

Emergency Preparedness Management Technician Occupational Profile

The EMERGENCY PREPAREDNESS MANAGEMENT TECHNICIAN applies and coordinates a process that brings resources together to prepare for, respond to, recover from, and mitigate any natural, technological, or intentional event adversely impacting the community.



DUTIES ↓

TASKS →

PREPAREDNESS	A	Establish or improve emergency management structure. A-1	Conduct hazard vulnerability and needs assessment. A-2	Review and update plans. A-3	Train and exercise to the plans. A-4	Perform whole community education and outreach. A-5	Manage grants. A-6	
RESPONSE	B	Activate Emergency Operations Center (EOC). B-1	Implement activation plan. B-2	Activate the five EOC sections. B-3	Initiate the action planning process, covering activation to demobilization. B-4	Initiate recovery process. B-5	Initiate after-action report (AAR)/corrective-action plan (CAP). B-6	
RECOVERY	C	Identify and assess community impacts. C-1	Establish a recovery management team. C-2	Establish local assistance center. C-3	Implement federal and state cost recovery. C-4	Identify unmet needs and perform gap analysis. C-5	Consider governmental implications (policy, planning, land use, code). C-6	
MITIGATION	D	Implement the CAP. D-1	Review and implement hazard mitigation plan. D-2	Recognize connection between funding and facilitation of mitigation project and/or plan. D-3				
PLANNING	E	Identify and facilitate a planning team. E-1	Apply steps of an effective planning process. E-2	Identify the types of plans within emergency management. E-3	Describe the regulatory compliance plan guidelines and requirements. E-4	Describe regulatory requirements. E-5		
TRAINING	F	Develop training program and curriculum. F-1	Identify minimum training standards. F-2	Provide training and education to the end user. F-3	Provide a train-the-trainer program. F-4	Evaluate training effectiveness. F-5	Revise training as necessary. F-6	
PUBLIC OUTREACH	G	Identify target audience. G-1	Identify content topics. G-2	Develop message and appropriately coordinate and time the delivery. G-3	Develop public—private partnerships. G-4	Identify appropriate delivery methods. G-5	Evaluate effectiveness of the program. G-6	Revise outreach program as necessary. G-7
COMMUNICATION	H	Operate communications technologies hardware (e.g., social media, radio, smart phones). H-1	Utilize appropriate public information methods of delivery (e.g., social media, television, radio). H-2	Develop redundancy in communications. H-3				
COMMUNITY AWARENESS	I	Identify local demographics. I-1	Identify local cultural issues and customs. I-2	Identify local political structures. I-3	Identify local social structures. I-4	Identify local economic structures. I-5		
ORGANIZATIONAL STRUCTURES	J	Identify city, county, and corporate structures. J-1	Describe the California Emergency Services Act, including ICS, SEMS, and NIMS. J-2	Recognize the culture of governmental levels/agencies/businesses. J-3	Recognize relationships between public, private and non-profit organizations. J-4			
HAZARD/RISK ANALYSIS	K	Identify natural, technological, and intentional hazards and assess their risks. K-1	Differentiate among hazard types. K-2	Describe and apply the fundamentals of personal protection protocols and situational awareness. K-3				

Participants	Host College	Facilitators/Coordinators
<p>Richard Abrams, Certified Environmental Manager, County of Santa Barbara Office of Emergency Management</p> <p>James Caesar, Emergency Preparedness Manager, University of California—Santa Barbara</p> <p>Roy Dugger, Emergency Preparedness Coordinator, City of Santa Maria Fire Department</p> <p>Craig Fry; Environmental Health & Safety Manager, FLIR Systems; President, Community Awareness Emergency Response</p> <p>Joe Guzzardi, Emergency Manager, County of Santa Barbara Office of Emergency Management</p> <p>Jay McAmis, Jr., Emergency Manager, Office of Emergency Management County of Santa Barbara</p> <p>Mark C. Mintz, Environmental Health and Safety, Union Bank</p> <p>Mike Seymour, Environmental Health & Safety Coordinator, Kinyon Construction</p>	<p>Alan Hancock College Santa Maria, CA</p> <p>Date: September 26 & 27, 2013</p>	<p>Steven Fenton, Project Consultant</p> <p>Jeremy Pickard, Associate Director, Advanced Technology Environmental and Energy Center (ATEEC) at Eastern Iowa Community Colleges</p> <p>Kristy Treur, Instructor/Coordinator of Environmental Technology Program, Alan Hancock College</p>

Other Knowledge Required
<ul style="list-style-type: none"> • Robert’s Rules of Order • Basic computer literacy (business suite) • Project management • Certifications through International Association of Emergency Managers (IAEM): Associate Emergency Manager (AEM), Certified Emergency Manager (CEM), (EMI) Emergency Management Institute, various • California Specialized Training Institute (CSTI) California Emergency Management Agency (CEMA) • Return On Investment (ROI) • Proper placement of emergency management program within the organization • Budget and finance • Statistics fundamentals • Ongoing professional development

Traits/Characteristics of Successful Employees
<ul style="list-style-type: none"> • Flexibility • Adaptability • Listening skills • Leadership • Ethics • Honesty • Analytic • CEM Code of Ethics • Able to work under high stress • Work regular, irregular, and long hours

Regulatory Knowledge
<ul style="list-style-type: none"> • Stafford Act • Incident Command System (ICS) - IS100, IS200, IS700, IS800 • Standardized Emergency Management System (SEMS) - Introduction • National Incident Management System (NIMS) - HSPD5, PPD8 • National Fire Protection Association (NFPA) 1600 and/or ISO equivalent • California Emergency Services Act (applicable portions) • Homeland Security Exercise Evaluation Program (HSEEP) • Emergency management terminology and plain language

Soft (Durable) Skills
<ul style="list-style-type: none"> • General communication - verbal, written • Crisis communications - verbal, written • Public speaking • Time management • Team building • Interpersonal skills • “Thick skin”

Equipment Knowledge
<ul style="list-style-type: none"> • Radio UHF/VHF • Satellite telephones • Smart telephones • Computer infrastructure