



# FEDERAL EMERGENCY MANAGEMENT AGENCY

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	Date	Number
<b>INSTRUCTION</b>	November 15, 2000	NETC 6000.2

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## Coordination of Visitors at the National Emergency Training Center

1. Purpose. The purpose of this instruction is to make public the National Emergency Training Center (NETC) policy and procedures for the coordination of visitors and associated activities at NETC.

2. Applicability and Scope. This Instruction applies to all personnel assigned to NETC regarding their actions when planning for or assisting with visits and briefings on the campus.

3. Supersession. NETC Instruction 6000.2, Coordination of Visitors at NETC, dated October 19, 1999.

4. Definitions.

a. Visitor. Any person on campus seeking information other than students enrolled in courses at the Emergency Management Institute or the National Fire Academy.

b. Visitor's Check-in. Located in the security office, building V.

c. Standard Tour. A 20-30 minute outside walking tour of the campus, given by Support Services contract staff. With the exception of the Learning Resource Center, Chapel, building K, building R, building E auditorium, visitors are not shown the administrative offices on the campus.

d. Special Groups Coordinator. A staff member in NETC Management and Operations who is responsible for monitoring the coordination of visits and itineraries for all visitors on campus.

5. Policy. It is the policy at NETC to welcome visitors during the hours of 8:30 a.m. to 4:00 p.m., Monday through Friday for tours and briefings concerning FEMA, the U.S. Fire Administration and EMI programs and activities located at the NETC campus. Those visiting the campus during off-duty hours are invited to do a self-guided tour, using maps and program literature available at the Emmitsburg Visitor's Center and Building V.

6. Responsibilities.

a. NETC representatives sponsoring a group's visit should provide written details about the visit to the Special Groups Coordinator at least 2 weeks in advance so that their tour may be coordinated with other campus activities.

b. The Special Groups Coordinator, with assistance from the sponsoring individual or office, monitors the plans and coordination of the visit and itinerary with appropriate NETC staff and with FEMA Headquarters elements as necessary (i.e., Security Division, Office of Emergency Information and Media Affairs, International Affairs Branch, Office of Policy and Regional Operations, etc.). If the visitor represents a foreign country, the Special

Groups Coordinator will provide appropriate background information to NETC staff who will be briefing the visit(s).

c. The Chief Operating Officer or the Director, NETC Management and Operations, identifies VIP visitors and arranges specialized tours and briefings for those individuals based upon the purpose/nature of the visit. The Special Groups Coordinator facilitates the distribution of information to NETC campus elements concerning the itinerary and briefings.

7. Procedures.

a. Individuals or groups requesting visits, tours and briefings (except walk-in requests) must do so in writing to the Special Groups Coordinator. The request should include visitor name(s), organization name, address, telephone number, arrival date and time, and any special needs associated with the visit. Requests should be forwarded to "Special Groups Coordinator, NETC Management and Operations."

b. With the exception of VIP visitors and large groups, all visitors will be directed to security for a general orientation and information packet. If designated by the Special Groups Coordinator, visitors may receive a standard tour of the campus with program briefings. Large groups will be directed to an alternate briefing location in the Student Activity Center (Building B). VIP visitors will be met at the main entrance (Building N) and will be escorted throughout the visit.

c. All security requirements for visitors will be coordinated through NETC Management and Operations.

8. Foreign Visit Requests. Visits by individuals from other countries will be coordinated by the Special Groups Coordinator with the FEMA Office of Emergency Information and Media Affairs, Security Division, International Affairs Branch, and Office of Policy and Regional Operations as necessary.

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