



National Emergency Training Center

# Welcome Package

National Fire Academy/Emergency Management Institute

December 2017



**FEMA**



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# Welcome Package

## for the National Fire Academy and Emergency Management Institute

Welcome to the National Emergency Training Center (NETC), home of the National Fire Academy (NFA) and Emergency Management Institute (EMI). Your decision to continue your education is a positive step toward increasing your skills and knowledge, gaining recognition in the industry, and enhancing your career.

This package contains important campus information, including points of contact and links to additional information. Whether this is your first time or you previously attended courses, we encourage you to review the information as our policies and procedures update periodically.

If you have any questions regarding your visit to NETC, please contact our Admissions Office and the staff will be glad to assist you. Our Admissions Office may be reached at 301-447-1035 or at [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov), Monday to Friday between 8 a.m. and 4 p.m. ET.

We commend you for your commitment to enhancing your education and wish you great success in your professional endeavors.

NETC regulations (44 C.F.R. Part 15 and Policy 119-22, VII.A.8 and VII.A.10) prohibit personal possession of **alcohol or firearms** on campus. If you have alcohol and/or firearms in your possession, **you must declare them upon entering campus at the Main Gate**. No alcohol can be brought onto campus. Firearms cannot be carried on campus. NETC Security will conduct a search of your vehicle and/or luggage. If Officers discover undeclared alcohol or firearms, you will be denied access to campus, you will not be admitted to your class, your travel stipend will be denied, and your sponsoring organization will be notified.



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# Security

**Due to increased security precautions, students will be required to show photo ID to access the campus. PLEASE HAVE THEM WITH YOU, NOT IN YOUR LUGGAGE!** Security checks will delay your registration at the NETC.

**If you are a student from a foreign country,** please be prepared to show your passport or visa at registration.

**FIREARMS: prohibited on campus!** Due to heightened security requirements, please understand that security and law enforcement personnel may search you, your vehicle or your luggage. Maryland law is very narrow in its definition of law enforcement officers who may carry firearms. For your own protection, and to expedite your processing into the NETC, **do not bring weapons of any kind to campus.** Weapons include knives with blades longer than 3 inches, machetes, bow and arrows, ammunition, rifles, shotguns, pistols, etc. Sworn/Commissioned and State Peace Officer Standards, and Training-Certified Officers, Federal Officers, or local officers with concurrent jurisdiction who require a firearm for the performance of required official duties must obtain an exception from the Director of Management, Operations and Support Services **prior** to arrival on campus. If you arrive at NETC with weapons of any kind without prior approval, your entry to campus will be delayed significantly.

**ALCOHOLIC BEVERAGES: Alcohol is not allowed on-site and will be confiscated.** Consumption of alcoholic beverages is limited to the Command Post Pub and the Log Cabin at NETC.

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# Travel

If you are eligible for stipend reimbursement, please refer to Page 21 for stipend eligibility information. Please note that if you are attending a conference, workshop or symposium, you should refer to the original announcement to see if stipends are available for that activity.

## Travel by air

- ✦ You **must** make your own travel arrangements. Available airports were listed in your acceptance email/letter.
- ✦ You **must** be sure that your flights meet the shuttle pickup/departure times.

## National Emergency Training Center shuttle service

- ✦ Shuttle service is available between NETC and the airport(s) listed on your email notification for this course.
- ✦ If you need bus transportation/shuttle service to NETC from the airport, you should plan to arrive at least one hour before the departure time stated on your email. **You must notify (email, phone or fax) the NETC Transportation Office at least two weeks prior to the course start date to reserve a seat. Please provide the transportation information (boxed area) to ensure a seat on the shuttle bus. If you do not call the NETC Transportation Office or provide the information requested, seating may not be available on the shuttle and transportation to Emmitsburg will be at your own expense.**

### Transportation/Shuttle information

If you plan to use the NETC shuttle from the airport to NETC, you must notify the NETC Transportation Office (24/7 operation) at least two weeks before your scheduled arrival to reserve a seat. You should provide the information below to the NETC Transportation Office by calling 301-447-1113 or emailing it to [fema-netc-housing@fema.dhs.gov](mailto:fema-netc-housing@fema.dhs.gov). You should plan to arrive at the airport at least one hour before shuttle departure time.

Please have the following REQUIRED information available when contacting the NETC Transportation Office:

Student's Name:	Student ID Number:
Contact Telephone #:	Cellphone #:
Course Code and Name:	Course Date:
Arrival Airport: (refer to email)	Departing Airport: (refer to email)
Arrival Date:	Departing Date:
Arrival Time:	Departing Time:
Airline and Flight #:	Airline and Flight #:



- ⦿ **Our transportation will be either a motor coach/charter bus identified with NETC signage in the front window/door or a white passenger van with the DHS logo on the side doors.** You may contact the NETC Transportation Office a day before your arrival to inquire as to which vehicle will be used. For airport security reasons, our drivers cannot leave their vehicles, **SO YOU WILL NEED TO LOOK FOR THE BUS OR VAN.** If you do not see the vehicle five minutes prior to the pickup time, please call the NETC Transportation Office for guidance.



- ⦿ Transportation/Shuttles are not available for NFA State Weekends.

## Shuttle pickup points at each airport

Please refer to your original acceptance email which will show the airports we will be providing shuttles to and from for your course. The information below is provided to show the airport pickup points where the NETC shuttle will be located. We have listed the two airports that we use; however, based on student demand, airports being used for your course may be limited. Your original acceptance email will specifically state which airport(s) we will be providing shuttle service for. If your scheduled arrival time does not coincide with the shuttle service provided by NETC, ground transportation to NETC will be at your own expense. Also, if you choose to use a different airport (other than those listed in your acceptance email), your reimbursement could be limited, and the ground transportation from other airports will be at your own expense.

- ⦿ **Ronald Reagan Washington National (DCA) Airport:** Terminal B (lower level, near Baggage Area 6). Exit outside Door 5 and take crosswalk to passenger pickup curb.
- ⦿ **Baltimore/Washington International (BWI) Airport:** Lower level Door 14, outside curb.

We cannot guarantee that the shuttle will be at the exact door as stated. Therefore, we do our best to stage shuttles within a 50-foot vicinity of the door specified.

## Departures

Transportation departs the NETC at the time designated in your email notification. On your return, you should make your flight four hours from the NETC departure time. This will allow two hours for transportation to the airport and two hours for airport security.

## Delayed flights

If you are scheduled to use NETC transportation and your flight is delayed for any reason, please call the NETC Transportation Office at 301-447-1113 immediately. The airline may be responsible for your transportation to NETC for unrelated weather delays; if they will not transport you, please contact the NETC Transportation Office upon arrival at the airport after speaking with the airline.

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## If driving

- ◆ You may arrive on campus any time after 2 p.m. the day before your course begins.
- ◆ You must depart campus after the end of your course, except for courses with a next-day departure date.
- ◆ Your vehicle must be registered at Housing/Security for stipend/security reasons, even if you do not stay on campus.
- ◆ If you do not stay on campus and you commute daily, you will be reimbursed mileage (government mileage rate) for one round trip — not mileage daily.
- ◆ There are no connections for mobile homes or recreational vehicles available at NETC, and we ask that you refrain from using these vehicles at our facility.
- ◆ Student and visitor parking is only available in “J” and “S” lots and overflow parking (grassy area beside Building J) when it is open. The parking space lines have been painted yellow and are easily identifiable.

## Directions to National Emergency Training Center

**Physical Address:** 16825 South Seton Ave., Emmitsburg, MD 21727

- ◆ **From Baltimore:** I-695 (Baltimore Beltway) to I-70 West (toward Frederick) to Route 15 North to Emmitsburg. Left turn off Route 15 to South Seton Avenue. Second right onto campus (tree-lined drive).
- ◆ **From Washington:** I-495 (Washington Beltway) to I-270 North (toward Frederick) to Route 15 North to Emmitsburg. Left turn off Route 15 to South Seton Avenue. Second right onto campus (tree-lined drive).
- ◆ **From Philadelphia and East:** Pennsylvania Turnpike West to Harrisburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Right turn off Route 15 to South Seton Avenue. Second right onto campus (tree-lined drive).
- ◆ **From Pittsburgh and West:** Pennsylvania Turnpike East to Harrisburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Right turn off Route 15 to South Seton Avenue. Second right onto campus (tree-lined drive).

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# Travel process for Federal Emergency Management Agency employees

## Course acceptance

After submitting an application (Federal Emergency Management Agency (FEMA) Form 119-25-1) and being enrolled in a course, you will receive an official acceptance email from the NETC Admissions Office. If you were officially deployed, you should have been provided with Deployment Unit Contact Information via the Deployment Tracking System. You will receive a separate email containing your travel authorization (TA) parent TA number. Remember — self-deployment is NOT allowed. Travelers who self-deploy are NOT entitled to reimbursement for expenses.

## Travel information (Federal Emergency Management Agency delivery)

You should not make any travel arrangements until you have:

1. Received official notification of acceptance from the NETC Admissions Office.
2. Received travel funding information from your home office or cadre (for training).

Travel arrangements are to be made using the CONCUR travel management system, unless otherwise notified by the Workforce Development Division (WDD), course manager or a member of your cadre management team. While you may book your travel prior to receiving the approved TA parent TA number, **no tickets can be issued until the official TA is entered into CONCUR using the parent TA number.**

ALL travelers who have access to CONCUR must use the system to make travel arrangements. Full-time employees (including permanent and temporary full-time employees and Cadre On-Call Response Employees (COREs)) are required to use CONCUR. Reservists (RSVs) who do not have CONCUR profiles should contact the course manager and/or the cadre coordinator for guidance on how to make arrangements through National Travel. It is important to note that ALL TRAVELERS are required to voucher out using CONCUR even if travel was booked through National Travel.

All questions relating to the WDD TA, including alterations in travel dates, should be addressed to the FQS Call Center via email at [fema-iwmo-program-travel@fema.dhs.gov](mailto:fema-iwmo-program-travel@fema.dhs.gov) or via phone at 855-377-FEMA (3362).

## Rental car (typically not approved for training held at the Emergency Management Institute)

If you are authorized to drive a rental car, be sure you understand the agreement before signing. Do NOT accept upgrades, fuel purchase or insurance. For more information on your rental, you should refer to FEMA Manual 122-1-1, Travel Policy Manual.

## National Emergency Training Center shuttle service

Please refer to Page 2 of this package for information on shuttle services from the airports to NETC and back. Your travel dates and airport pickup/return times will be listed in your acceptance notification.

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## Exceptions

Federal Travel Regulations state that common carrier/air is the preferred method of travel. If you are traveling via an alternate method, you must have this preapproved. You should refer to the Travel Policy for additional information.

## Before you head out to the class

Please be sure you bring the following items with you: (1) your FEMA badge, which you will need to access campus; (2) your FEMA Travel charge card; and (3) your FEMA-issued equipment (laptop, iPad and BlackBerry).

## When you return

You will need to submit receipts with your travel voucher for reimbursement. Please be sure to obtain and keep all receipts.



## Campus registration

### Check-in time

Check-in time is 2 p.m. on the day of travel. The front desk is available 24/7. If you will be arriving the day the course begins, it is recommended that you arrive no later than one hour prior to the suggested class time to allow time for registration. Agendas are not available until the Friday before arrival.

### Checkout time

Checkout time is 9 a.m. You may leave your luggage in your room until 9:30 a.m., but it must be packed and by the door. When you return for your luggage, please do not use the bathroom facilities if the room has already been cleaned for the next occupant. Please return your key card to the front desk by 9:30 a.m. Your dorm room key will be deactivated by 9:30 a.m. on the day of departure.

Class, dormitory and vehicle registration will take place in Building C Lobby.

Since you may have to walk some distance to your room, we recommend you bring luggage with wheels.

### Documents required at check-in

At registration, if you are eligible for a stipend reimbursement (see Page 21), you will be provided with a Student Stipend Agreement form that you will need to sign and return to the desk clerk. If you are not seeking reimbursement, please check the box "No stipend." If you are seeking reimbursement, you should provide the following documentation with your signed stipend form:

- ◆ A copy of your airline ticket/itinerary or train ticket — however you traveled. You should bring a copy with you as the Housing staff can no longer make copies for you. Please be sure your airline ticket shows that the ticket is a 21-day advance, nonrefundable, economy/coach-class ticket. Tickets not showing the above will delay your stipend being processed.

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- ▶ If driving, you will need to provide:
    - ▶ Automobile registration.
    - ▶ Odometer readings.
    - ▶ License tag number.
    - ▶ Signed statement from owning agency on letterhead stating that you are authorized to drive the vehicle.
  - ▶ A copy of a check for an account that bears your name. This is the account where the stipend reimbursement will be deposited.

The above documentation will be provided to the Admissions Office for processing. Failure to provide all required documents may delay or result in denial of your stipend request. If you obtain additional information for your stipend request, please provide it directly to the Admissions Office. All stipends must be processed 30 days from the course start date, so it is imperative that you provide all documentation in a timely manner.



## Lodging

### Dormitory buildings

Dormitory buildings on the NETC campus are A, C, D, F and L. A campus map is attached so you can view the proximity of dormitory buildings to the classroom buildings, dining facility, NETC Library, Student Center, etc. All buildings are within walking distance. There is no shuttle service between the buildings.

If you stay on campus, you must purchase a meal ticket. **If you do not purchase a meal ticket, you will be asked to vacate your room. You will be responsible for your off-campus lodging costs, and your request for stipend reimbursement will be denied.**

The requirement for purchasing a meal ticket is tied to the student stipend program (see page 21). The NFA and EMI stipend reimbursement programs are cost-sharing programs. The student's or sponsoring organization's share of the program is the cost of meals/participation in the NETC meal program, the cost of ground transportation from the point of departure to the local airports, parking and tolls. The government's share of the stipend program includes reimbursement for common-carrier transportation or privately-owned vehicle (POV), ground transportation between NETC and airports in the Baltimore-Washington metropolitan area, and lodging on the campus. While not all students attending EMI or NFA classes are eligible for a stipend reimbursement, all students, except non-U.S. citizens, are provided campus lodging and are eligible to use the campus ground transportation, both at no cost.

### Lodging reservation

Once you are accepted into a course, a room on the NETC campus will be reserved for you, unless you receive an email indicating that you have been accepted with the knowledge that you agree to find your own accommodations or that you previously notified us that housing is not needed. If lodging on the NETC campus is not needed, you must notify the Housing Office in writing at [fema-netc-housing@fema.dhs.gov](mailto:fema-netc-housing@fema.dhs.gov).



































## State ceiling chart

This table will be used to determine reimbursement for NETC students who:

- Traveled by bus, train or POV.
- Purchased tickets less than 21 days prior to course travel date.
- Did not purchase or show proof of nonrefundable fare.
- Took side trips or had extended stayovers.

### State ceilings for 2018 — National Emergency Training Center

State		Saturday stayover (\$)	No Saturday stayover (\$)
AK	Alaska	1,000.00	1,050.00
AL	Alabama	450.00	550.00
AR	Arkansas	450.00	530.00
AS	American Samoa	2,400.00	2,450.00
AZ	Arizona	580.00	620.00
CA	California	590.00	630.00
CO	Colorado	500.00	550.00
CT	Connecticut	250.00	350.00
DC	District of Columbia	150.00	180.00
DE	Delaware	200.00	200.00
FL	Florida	350.00	440.00
GA	Georgia	390.00	360.00
GU	Guam	2,000.00	2,500.00
HI	Hawaii	1,100.00	1,300.00
IA	Iowa	500.00	530.00
ID	Idaho	680.00	710.00
IL	Illinois	400.00	450.00
IN	Indiana	440.00	540.00
KS	Kansas	420.00	500.00
KY	Kentucky	380.00	480.00
LA	Louisiana	480.00	570.00
MA	Massachusetts	330.00	390.00
MD	Maryland	100.00	100.00
ME	Maine	380.00	400.00
MI	Michigan	460.00	500.00

State		Saturday stayover (\$)	No Saturday stayover (\$)
MN	Minnesota	440.00	460.00
MO	Missouri	450.00	550.00
MP	Saipan	2,710.00	2,700.00
MS	Mississippi	500.00	570.00
MT	Montana	690.00	730.00
NC	North Carolina	320.00	370.00
ND	North Dakota	570.00	650.00
NE	Nebraska	530.00	550.00
NH	New Hampshire	300.00	350.00
NJ	New Jersey	260.00	260.00
NM	New Mexico	530.00	560.00
NV	Nevada	550.00	650.00
NY	New York	320.00	400.00
OH	Ohio	320.00	380.00
OK	Oklahoma	450.00	550.00
OR	Oregon	640.00	690.00
PA	Pennsylvania	230.00	230.00
PR	Puerto Rico	480.00	530.00
RI	Rhode Island	280.00	430.00
SC	South Carolina	390.00	480.00
SD	South Dakota	650.00	800.00
TN	Tennessee	450.00	470.00
TX	Texas	450.00	540.00
UT	Utah	650.00	750.00
VA	Virginia	250.00	200.00
VI	Virgin Islands	660.00	700.00
VT	Vermont	520.00	550.00
WA	Washington	610.00	650.00
WI	Wisconsin	430.00	440.00
WV	West Virginia	300.00	350.00
WY	Wyoming	660.00	730.00

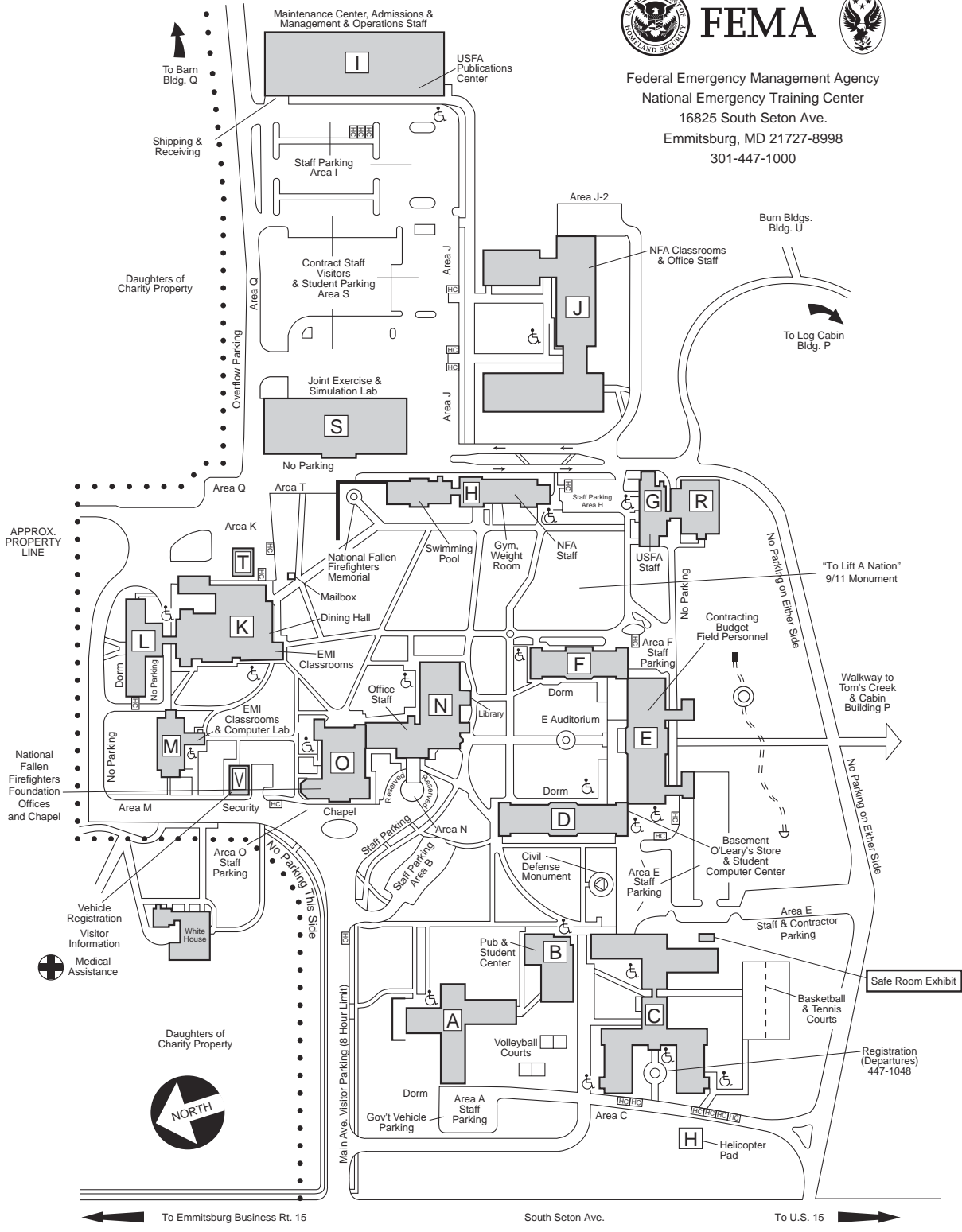




FEMA



Federal Emergency Management Agency  
National Emergency Training Center  
16825 South Seton Ave.  
Emmitsburg, MD 21727-8998  
301-447-1000



**Important Phone Numbers**

Security:..... 1111	Dining Hall: ..... 1551	Computer
Emergency:..... 911	Maintenance: ..... 1500	Help Desk: ..... 1575
Transportation Request:... 1113	NETC Library: ..... 1030	

Photo ID required at all times.

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## National Emergency Training Center

St. Joseph College was purchased by FEMA in 1979 to serve as a training facility. Prior to its official closing in 1973, the college served as a four-year liberal arts college for women. In 1981, the facility was entered into the federal records as the NETC. The NETC houses the USFA (which includes the NFA), the EMI and the Field Acquisitions Section. The following is a brief description of the buildings identified on the map.

- ◆ **The Fallen Firefighters Memorial** was dedicated on Oct. 4, 1981, and on October 1990 Congress designated it as the National Fallen Firefighters Memorial. It is a memorial to firefighters who lost their lives in the line of duty.
- ◆ **Building A** — A three-story residence hall built in 1964 and renovated in 1996. It has 96 dormitory rooms. (I)
- ◆ **Building B** — The Student Center, built in 1956, is the location of a game room, pub and recreational activities. A large picture window overlooks the scenic Catoctin Mountain range. (F)
- ◆ **Building C** — Built in 1956 and renovated in 1995, it has 216 dormitory rooms. (F)
- ◆ **Building D** — Built in 1926 and renovated in 1965 and 1995, it is a three-story brick structure that has the charm of the old architecture. It consists of 39 dormitory rooms with offices and a convenience shop in the basement. (G)(I)
- ◆ **Building E** — Built in 1926 and renovated in 1966 and 1993, it is occupied by the EMI, National Fire Programs, NETC Budget offices, and computer support personnel. (F)
- ◆ **Building F** — Built in 1925 and renovated in 1965 and 1995, it has 45 dormitory rooms. (G)(I)
- ◆ **Building G** — Built in 1948 and renovated in 1984 and 2001 to accommodate USFA Offices and Programs. (G)
- ◆ **Building H** — Built in 1923 and renovated in 1993, it houses the National Fire Academy offices, a fully equipped Gymnasium, weight room and an indoor pool. (F)
- ◆ **Building I** — Built in 1996, it serves as the Material Receipt and Distribution Center, Maintenance Facility, Management Operations and Support Services Division, Admissions Office, and O&M Support Offices. (F)
- ◆ **Building J** — Built in 1966, renovated in 1993, it is the NFA classroom facility and houses the NFA staff. It includes a lobby and a tiered 249-seat auditorium. (F)
- ◆ **Building K** — Built circa 1870, renovated in 1982, 1993 and 2015, it houses EMI classrooms. The three-story brick structure also contains a Dining Hall capable of seating 500 people, Independent Study in basement, and EMI classrooms on second and third floors. (F)
- ◆ **Building L** — Built in 1959, renovated in 1993, it consists of 37 dormitory rooms and a conference room. (I)
- ◆ **Building M** — Built in 1965, renovated in 1989, it houses two EMI classrooms and the EMI Computer Lab. (F)

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Handicapped Access: F — Fully Accessible; I — Accessible 1st Floor Only; N — Not Accessible; G — Ground Floor Accessible Only; R — Restrooms Not Accessible

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- ◆ **Building N** — Designed by the English-born architect, E.G. Lind (1829-1909), it was built in 1870 and renovated in 1987, 1992 and 2001. The building is an example of Second Empire Style that was popular in the second half of the 19th century. As such, it is listed on the National Register of Historic Buildings. It houses the USFA, the NETC Library, and the EMI administrative offices. (F)
  - ◆ **Building O** — Erected in 1839 as a chapel. The marble, alabaster altars and stained glass windows were retained when it was renovated in 1965. It was renovated again in 2006. The National Fallen Firefighters Foundation offices are located in the chapel. Support offices are in the basement. (I)
  - ◆ **Building P** — The Log Cabin, which was built in 1935, serves as a recreational facility overlooking peaceful Tom’s Creek. (F)
  - ◆ **Building Q** — The Brick Barn is a service building. The ornamental brick grill windows are characteristic of the early 19th century Western Maryland construction. (F)
  - ◆ **Building R** — Built in 1948, renovated in 1993, located behind Building G, it previously served as USFA offices. (F)
  - ◆ **Building S** — Renovated in 2001 to house the NETC Joint Exercise and Simulation Lab by the NFA and EMI. (F)
  - ◆ **Building T** — The old Milk House of the original St. Joseph’s campus, it houses Administrative Support Offices.
  - ◆ **Building U** — A burn building complex used by the NFA for arson investigation and demonstration. (F)
  - ◆ **Building V** — Built in 1992, it houses the Security Office. (F)

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Handicapped Access: F — Fully Accessible; I — Accessible 1st Floor Only; N — Not Accessible;  
G — Ground Floor Accessible Only; R — Restrooms Not Accessible



## Memorials/Monuments on campus

### **The National Civil Defense/Emergency Management Monument**

On Nov. 13, 1999, President Clinton signed a bill (HR 348/PL 106-103) that granted authority to the National Civil Defense Monument Commission to construct a monument at the NETC in Emmitsburg, Maryland.

The purpose of the monument is to honor the thousands of civil defense and emergency management professionals and volunteers who have worked hard and faithfully to protect the public from both man-made and natural hazards. This monument particularly recognizes the numerous military and civilian volunteers and professionals who have gone beyond the normal call of duty to save lives and alleviate suffering in times of crises. The monument serves as an enduring reminder of the heartfelt thanks that a multitude of people feel whenever they remember those who have selflessly served them or their loved ones in times of great need.

The centerpiece of the monument is a 15-ton block of polished white Vermont granite, shaped as a three-sided pyramid, representative of the federal, state and local governments and their efforts in working together to accomplish a joint mission. The triangular base is 5 feet on each side, rising to 15 feet in height. The pinnacle of the monument is capped with a large, bronze American eagle, sculpted by the world-renowned sculptor, Lorenzo Ghiglieri. The base is encircled by a stone and concrete plaza with appropriately inscribed bronze state plaques embedded in concrete, surrounded by a circle of state flags. A brick wall rises approximately 3 feet in height on the back or south side of the plaza. Near the edge of the plaza are two bronze plaques bearing the names of advocates and members of the Monument Commission.

The monument was dedicated on April 6, 2002. The Monument Commission plans to hold an annual memorial service to pay tribute to those who have given to their fellow citizens by mitigating the potential losses from emergency situations, for those who have responded to emergencies, and to the professionals and our elected officials who strive to improve the methods of handling emergencies.







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## About Emmitsburg

Emmitsburg, Maryland, was founded in 1785, is located in Frederick County, and is a relatively small community. Emmitsburg is home to the National Shrine of Saint Elizabeth Ann Seton, Mount Saint Mary's University, and the NETC. The NETC campus, which was the former St. Joseph College, is home to the USFA's NFA and the EMI. You will also find the National Fallen Firefighters Memorial and the National Civil Defense Monument on the NETC campus.

The following businesses are located in the Emmitsburg area, and most are within walking distance:

Name	Location	Phone
<b>Apparel/Clothing</b>		
Grannie's Attic Shurt Haus	123 East Main St., Emmitsburg	301-447-3033
<b>Automobile repairs and services</b>		
Bob's Quality Tire Service	17650 Creamery Road, Emmitsburg	301-447-2909
East Park Automotive	1 Creamery Way, Emmitsburg	301-447-3560
<b>Banks</b>		
ATM	on campus in Building D across from O'Leary's Emporium	
PNC Bank	8 East Main St., Emmitsburg	301-447-6134
<b>Barber/Beauty shops</b>		
My Father's Footsteps	121 North Seton Ave., Emmitsburg	301-447-6600
The Total Look	5 East Main St., Emmitsburg	301-447-2541
Emmitsburg Family Barbershop	19 East Main St., Emmitsburg	301-447-3660
<b>Dentist</b>		
Bringardner, Timothy	101 South Seton Ave., Emmitsburg	301-447-6662
<b>Dry cleaning</b>		
Top Cleaners	101 Silo Hill Road, Emmitsburg	301-447-3262
<b>Groceries/Markets</b>		
Valero	16603 South Seton Ave., Emmitsburg	301-447-6743
Jubilee Foods	515 East Main St., Emmitsburg	301-447-6688
Paul's Pit Stop	150 South Seton Ave., Emmitsburg	301-447-6262
Dollar General	501 East Main St., Emmitsburg	240-428-2433
<b>Library</b>		
Emmitsburg Public Library	300 South Seton Ave., Emmitsburg	301-600-6329
<b>Lodging</b>		
Sleep Inn	501 Silo Hill Road, Emmitsburg	301-447-0044
Stonehurst Bed & Breakfast	9436 Waynesboro Pike, Emmitsburg	301-447-2880



Name	Location	Phone
<b>Pharmacy</b>		
Med One Pharmacy	101 Silo Hill Road, Emmitsburg	301-447-6226
<b>Physicians</b>		
Anderson-Thomas, Christine	302 West Main St., Emmitsburg	301-447-3369
Portier, Bonita	121 West Main St., Emmitsburg	301-447-3310
<b>Restaurants/Coffee shops</b>		
Carleo Italian Pizza	101 Silo Hill Road, Emmitsburg	301-447-1999
Carriage House Inn	200 South Seton Ave., Emmitsburg	301-447-2366
China Wok	101 Silo Hill Road, Emmitsburg	301-447-1889
Chubby's BBQ	16430A Old Frederick Road, Emmitsburg	301-447-3322
Ott House Pub & Restaurant	5 West Main St., Emmitsburg	301-447-2625
Palm's Restaurant	16 West Main St., Emmitsburg	301-447-3689
Pizza Hut	210 South Seton Ave., Emmitsburg	301-447-6672
Rube's Crab Shack	17308 North Seton Ave., Emmitsburg	301-447-4116
Subway	101 Silo Hill Road, Emmitsburg	301-447-2059
<b>Shipping/Mailing</b>		
Blue Post Office drop box	on campus in front of Dining Hall — Building K	
E Plus Copy Center	515 East Main St., Emmitsburg	301-447-2804
Emmitsburg Post Office	305 South Seton Ave., Emmitsburg	301-447-2655
<b>Rental cars</b>		
Gettysburg Enterprise	55 Expedition Trail, Gettysburg, Pennsylvania	717-337-9000
Frederick Enterprise	45 Waverly Dr., Ste. C, Frederick, Maryland	301-631-0771
	NOTE: Exclusive rental agency of NETC at O'Leary's Emporium Building D Basement 301-447-2795 or campus extension 1493. Limited and unlimited mile packages. Free pickup and car rental return facilities at O'Leary's.	
Alamo		800-732-3232
Avis		800-331-2112
Budget Rent A Car		800-222-6772
Dollar Rent A Car		800-223-6769
Enterprise Rent A Car		800-736-8222
National Reservations		800-325-8007
Hertz		800-654-3131
National Car Rental		800-227-7368
Thrifty Car Rental		800-367-2277

Name	Location	Phone
<b>Shuttle/Taxi/Uber Services</b>		
The Academy Shuttle LLC	Will transport to Gettysburg and local area and airports, call for rates	240-626-9995
Airport Express	BWI/Dulles/National/Metro and train stations <a href="http://www.xpressride.com">www.xpressride.com</a>	800-876-2690
Frederick Cab Service	\$110 to the three major D.C. airports; accepts Discover, MasterCard and Visa	301-696-0077
LL Transit Express	Airport shuttles — shopping trips; Discover, MasterCard and Visa; <a href="http://www.lltransitexpress.com">www.lltransitexpress.com</a>	717-762-8697
Maria's Transport Services	\$95 to the three major D.C. airports; will transport to Gettysburg and local area, call for rates; various payment options	877-762-7427
Uber Service	There are a few Uber drivers available in the Emmitsburg area.	