




FEMA

US&R GENERAL MEMORANDUM – 2017-108

November 14, 2017

FOR: National Urban Search & Rescue Response System
Task Force Representatives

FROM: Dean Scott, Chief
Operations Section
Urban Search and Rescue Branch 

SUBJECT: US&R General Memorandum 2017-108 – Task Force Safety Officer Course
Announcement, January 9-12, 2018

COURSE: SP2018-002

On behalf of the National Urban Search & Rescue (US&R) Response System (the System), Indiana Task Force One (IN-TF1) is hosting the Task Force Safety Officer (TFSO) Course, January 9-12, 2018.

This blended learning TFSO Course is 31.0 hours in length; 6.0 hours of Computer Based Training (CBT), and 25.0 hours of Instructor Led Training (ILT). The ILT content will be delivered at the Sheraton Indianapolis Hotel at Keystone at the Crossing, Indianapolis, IN

Students must successfully complete the online CBT portion of the course via the FEMA US&R Learning Management System (LMS) prior to attending the ILT, and present their CBT certificate at the beginning of the ILT portion of the course. Registration is on a first come basis and task force management MUST register students via the LMS for both the CBT and ILT components.

System members requiring assistance with online CBT and ILT registration should contact Mr. Paul Gunnels of TEEX at: (979) 458-5636, or: paul.gunnels@teex.tamu.edu.

Additional inquiries can be directed to Mr. Joe Hiponia at: joe.hiponia@fema.dhs.gov.

Attachments:

IN-TF1 Logistics Letter

cc:

US&R Strategic Group
US&R Advisory Group
US&R Branch Staff
FEMA Regional/International ESF #9 Representatives
US&R Training Subgroup
Mr. Paul Gunnels, TEEX



FEMA

FEMA US&R Safety Officer Course 9P7231

Indianapolis, IN

January 9-12, 2018

The following information will assist in your preparations for this training.

Logistical

- Training is scheduled for January 9th through January 12th, 2018 at the Sheraton Indianapolis Hotel at Keystone at the Crossing in Indianapolis, IN. Training will begin promptly at 8:00 am on Tuesday and will conclude at 3:00 pm on Friday.
- Task forces are responsible for arranging students' air and/or ground transportation to and from Indianapolis, Indiana. Students should fly into Indianapolis International Airport (IND). Students are responsible for transportation from the airport to the hotel (Sheraton Indianapolis Hotel at Keystone at the Crossing). The hotel is approximately 30 minutes away. Taxi service is approximately \$30-\$40 per trip.
- Travel days for the course are Monday January 8, 2018 and Saturday January 13, 2018. Students may travel home on Friday. Please do not plan to leave the hotel prior to 3pm.

Hotel Accommodations

- The Sheraton Indianapolis Hotel at Keystone at the Crossing located at 8787 Keystone Crossing, Indianapolis, IN 46240 has been secured for this event. Please make your reservations by calling the hotel directly at (317)846-2700. The block of rooms is listed under "FEMA Task Force Safety". Reservations can also be made online <https://www.starwoodmeeting.com/Book/FEMATaskForce>
- Guest room availability and the per diem lodging rate of \$119 (Single and/or Double Rate) + 17% tax are not guaranteed after December 18, 2017. It is very important that all attendees stay at the hotel provided for the course. There is free self-parking in the parking garage connected to the hotel. Valet is also available for \$19/day.
- Complimentary Wireless Internet access in all guestrooms
- For additional information regarding the hotel please visit website below: <http://www.sheratonindianapoliskeystonecrossing.com/>

Meals

- Meals will not be provided for the course. Students will be responsible for their own meals each day. There are many nearby restaurants and cafes. The hotel is also connected to The Fashion Mall at Keystone where there are more restaurants and a food court. <http://www.simon.com/mall/the-fashion-mall-at-keystone>.

Registration

Task forces **MUST** register attendees via the LMS for both the CBT and ILT portions of the class. Students registered for this course are required to complete the CBT portion for course, and bring their CBT Certificate of Completion to the first day of class. Each student must also bring a laptop with access to Microsoft Word.

IN-TF1 personnel will work closely with you to ensure your training experience and stay in Indianapolis is a positive one. Any questions regarding the logistics letter can be directed to Candace Harris at: (317)327-6761, or via email at Candace.Harris2@indy.gov.