

IAEM's CEM 101

Basic Training

Daryl Lee Spiewak, CEM, TEM, TCFM
International Association of Emergency Managers
CEM Commissioner
daryls@brazos.org

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Presentation Outline

Certification Basics



Requirements



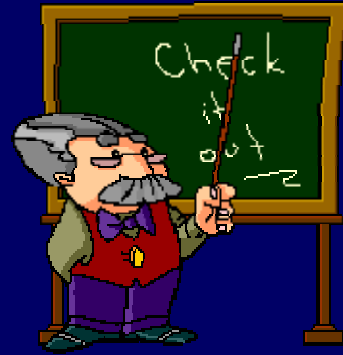
Application Pitfalls



CEM® Exam Basics



Conclusion/Questions



Certification Basics

Purpose of IAEM's Certification Program

- Elevate the visibility of emergency managers
- Encourage and mandate continued professional development, education and technical skills
- Ensure minimal Knowledge, Skills and Abilities (KSAs)



Foundation of a Profession



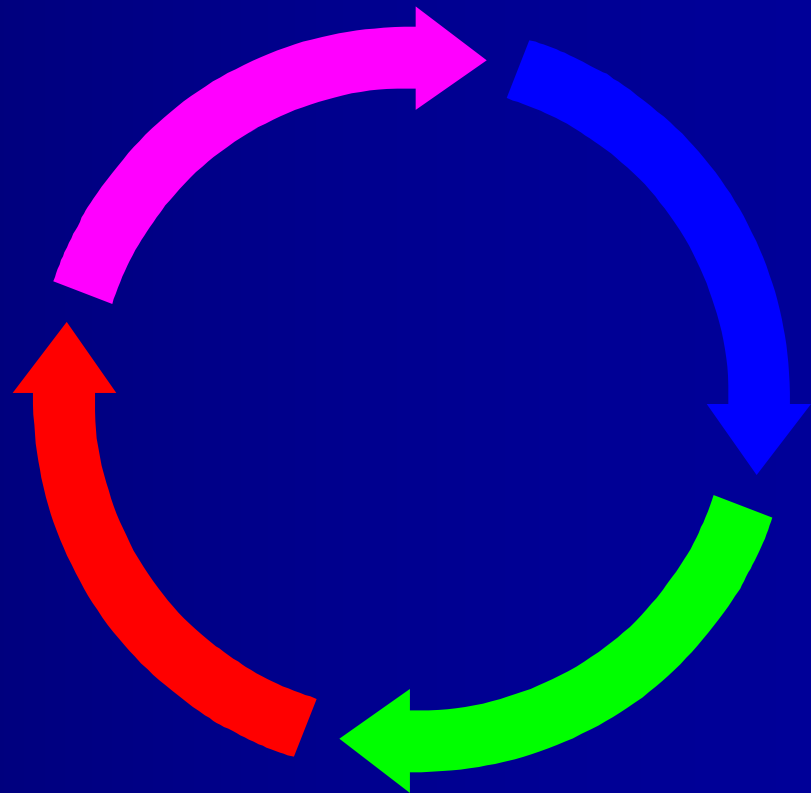
Experience

Education

Training

Certification Process

- Application
- Credential Process
- Testing
- Re-Certification



CEM[®] Credential Process



Experience

Education

Training

CEM[®] Credential Process

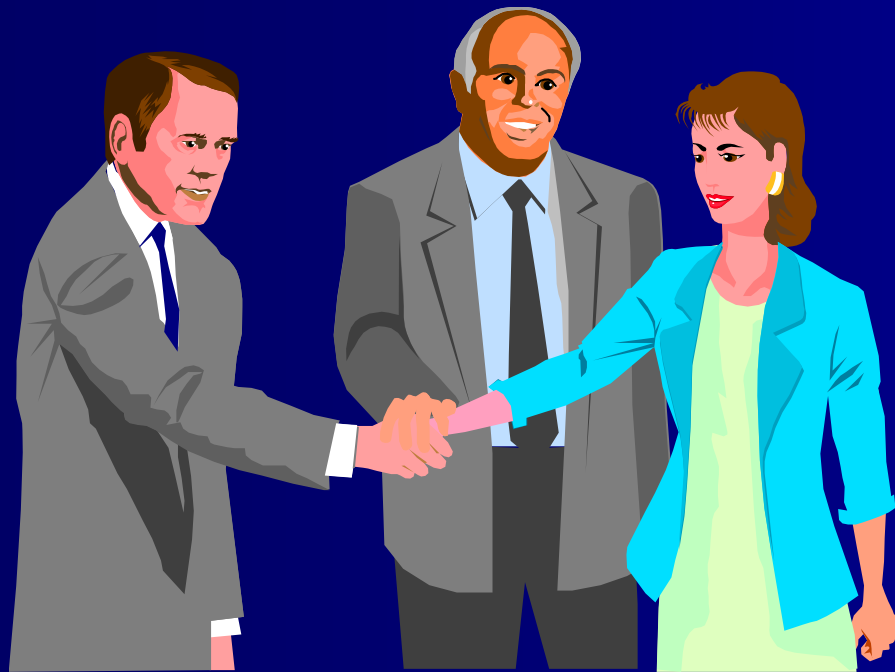


Contributions

EM Essay

Exam

CEM[®] Commission



Federal Government
State Government
Local Government
Private Industry
Education
Military

CEM[®] Factoids

As of 23 June 2006

- 1,000+ professionals certified
- 532 current CEMs
- Two current AEMs
- In 48 states and two countries
- 304 have been certified more than 5-years, 147 certified for 10+ years
- \$450 total fee for enrollment, application and exam (\$325 for IAEM members)



Certification Requirements

CEM[®] Requirements – Application Packet

- Emergency management experience
 - 3 years FTE comprehensive EM
 - 2 years FTE with 4-year EM degree
- Three professional references
 - One must be current supervisor
 - Include job descriptions, not resume
- Actual disaster/contingency experience or substantive role in managing a full-scale exercise

CEM[®] Requirements – Application Packet

- **Education (Until 2010)**
 - Any 4-year college degree
 - Substitute 2 years FTE per year of college
- **Emergency management training**
 - 100 contact hours
 - 25 hours or less per topic
- **General management training**
 - 100 contact hours
 - 25 hours or less per topic

CEM[®] Requirements – Application Packet

- Six of 14 contributions to the profession
 - Professional membership
 - Professional conference attendance
 - Leadership
 - Service
 - Special assignment
 - Speaking
 - Teaching

CEM[®] Requirements – Application Packet

- Six of 14 contributions to the profession
 - Course development
 - Publication
 - Audiovisual or interactive product
 - Awards, honors, or special recognition
 - State/Province certifications
 - Legislative contact
 - Other

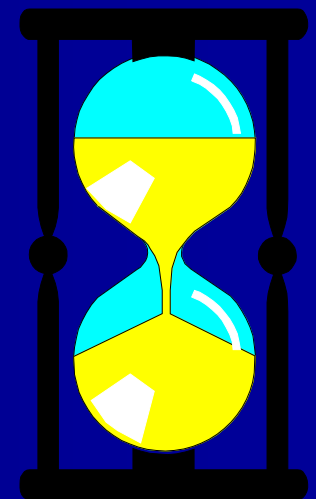
CEM[®] Requirements – Application Packet

- Emergency management essay
 - Scenario-based
 - 1,000 or so words
 - 12 Knowledge, Skills & Abilities Criteria
 - 24 out of 41 points (59%)
 - Signed verification statement

CEM® Requirements – Application Packet

- Comprehensive EM exam
 - 100 multiple choice questions
 - Passing score is 75%

-
- Recertification every 5 years



AEM[®] Requirements – Application Packet

- The same requirements as the CEM[®]

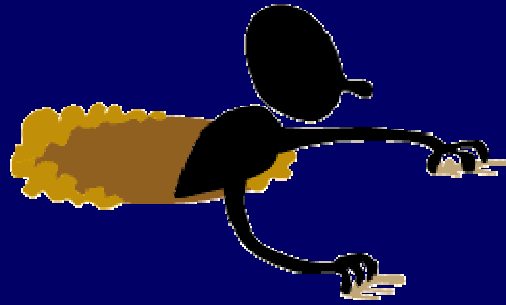
except

- No education requirement
 - No degree!
 - No college!
 - No experience substitution!



Application Complete





Application Pitfalls

Application Pitfalls - General Considerations

■ Application Packet Killers

- Incompleteness
- Sloppiness
- Lack of order
- Lack of documentation
- Missing information/signatures
- Invalidated claims

Application Pitfalls - Work History and Experience

■ Application Packet Killers

- Lack of comprehensive emergency management experience
- Official job description missing
- Unaccounted employment periods
- Lack of volunteer hours' documentation
- Missing documentation showing relationship or % of time in emergency management

Application Pitfalls - Professional References

■ Application Packet Killers

- Missing three professional references
- References not familiar with candidate's work history
- Missing or inaccurate contact numbers
- After-work and weekend contact numbers helpful

Application Pitfalls - Actual Disaster or Exercise Experience

- Application Packet Killers
 - Significant role not explained
 - Significant role not documented
 - Tangential roles too often claimed

Application Pitfalls - Education

■ Application Packet Killers

- Official or notarized transcripts best
- Copy of official transcript OK
- Transcript provided does not list degree conferred
- Graduate transcripts OK. They usually show BA/BS degree earned

Application Pitfalls - Management Training

■ Application Packet Killers

- General management training claimed for emergency management training
- Emergency management training claimed for general management training
- More than 25 hours per topic area claimed
- Graduate classes = 15 contact hours per credit hour
- FEMA IS courses usually = 10 contact hours

Application Pitfalls - Contributions to the Profession

■ Application Packet Killers

- Cannot be required by job
- Six different contributions
- Missing documentation or documentation does not prove claim of contribution
- Contribution did not meet requirements
- Missing signatures or contact information
- Must be a contribution and not an attribution

Application Pitfalls - Emergency Management Essay

■ Application Packet Killers

- Required statement not provided and signed
- Did not solve the problem statement
- Did not cover the KSAs
- Difficult to read
- Too many grammar and spelling errors
- Not double spaced
- This is an essay, not a book, not a report, or not a magazine article



CEM Exam Basics

CEM[®] EXAM Basics

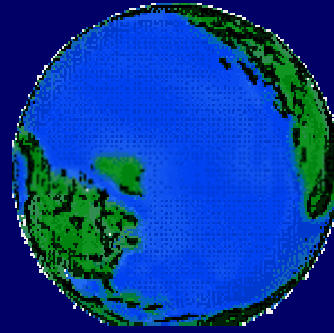
- 100 Questions
- 60% - 80% Core Questions
- 20% - 40% Country-Specific Questions
- 75% to Pass
- Pass Exam BEFORE or AFTER Packet Submission

NFPA 1600 Standards

- Laws and Authorities
- Hazard ID, Risk Assessment, and Impact Analysis
- Mitigation
- Resource Management
- Mutual Aid
- Planning
- Direction, Control, and Coordination

NFPA 1600 Standards

- Communications & Warning
- Operational Procedures
- Logistics & Facilities
- Training
- Exercises, Evaluations, & Corrective Actions
- Crisis Communication & Public Information
- Finance & Administration



Core Standards

Hazard ID, Risk Assessment and Impact Analysis

- Identify hazards - *conditions or situations that have the potential for causing harm to people, property, or the environment*
- Monitor those hazards
- Determine the likelihood of their occurrence
- Determine vulnerability to those hazards

Hazard ID, Risk Assessment and Impact Analysis

- Natural hazards
- Human-caused hazards – *unintentional*
- Human-caused hazards - *intentional*

Hazard ID, Risk Assessment and Impact Analysis

- Risk Assessment
 - Life Safety
 - Essential Facilities
 - Critical Infrastructure

Hazard ID, Risk Assessment and Impact Analysis

- Impact Analysis
 - Predictability
 - Magnitude
 - Speed of Onset
 - Cascading Effects

Mitigation

- Mitigate the effects of hazards that cannot be prevented
- Mitigation strategy is based on
 - hazard identification and risk assessment
 - impact analysis
 - program constraints
 - operational experience
 - cost-benefit analysis

Resource Management

- Management system for describing, inventorying, requesting, and tracking
- Activating these systems prior to and during an incident
- Dispatching resources prior to and during an incident

Resource Management

- Deactivating or recalling resources during or after incidents
- Contingency planning for resource shortfalls

Planning

- Strategic plan
- Emergency operations/response plan
- Prevention plan
- Mitigation plan
- Recovery plan
- Continuity plan

Planning

- Functional roles and responsibilities
- Lines of authority
- The means to manage incident information

Planning - Principles

- Do not reinvent the wheel.
- Do not go it alone.
- Use existing organizational structures
- Research laws, ordinances, rules, etc.

Planning - Principles

- Identify resources and gaps
- Write the plan
 - Basic plan
 - Functional annexes
 - Hazard-specific appendices to support annexes

Planning - Annexes

- Functional annexes
 - Direction and control
 - Communications
 - Warning
 - Public information
 - Evacuation
 - Mass care
 - Health & medical
 - Resource management

Direction, Control and Coordination

- Incident management system to direct, control, and coordinate response and recovery operations
- Describe specific organizational roles, titles, and responsibilities for each incident management function

Direction, Control and Coordination

- Coordination with stakeholders directly involved in response, continuity and recovery operations

Communications and Warning

- Communications systems and procedures
 - Established
 - Regularly tested
- Notify officials
- Alert emergency response personnel

Communications and Warning

Which of the following pieces of information could be deleted from a 15-second Public Service Announcement on drinking water safety?

- a. The city water supply is contaminated.
- b. Paul Lining has been named Director of Public Works.
- c. Water should be boiled before it is used or consumed.
- d. The "boil water" edict is in force until further notice.

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Communications and Warning

You need to warn the public about a collapsed bridge. What medium would be least useful in getting your message across?

- a. AM radio traffic update.
- b. Ham radio.
- c. Magazine feature story.
- d. Television.

Communications and Warning

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Communications and Warning

Why would a magazine feature article be least useful in getting your message across?

What would you put in a magazine feature article?

Communications and Warning

Why would a magazine feature article be least useful in getting your message across? **Not timely.**

What would you put in a magazine feature article? **Details, explanations, and analyses along with photos.**

Operational Procedures

- Response and recovery procedures based on consequences of identified hazards
 - Established
 - Implemented
- Situation analysis
 - Needs assessment
 - Damage assessment
 - Identification of resources shortfalls

Logistics and Facilities

- Procedures to locate, acquire, store, distribute, maintain, test, and account for procured and donated resources
 - Services
 - Personnel
 - Materials
 - Facilities

Logistics and Facilities

- Establish an emergency operations center and an alternate EOC
 - Equipped
 - Maintained
 - Periodically tested

Training

- Develop and implement a training/ educational curriculum to support the program
- Create awareness and enhance the skills required to develop, implement, maintain, and execute the program

Training

- Trained in the jurisdiction's incident management system
- Comply with all applicable regulatory requirements

Exercises, Evaluations, and Corrective Actions

- Designed to evaluate program plans, procedures, and capabilities
 - Periodic reviews
 - Testing
 - Post-incident reports
 - Lessons learned
 - Performance evaluations
 - Exercises

Exercises, Evaluations, and Corrective Actions

- Designed to test individual essential elements, interrelated elements or the entire plan(s)
- Take corrective action on an deficiency identified

Crisis Communication and Public Information

- Procedures to disseminate and respond to requests for pre-disaster, disaster and post-disaster information
 - Internal audiences
 - External audiences
 - The media

Crisis Communication and Public Information

- Public awareness program
 - Advise the public
 - Use authorized agencies
 - Discuss threats to people, property, and the environment

Finance and Administration

- Develop procedures to support the program before, during and after an emergency or a disaster
 - Finance
 - Administration



Country-Specific Standards

Laws and Authorities

- Legislation
- Regulations
- Directives
- Policies
- Industry codes of practice

Laws and Authorities

- Robert T. Stafford Act
- Homeland Security Presidential Directives
 - HSPD 5 – Management of Domestic Incidents
 - HSPD 7 – Homeland Security Advisory System
- National Response Plan
- National Incident Management System

Laws and Authorities

- Robert T. Stafford Act
 - FEMA's Role and Responsibilities
 - Emergency Declarations
 - Public Assistance
 - Individual Assistance
 - Federal Coordinating Officer
 - State Coordinating Officer
 - Damage Assessments

Laws and Authorities

- National Response Plan
 - Applies to all incidents requiring a coordinated Federal response
 - Always activated
 - Incidents of National Significance
 - Actual or potential high-impact event requiring robust and coordinated Federal response
 - Includes state, local, tribal authorities
 - Includes the Private Sector
 - Companion to the National Incident Management System (NIMS)

Laws and Authorities

- National Incident Management System
 - Command and Management
 - Preparedness
 - Resource Management
 - Communications and Information Management
 - Supporting Technologies

Resource Management

- Management system for describing, inventorying, requesting, and tracking
- Activating these systems prior to and during an incident
- Dispatching resources prior to and during an incident

Resource Management

- Deactivating or recalling resources during or after incidents
- Contingency planning for shortfalls of resources

Mutual Aid

- Determine need for mutual aid
- Establish agreements
- Reference mutual aid in the applicable program plan

Direction, Control and Coordination

- Incident Command System
 - Common Terminology
 - Modular Organization
 - Management by Objectives
 - Incident Action Plans
 - Span of Control
 - Pre-designated Incident Locations and Facilities

Direction, Control and Coordination

- Incident Command System
 - Comprehensive Resource Management
 - Integrated Communications
 - Establishment and Transfer of Command
 - Chain of Command & Unity of Command
 - Unified Command
 - Accountability
 - Deployment
 - Information and Intelligence Management

Command

- Responsible for incident management
- Develops incident objectives
- Approves the Incident Action Plan
- Transfer Command
- Unified Command
- Supported by Public Information, Safety, and Liaison Officers

Operations

- Manages tactical operations at the incident site
- Involved in preparing the Incident Action Plan

Planning

- Responsible for collecting, evaluating, and disseminating tactical information pertaining to the incident
- Maintains information and intelligence on the current and forecasted situation
- Prepares the Incident Action Plan

Logistics

- Supports needs for the incident including ordering resources from off-site locations
- Provides facilities, transportation, supplies, equipment, maintenance, and fueling
- Includes communication and medical services to incident personnel

Finance and Administration

- Develop procedures to support the program before, during and after an emergency or a disaster
 - Financial (cost analysis & procurement)
 - Reimbursement (Claims)
 - Administrative Services (Time)



Practice Exam Questions

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- Which of the following hazards can be predicted days in advance?
 - A. Earthquake
 - B. Hurricane
 - C. Tsunami
 - D. Wildfire

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Practice Exam Questions

- In which phase of emergency management do you develop and exercise an emergency operations plan?
 - A. Mitigation
 - B. Preparedness
 - C. Response
 - D. Recovery

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 - A. Only easily achievable actions
 - B. Only a single action
 - C. Prioritized actions
 - D. Short-term actions

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Practice Exam Questions

- Which of the following is not a role for the emergency operations center (EOC)?
 - A. Coordination during emergency response
 - B. Disaster planning
 - C. Disaster recovery
 - D. Reimbursement for damages

Practice Exam Questions

- Which of the following is not a role for the emergency operations center (EOC)?
 - A. Coordination during emergency response
 - B. Disaster planning
 - C. Disaster recovery
 - D. Reimbursement for damages

Practice Exam Questions

- Which of the following is a characteristic of a good emergency operations plan?
 - A. It is based on valid assumptions
 - B. Language is detailed and technical
 - C. Little involvement from outside agencies
 - D. Plan is not exercised

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Practice Exam Questions

- Having a pre-event emergency plan in place will help:
 - A. Increase revenue to the community
 - B. Reduce response time
 - C. “Sell” an unpopular event
 - D. The sponsor avoids paying for local emergency services

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Conclusion and Questions

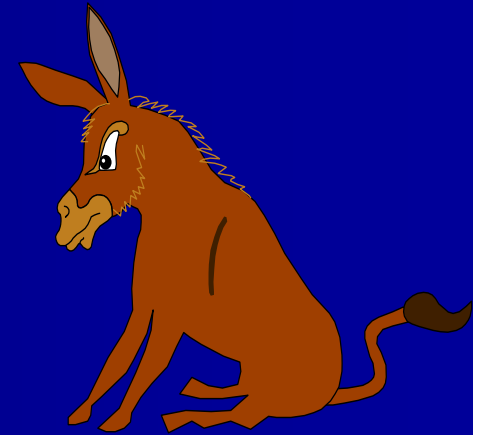
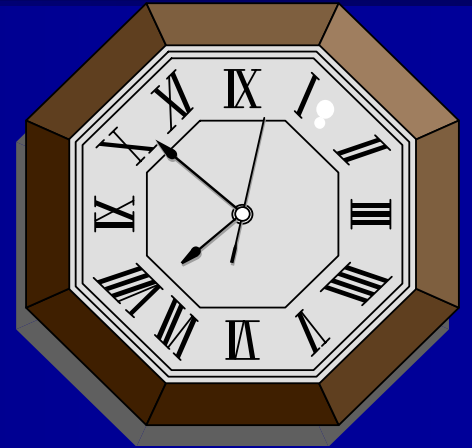
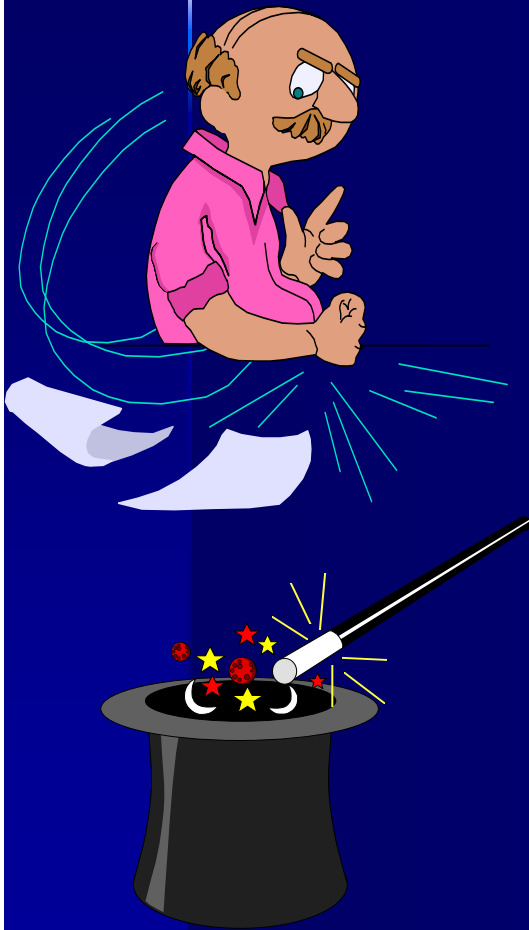
The Effort Is Real

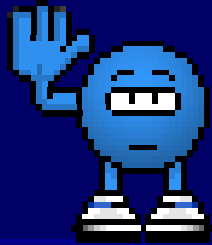


The Benefits Are Real



Go For It!





THANK
YOU

