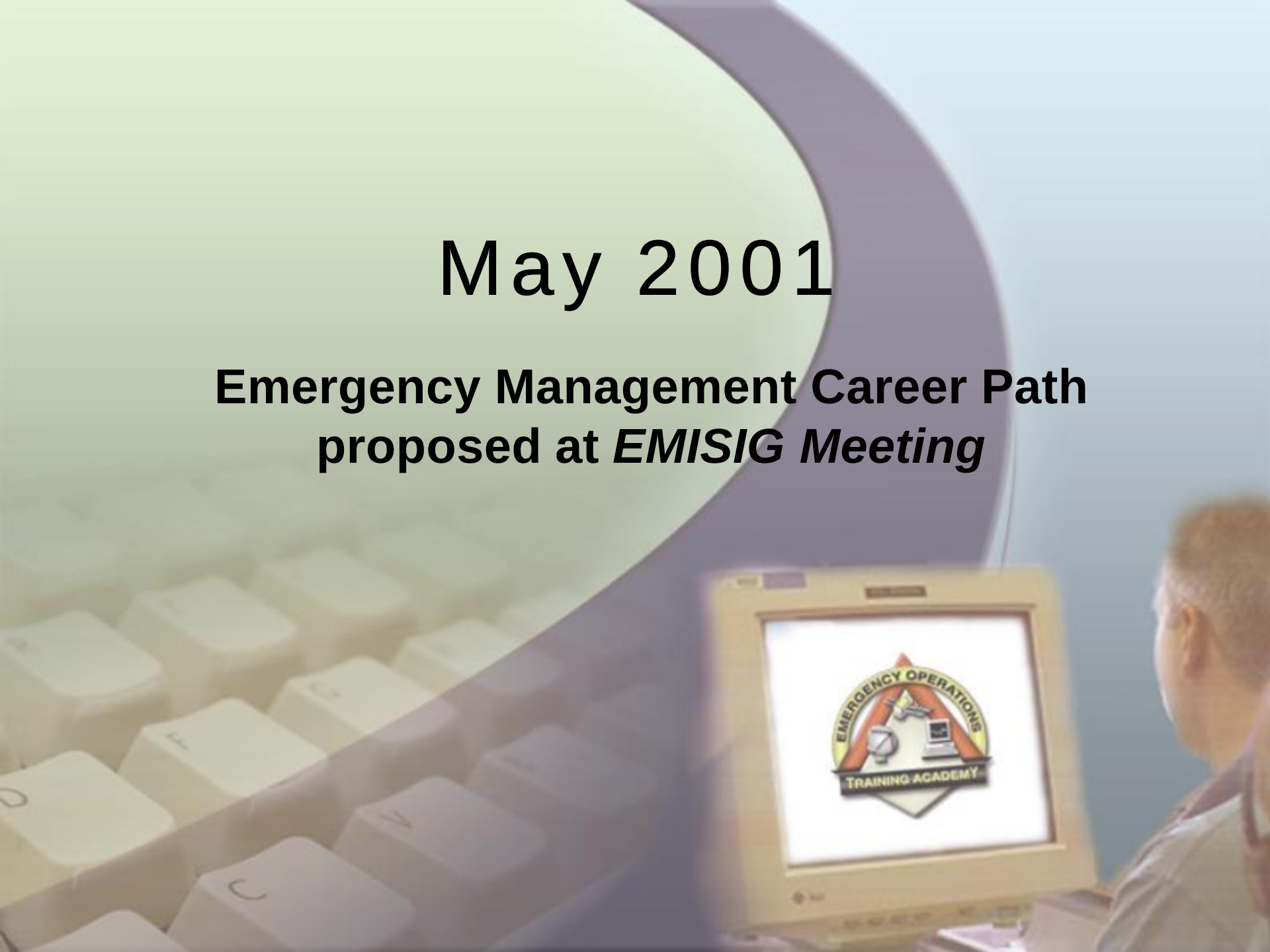
Emergency Manager's Development Plan

Rose Duffman

Director, Emergency Operations Training Academy

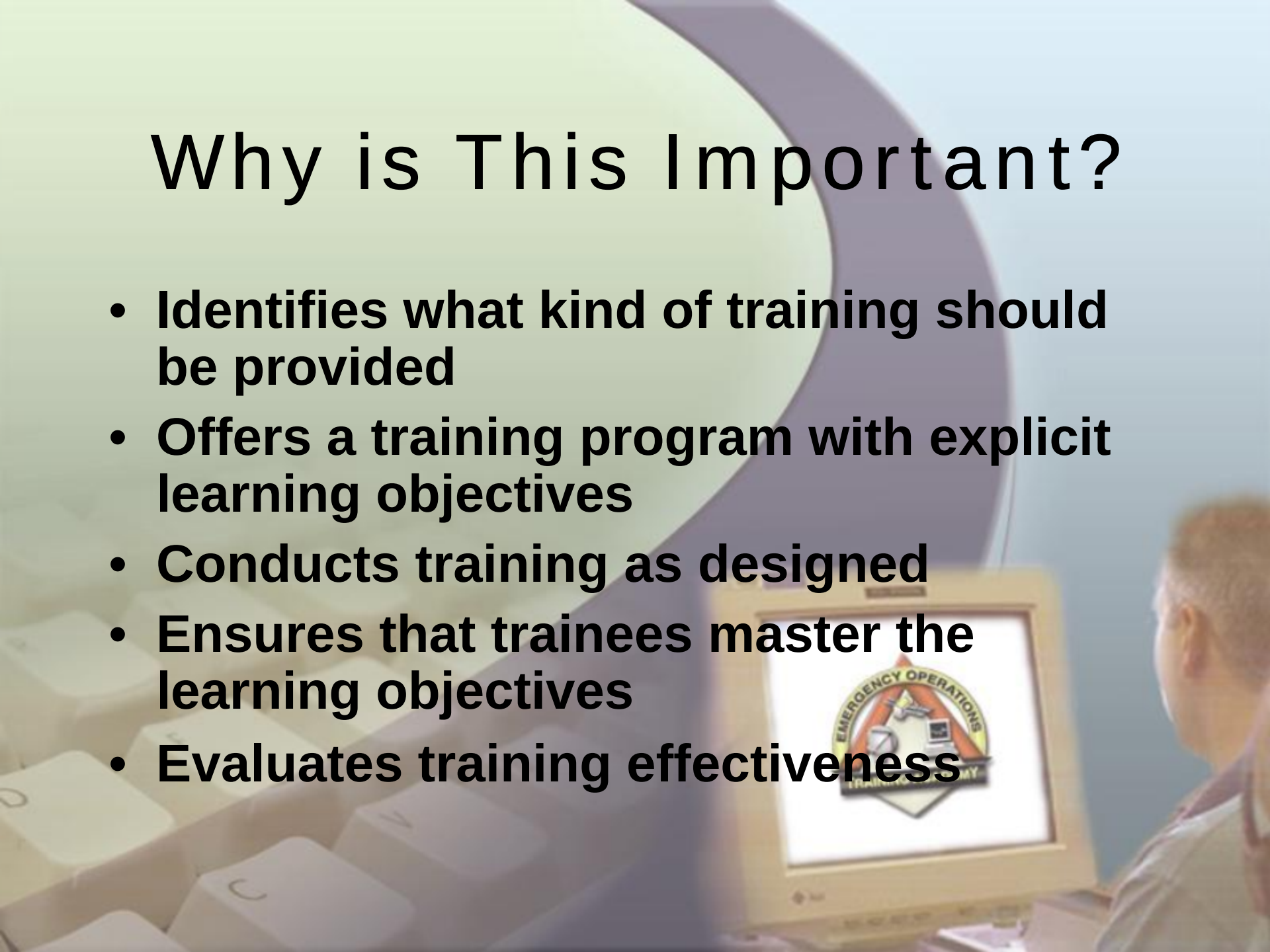
May 2001

Emergency Management Career Path proposed at *EMISIG Meeting*



Why is This Important?

- **Identifies what kind of training should be provided**
- **Offers a training program with explicit learning objectives**
- **Conducts training as designed**
- **Ensures that trainees master the learning objectives**
- **Evaluates training effectiveness**

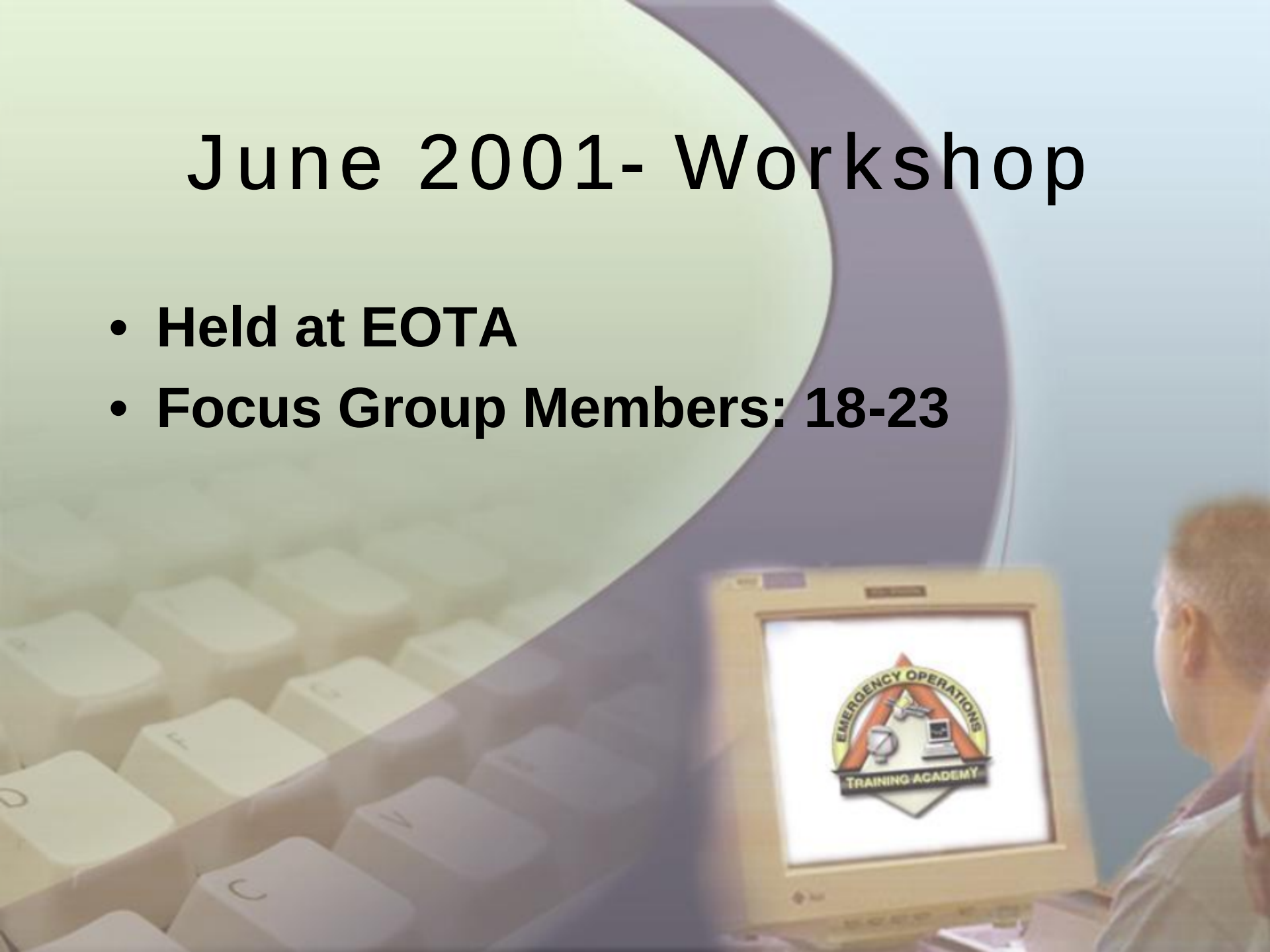


A Well-Managed Program Offers

- **Effective management control**
- **Full accountability**
- **A framework for personnel effectiveness**
- **Cost-Effectiveness**

June 2001- Workshop

- **Held at EOTA**
- **Focus Group Members: 18-23**



Focus Group Members 2001-2003

- **Bruce Berry**
- **Darrell Lankford**
- **Donald Drinkwater**
- **Herman Alexander**
- **Dorothy Cohen**
- **Rose Duffman**
- **Sandy Gilmore**
- **Sav Mancieri**
- **Thomas Hassler**
- **Traci Brasher**
- **Valerie Quigley**
- **Woody Simpson**

Focus Group Members 2001-2003

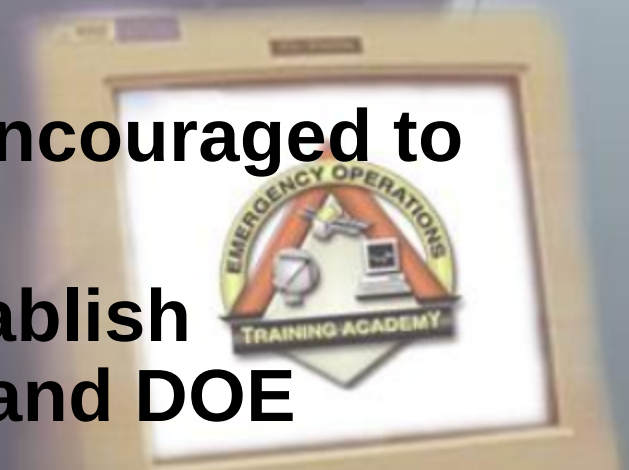
- **Laurie Mitchell**
- **Liz Aragon**
- **Manny Leyva**
- **Michael Talbot**
- **Mike Barnes**
- **Patricia O'Brien**
- **Dick Burke**
- **Dorothy Manning**
- **Gerald Ramsey**
- **Dave Steffes**
- **Michael Zanotti**

Focus Group Members

- Created and validated task inventory (May 2001)
- Rated task inventory (June 2001)
- Divided tasks into (3) levels

Focus Group Decisions

- **DOE EM Career Path and training will qualify an individual for the International Association for Emergency Managers (IAEM) Certification**
- **EOTA will encourage and reference the IAEM process**
- **DOE facilities will be encouraged to include IAEM**
- **Future: Have DOE Establish a MOU between IAEM and DOE**



The Career Path Document

Instructions

Parts A-E

Emergency Management (EM) Career Development Plan Record
Function: EM Administrator

GUIDANCE/DIRECTIONS to complete the EM Career Development Plan Record

PART A: IDENTIFICATION (completed by Employee)

- Identify your organization name and number (also may include your DOE site/facility).
- Insert the date when your EM Career Development Plan is initiated.
- Print your name followed by your job and/or position title.
- Identify your current Emergency Management Development Level.
  Level 1 (Pre-EM): You do not currently work in EM, but aspire to secure a position in that field.
  Level 2 (Year 1-EM): You are new to the EM field. Working in your first or second year.
  Level 3 (Advanced EM): You have been working in the EM field for 2+ years.

PART B: CAREER DEVELOPMENT PLAN (completed by Employee)

- Identify your targeted EM Development Level.
  (Example: If you are choosing to pursue a career in the EM field you may be at Level 1 (Pre-EM) and focusing on what minimum requirements you need to be in a position to apply for a position in the EM field.)
- Include required, suggested, or site specific training, work assignments or professional affiliations currently known and other related EM activities, training, and readings.

PART C: PLAN CONCURRENCE (completed by Manager, Supervisor, or Administrator)

Review your plan for your EM Career Development path with your manager or supervisor. They may have additional suggestions and guidance to include in Part B: Career Development Plan for the upcoming year. Once you and your manager/supervisor agree on the plan for your EM Development, both sign and date for concurrence.

PART D: ANNUAL ASSESSMENT (completed by employee and Manager, Supervisor, or Administrator)

Briefly, document your progress toward completing your EM Development Plan.
Identify your EM Development Level at the end of your annual assessment.

PART E: CAREER DEVELOPMENT RECORD (completed by Employee or Administrator)

Throughout the year, track and document any completed EM required, suggested, or site specific training, work assignments, professional affiliations/memberships or other related EM activities that support your EM Development Plan.

See Handout

Three Levels

- **Level 1 pre- EM – 1st year**
- **Level 2 Year 1- EM-Year 3 EM**
- **Level 3 (Year 4-EM and beyond)**

Within Each Level

- **Required courses**
  - **Planning**
  - **Preparedness**
  - **Response**
  - **Recovery**

Emergency Management (EM) Career Development Plan Record

Function: EM Administrator

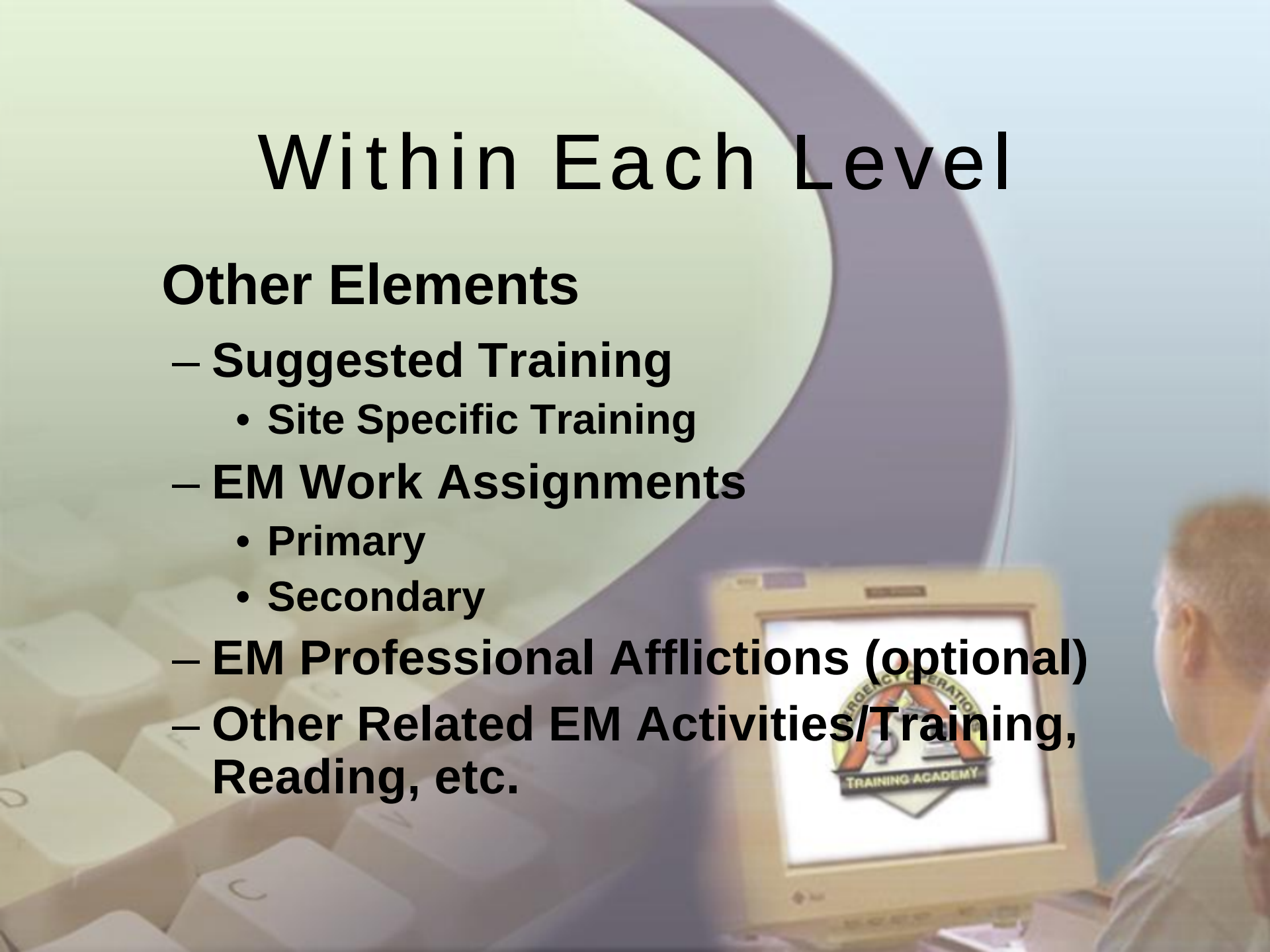
EM Activities	Level 1 (Pre-EM –Year 1-EM)	Level 2 (Year 1-EM – Year 3-EM)	Level 3 (Year 4-EM and beyond)
Required Training	**Planning** EOTA Hazard Assessment Overview EOTA Managing Offsite Response Interface – An Introduction	**Planning** EOTA Emergency Management Hazards Assessment EOTA Self-Assessments/Appraisals – Effective Techniques EOTA Managing Offsite Responses Interfaces - Forums	**Planning** EOTA Emergency Management Hazards Assessment EOTA Managing Offsite Responses Interfaces - Forums
	Preparedness EOTA Executive Overview of the DOE Emergency Program EOTA Intro to Emergency Exercise Control EOTA Intro to Emergency Exercise Evaluation	**Preparedness** EOTA Executive Overview of the DOE Emergency Program EOTA DOE Drill and Exercise Design Course EOTA Intro to Emergency Exercise Evaluation EOTA Intro to Emergency Exercise Control EOTA Intro to Emergency Operations Centers	**Preparedness** EOTA Intro to Emergency Exercise Control EOTA Intro to Emergency Exercise Evaluation
	Response EOTA Emergency Operations Integration EOTA Integration of Emergency Events into Occurrence Reporting Systems EOTA Notifications and Communications – An Introduction EOTA Consequence Assessment Overview EOTA Intro to Site Connectivity to ARAC EOTA Implementing Protective Actions and Re-entry for Decision Makers EOTA Emergency Medical Support – An Intro	**Response** EOTA Emergency Operations Integration EOTA Wildland Fire Agency Overview EOTA Critical Thinking Skills EOTA Integration of Emergency Events into Occurrence Reporting Systems EOTA Managing Information Flow for Effective Emergency Response EOTA Advanced Consequence Assessment Decision-Making EOTA Consequence Assessment Application EOTA Protective Actions and Re-entry for Emergency Planner EOTA Implementing Protective Actions and Re-entry for Decision Makers EOTA Emergency Medical Integrations and Coordination EOTA Emergency Medical Support – An Intro EOTA Emergency Public Information Overview EOTA Spokesperson and the Media Training EOTA Joint Information Center (JIC) Overview	**Response** EOTA Integration of Emergency Events into Occurrence Reporting System EOTA Emergency Public Information Overview
	Recovery EOTA Intro to Emergency Termination and Recovery	**Recovery** EOTA Intro to Emergency Termination and Recovery	**Recovery** EOTA Intro to Emergency Termination and Recovery

See Handout

Within Each Level

Other Elements

- **Suggested Training**
  - **Site Specific Training**
- **EM Work Assignments**
  - **Primary**
  - **Secondary**
- **EM Professional Afflictions (optional)**
- **Other Related EM Activities/Training, Reading, etc.**



Emergency Management (EM) Career Development Plan Record

Function: EM Administrator

EM Activities	Level 1 (Pre-EM)	Level 2 (Year 1-EM)	Level 3 (Advanced EM)
Suggested Training **Site Specific Train.**	FEMA IS-005 Hazardous Materials-A Citizen's Orientation FEMA IS-007 A Citizen's Guide to Disaster Assistance FEMA IS-195 Basic Incident Command System FEMA IS-002 Emergency Preparedness, USA Site Specific Training	FEMA Professional Development Series (PDS) consisting of: IS-230 Principles of Emergency Management IS-235 Emergency Planning IS-242 Effective Communication IS-241 Decision Making and Problem Solving IS-240 Leadership and Influence IS-244 Developing and Managing Volunteers IS-139 Exercise Design Antiterrorism courses Weapons of Mass Destruction training Weapons Training courses sponsored by DTRA Training in Counter terrorism Training in National Response Assets Training in Protective Action Guides Site Specific Training	FEMA IS-301 Radiological Emergency Response FEMA IS-513 The Professional in Emergency Management FEMA IS-393 Introduction to Mitigation Spokesperson training Training under IAEM organization (Certified Emergency Management) Training under National Association of Safety Professionals (NASP), Certified Emergency Management Specialist Training in CERCLA Training in SARA Title III Training in Assessment/auditing Techniques Training in Decision-making Site Specific Training
EM Work Assignments **Primary** **Secondary**	Examples: Team member for EM process clarification Player/observer of EM exercise	Ste Specific Training Examples: Team member for EM process clarification and review Controller/role player in EM exercises Development of EM Training Programs	Site Specific Training Examples: Development of EM exercise/scenario Leadership and/or role player in EM type exercises. Participation in "Lessons Learned Program"
EM Professional Affiliations **(Optional)**	Example: Member of Local Emergency Planning Committee (LEPC) Member of local task forces in emergency management Membership in federal, state or civilian Emergency Management associations	Example: Member of State Emergency Response Committee (SERC) Member of state task forces in emergency management Voluntary participation in federal, state, and/or civilian Emergency Management associations	Example: National Association of Safety Professionals (NASP), Certified Emergency Management Specialist IAEM organization (Certified Emergency Management) (CEM) Leadership role in Emergency Managemen associations
Other Related EM Activities/Training, Reading, etc.	Examples: Training Drills (Job Proficiency Guide Review, DOE Policies) NFPA 1600	Example: NFPA 1600	Examples: Training Drills (Attendance) Conduct Evaluations, Self-assessments, Training Documentation, NFPA 1600

See Handout

Emergency Management (EM) Career Development Plan Record
Function: EM Administrator

PART A: IDENTIFICATION

Organization Name/#: _____ Date: _____

Name: _____ Job/Position Title: _____

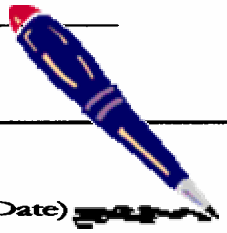
Current EM Development Level: 1 (pre EM) 2 (Year 1 – EM) 3 (Advanced EM)

PART B: CAREER DEVELOPMENT PLAN (completed by Employee)

Identify your targeted EM Development Level, training requirements, work details/assignments or professional affiliations to support your preparation for future professional EM work-related positions.

Target EM Development Level 1 (pre EM) 2 (Year 1 – EM) 3 (Advanced EM)

Plan	Item Details	By Date
Required Training		
Suggested Training Site Specific Training		
EM Work Assignments Primary Secondary		
Related work assignments; Organizational duties		
Professional Affiliations (Optional)		
Other Related EM Activities/Training, Reading, etc.)		



PART C: PLAN CONCURRENCE (completed by Manager, Supervisor, or Administrator)

Manager/Supervisor: _____ (Date) _____
(Signature)

Employee: _____
(Signature) (Date)

PART D: ANNUAL ASSESSMENT (completed by employee and Manager, Supervisor, or Administrator)

Comments:

Signature/Date/

End of Year EM Development Level 1 (Pre-EM) 2 (Year 1–EM) 3 (Advanced EM)

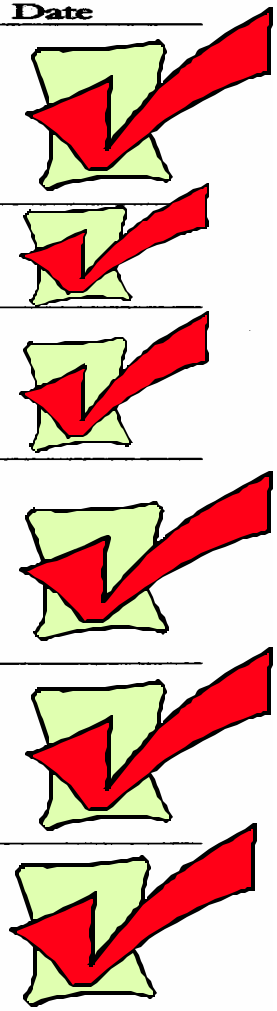
See Handout

Emergency Management (EM) Career Development Plan Record
Function: EM Administrator

PART E: CAREER DEVELOPMENT RECORD (completed by Employee or Administrator)

Document completed training requirements, work details/assignments or professional affiliations to support your ongoing development efforts to track related EM activities and progress toward your targeted EM Development level.

Completed	Item Details	Date
Required Training		
Suggested Training Site Specific Training		
EM Work Assignments Primary Secondary		
Related work assignments; Organizational duties		
Professional Affiliations (Optional)		
Other Related EM Activities/Training, Reading, etc.)		



See Handout

Training Equivalencies

DOE O 360.1B

“Equivalencies may be granted to personnel based upon objective evidence of previous education, training, certification, or experience.”

Oak Ridge Sandia

BNL LANL

No Two-Sites the Same!

Savannah River Site

SSRI SLAC Stanford