U.S. Department of Homeland Security
Washington, DC 20472

FEMA

US&R GENERAL MEMORANDUM – 2018-008

January 22, 2018

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 2018-008 – 2018 Annual IST Continuing Education Workshop, April 18-20, 2018

The National Urban Search and Rescue (US&R) Response System's (the System) 2018 Incident Support Team (IST) Annual Continuing Education (CE) Workshop will be hosted by Massachusetts Task Force One (MA-TF1) in Boston, Massachusetts, April 18-20, 2018 with April 18 dedicated to New Member Orientation (and those that never attended orientation). Sincere appreciation is extended to MA-TF1 for coordinating this training event.

The System's 2018 Annual IST CE Workshop is designed to provide updates and new information for all IST members, IST alternates, FEMA Regional ESF #9 personnel, and other interested Federal ESF #9 partners. It is strongly encouraged that all IST members attend this training opportunity.

The *Incident Support Team – Computer-Based Training* course (9P9130) **is a required pre-requisite. This course can be found on the System's Learning Management System (LMS). The LMS is located at https://www.esf9training.org. As for all courses on the LMS a FEMA Student Identification (SID) Number is required for access.**

All attendees must register for the workshop in the LMS, registration is facilitated via each task force's training coordinator. In addition all participants must complete and return to MA-TF1 the info on page 3 of the attached Logistics Letter.

MA-TF1 has prepared the attached logistics letter for this event. Please note that there are several hotels with rates above the GSA rate of $267. MA-TF1 contracted for the best possible rates, the Branch has received approval up to $309 for those rates that are above the GSA rate. It is important that attendees use the room blocks established by MA-TF1 as they have contractual agreements and potential penalty for rooms not booked. **As rooms at the GSA rates are limited we ask that only those attending the Day One New Member Orientation arrive on April 17.**

All attendees are encouraged to make their travel arrangements as soon as possible, cut off dates for each hotel vary but are all in the mid-March timeframe.

The closest airport is Boston Logan Airport (BOS). Each attendee is responsible for their own ground transportation from the airport to the hotel.

The 2018 IST CE Workshop is within the scope of open task force Readiness Cooperative Agreements. Funding to support travel and related expenses to send members is allowable, provided that the individual's task force has budgeted for this expense.

Questions regarding the 2018 IST CE Workshop **logistics** should be directed to Anita Arnum at: aarnum@beverlyma.gov; office (978) 922-5680; or cell at (978) 994-5956. Any other questions concerning the 2018 IST CE Workshop should be directed to Buddy Ey at elwood.ey-iii@fema.dhs.gov or 202-702-8854.

Attachment:

2018 IST CE Workshop Logistics Letter

Cc: US&R Strategic Group
US&R Advisory Group
US&R Branch Staff
FEMA Regional/Federal/International ESF #9 Representatives
IST Members

FEMA US&R Response System
Incident Support Team Continuing Education Meeting

Dates: April 18* thru 20, 2018 (Wednesday - Friday)

Accommodations for the 2018 IST CE have been made at ***three*** locations within 10 minutes walking distance to the ***Federal Reserve Plaza***, 600 Atlantic Ave, Boston, MA 02210, where the event will take place. ***NOTE:*** This is a secure facility, pre-registration is required and you must have a government issued ID.

Rooms available April 17-19, 2018 (Limited # of rooms available for those attending all 3 days)

The ***Boston Harbor Hotel***, 70 Rowes Warf, Boston, MA 02110 under a "**FEMA IST**" room block at the federal per-diem rate of $267.00 per night. Reservations can be made by calling: (800) 752-7077. http://www.bhh.com/ Cut-off date is ***March 12, 2018***. [9-10 minute walk to Federal Reserve Plaza]

Boston Harbor Hotel Link: FEMA IST Room Block

The ***Hyatt Regency Boston***, One Avenue de Lafayette, Boston, MA, 02111 under a "**FEMA IST**" room block at the rate of $279.00 per night. Reservations can be made by calling: (617) 521-6333. Cut-off date is ***March 24, 2018***. [7-8 minute walk to Federal Reserve Plaza]

Hyatt Regency Link: https://aws.passkey.com/go/fismt

Rooms available April 18-19, 2018

The Langham, 250 Franklin Street, Boston, MA, 02110 under a "**FEMA IST**" room block. A limited number of rooms are available at the Federal Government per diem rate of $267.00 per night, once those are sold, additional rooms are available in the block at the Group Rate of $309.00/night. Reservations can be made by calling: (617) 451-1900 x7035 or (800) 791-7761. http://www.langhamhotels.com/en/the-langham/boston/ Cut-off date is ***March 16, 2018***. [6 minute walk to Federal Reserve Plaza]

The Langham: Government Rate: https://gc.synxis.com/rez.aspx?Hotel=27423&Chain=10316&locale=en-US&arrive=4/18/2018&depart=4/20/2018&adult=1&child=0&group=FEG041718

The Langham: Group Rate: https://gc.synxis.com/rez.aspx?Hotel=27423&Chain=10316&locale=en-US&arrive=4/18/2018&depart=4/20/2018&adult=1&child=0&group=FEM041818

All attendees are encouraged to make their travel arrangements as soon as possible, but no later than the dates listed above for each hotel.

The closest airport is Boston's Logan International Airport (BOS). Each attendee is responsible for their own ground transportation from the airport to the hotel.

Questions regarding the 2018 IST CE Workshop logistics should be directed to Anita Arnum at: aarnum@beverlyma.gov; office (978) 922-5680; or cell at (978) 994-5956.

*IST Orientation April 18th, all others attend April 19 & 20

MASSACHUSETTS URBAN SEARCH AND RESCUE TASK FORCE 1 (MA-TF1)
43 Airport Road
Beverly, MA 01915
Telephone: (978) 922-5680
FAX: (978) 921-6074

FEMA US&R Response System
Incident Support Team Continuing Education
April 18 thru 20, 2018 (Wednesday – Friday)

Registration Form (Please Print Clearly!)

_____ Attending IST Orientation and Continuing Education
[Please utilize the Boston Harbor Hotel and/or Hyatt Regency]

_____ Attending IST Continuing Education
[Please utilize The Langham Hotel]

NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP:_____

PHONE: (H) _____ (W) _____ (C) _____

E-MAIL: _____

TASK FORCE/AGENCY REPRESENTED: _____

IST Qualified Positions(s)_ _____

Do you have a current FEMA ID Badge? ____ Yes ____ No

Email completed application to:

aarnum@beverlyma.gov