emergency Management Offices to schedule more advanced training for students who have completed basic emergency management instruction through self-directed study courses. In some cases, information contained in the self-directed study course program is used to update individual student records maintained by the FEMA Self-Directed Study program*
- 4 MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION The disclosure of this information is voluntary, however, omission of the name and address would result in our inability to forward you copies of the self directed study course and certificates of completion of courses. Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579 Section 7(b). The collection of your social security number is authorized by E.O. 9397 of November 22, 1943. The disclosure of your social security number is voluntary. You may take the self-directed study courses even if you do not provide the social security number, however, failure to provide such information may result in limited service which we will be able to provide to you regarding successful completion of courses and certifications

fold here

Emergency Response to Terrorism: Self-Study
Administrative Office—SCSC
Building H
16825 South Seton Ave.
Emmitsburg, MD 21727

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Please Place
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