

EMHSD Administrative Information

The Emergency Management and Homeland Security Division's (EMHSD) mission is to enhance public safety by improving Michigan's ability to prevent, prepare for, respond to, and recover from all threats, emergencies and disasters that may face our communities. One of the main steps of preparedness is the education of emergency managers and their programs in an "all hazards approach."

Over twenty years ago, the Division developed the Professional Emergency Manager Designation, (a.k.a. the PEM program) specifically to meet the needs of professionals to become leaders in Emergency Management. The nationally recognized training curriculum is comprised of classroom discussions and activities, case studies, best practices, networking, web-based programs, and current guidance. In a Post-Katrina and 9-11 world, courses are continuously modified to meet the changing needs of emergency managers.

Professional Emergency Manager's Certificate of Recognition (a.k.a. The PEM Program)

Requirements and Eligibility

The Professional Emergency Manager's (PEM) curriculum encompasses three elements, Independent Study (IS) courses, classroom delivered (and soon web based courses), along with evaluation. To be eligible for the designation as a "Professional Emergency Manager", candidates are required to successfully complete 16 independent studies, 13 classes and complete a written examination. *The classroom courses frequently carry prerequisites;* consisting of other classroom courses, reading materials, web based group activities, or Independent Studies. (Please see the individual course descriptions for further details.) The required coursework for the PEM is:

Federal Emergency Management Agency's (FEMA) Independent Study Programs

- IS-1 Emergency Manager: An Orientation to the Position
- IS-7 A Citizen's Guide to Disaster Assistance
- IS-100 Introduction to the Incident Command System
- IS-120A Introduction to Exercise
- IS-130 Exercise Evaluation and Improvement
- IS-139 Exercise Design
- IS-230 Principles of Emergency Management
- IS-235 Emergency Planning
- IS-240 Leadership and Influence
- IS-241 Decision Making and Problem Solving
- IS-242 Effective Communication

- IS-244 Developing and Managing Volunteers
- IS-275 The Emergency Operation Center's Role in Community Preparedness
- IS-393 Introduction to Mitigation
- IS-700 National Incident Management System (NIMS), An Introduction (*if available*)
- IS-800 The National Response Plan (NRP) or newer, IS 800b The National Response Framework (NRF)

Independent Study Programs Administrative Information

These courses are free and online. They are located at FEMA's Emergency Management Institute (EMI) website, found at <http://training.fema.gov/IS/>. Most courses can be completed quickly, in about four hours, and are available 24-hours a day. Upon successful completion of the course and passing an examination, the student is awarded a certificate. *Please retain all certificates.*

Note: Students are strongly encouraged to take all required IS courses before beginning classroom training.

Additional Independent Study Information:

1. Due to the evolving environment of Emergency Management and Homeland Security, ***courses may be added, changed, or dropped*** from the federal website. To be eligible for a PEM designation, students must complete all courses listed when available.
2. Upon completing all the required FEMA IS courses, the student will automatically become eligible for recognition and awarded a certificate for the Professional Development Series (PDS). (See additional information on the PDS Program, located on page 7.)

If you already have your PEM Designation, taking Independent Study courses are a popular method to meet the annual training requirement.

Optional IS Courses

There are many other IS courses in addition to those required for the PEM. These optional courses are an excellent source for basic and new disaster preparedness and planning information and can be incorporated into presentations for citizens, media, and public officials. Please see the attached list, or check the EMI website.

Emergency Management and Homeland Security Division's Professional Emergency Manager's Required Courses

EMHSD Training and Exercise (T&E) Classroom Courses

Most EMHSD classroom courses are offered in Lansing, unless otherwise noted. Courses taught in the field are referred to as "outreach", and are a direct result of an expressed need by a local emergency management program. Students can take courses either in Lansing or statewide. Classroom space is limited, so **candidates are strongly encouraged to apply early**. EMHSD's classroom courses consist of instructor lead discussions, group activities and case studies-most taken directly from current events and stress "lessons learned" from Michigan and national threats, emergency, and disaster events.

Classroom Course Information

Most classroom courses carry prerequisites. The Training and Exercise Section (T&E) has shortened the class time of many courses, in lieu of class hours, so students are required to take Independent Studies. The Independent Studies cover basic concepts; therefore, class time focuses specifically on elements of Michigan's Emergency Management System. *Students are required to complete all pre-course activities, prior to class.* Please check the course description for requirements.

➤ **Acceptance**

- Students will be notified if they have been accepted prior to a class by letter or email. **Please check the acceptance letter for all course information and requirements.** If a class is full, students will be put on a waiting list.
- Every course has a course manager, who approves course design, materials content, instructors, and participant's acceptance. (See the policy for more information.)

PEM Requirements are:¹

- G-130 Exercise Evaluation and Improvement Planning
- G-139 Exercise Design and Development
- G-191 Incident Command System/Emergency Operations Center Interface*
- G-230 Introduction to Emergency Management*
- G-235 Emergency Planning*
- G-240 Basic Skills-Module 1 (Crisis Leadership) *formerly called Leadership & Influence**
- G-241 Basic Skills-Module 2 (Decision Making in a Crisis)*
- G-242 Basic Skills-Module 3 (Effective Communications)*
- G-244 Developing Volunteer Resources*

¹ Courses with an * indicate a prerequisite.

- G-290 Basic Public Information Officers Workshop
- G-385 Disaster Response & Recovery Operations*
- G-619 Damage Assessment Workshop (this will be going online in 2009)
- G-626 Hazard Mitigation Comprehensive Plan Interface*

New! EMHSD's Online Courses

The Division seeks to make training as convenient as possible for the participant. In 2009, we will be implementing a web based format for some courses (PEM and others). Participants will be able to take courses 24-hours a day, with no travel expenses. The courses will still include discussion, case studies, individual and group activities, but done in a virtual environment. Participants will also be evaluated at the end of course.

The PEM Evaluation System (PEM Examination)

To achieve the Designation of a Professional Emergency Manager, participants must complete all courses (both IS and classroom) and then will be evaluated by a written examination. The PEM Examination is a comprehensive written test. To pass, all applicants must successfully achieve a 75% or greater score. It is offered twice a year in January and September. (See the course schedule for the dates.)

➤ **Examination Administration Information:**

1. *All eligible PEM applicants wishing to take the examination must submit a written request to the Training & Exercise Section (T&E) 30 days PRIOR to the test day. T&E then will send out a form to be completed showing that the training requirements have been completed.*
2. Participants who have finished all but one required classroom course and still wish to be considered for the examination, may petition the Board of Registration by formal request (sent to the T&E Section, several months prior to the examination). The decision made by the Board is final. *The T&E Section strongly encourages all to take the required coursework first, as you will be tested on all course materials.*
3. After taking the test, all students will be notified by letter about the results. If a student passes, they will be awarded the designation of a Professional Emergency Manager or PEM.
4. **PEM Study Groups-** In past years, students have set up study groups to better prepare themselves for the examination. This is a great review as the volume of materials and concepts is extensive. EMHSD encourages using study groups, however, the Division does not conduct them.

Annual Training Requirements for PEMs

Once the designation has been received, all PEMs are required to complete 24 hours of approved training annually to keep the designation. An annual training form documenting this *must be submitted by January 31st* of each year. The completed form is reviewed by the T&E section, and if approved, a letter is sent to the participant. A blank form for the next year is sent out with the approval letter, or can be obtained on EMHSD's website under "training". Annual training may consist of:

- Courses offered by the Emergency Management and Homeland Security Division
- FEMA's Independent Studies program or other FEMA courses
- Local workshops and exercise activities
- University/college courses
- Professional development (e.g. computer classes)
- Attendance and participation in conferences in Emergency Management and Homeland Security
- Other conferences, seminars, etc. on Emergency Management, Homeland Security, etc.
- Other activities, if approved by the T&E section

Note: Actual time served in disasters/emergencies is ineligible.

If you are unsure whether training is eligible, please contact the Training and Exercise Section.

EMHSD Course Policy Changes

Effective October 1, 2009

- Classes will be held only if at least 15 people are enrolled.
- Some courses may be converted from classroom based to online training.
- Class size is limited to 50 people. *Outreach training may waive this requirement, please contact the course manager.*
NOTE: *Register early, classes fill quickly.*
- Acceptance letters-EMHSD will send out letters (or emails) of acceptance to all students admitted in the class. **Please read the letter carefully**, course prerequisites, student instructions, location, times, and a map will be included.
- Due to high demand for training, EMHSD has an acceptance priority system (at the discretion of the course manager). Contact the T&E Section for more information. The normal acceptance order is:
 1. Local EM coordinators and their support staff, regional staff (planners or fiscal), and Michigan tribes
 2. EMHSD staff and state agencies coordinators and their support staff
 3. Those indicated as the “target audience”
 4. Emergency first responders (dispatch, fire, police, EMS, public works, etc.) and voluntary agencies involved in the phases of Incident Management
 5. Federal agencies and their staff
 6. Others (private sector participants) currently pursuing their PEM
 7. Date when the application was received by the T&E Section
 8. New enrollees in the program that are not included in #'s 1, 2, 3, or 4

NOTE: *People that do not show up for class and do not call to cancel are moved to the bottom of the list.*

- Student cancellation- Please contact the Training and Exercise Section if you need to cancel out of a class. *Failure to do so will jeopardize your subsequent class admission.* Please call (517) 333-5034.
- Classes that are over-enrolled will have a waiting list. People are put on the list according to the acceptance procedure. (See above.) As spaces open, people will be taken off the waiting list and accepted.
- Lodging and meals are **not** provided. In most training facilities, coffee and refreshments may be brought to class by students; many sites offer it for purchase.
- Class credit- to be eligible for the certificate and accreditation toward your PEM, **you must be present for the entire duration of the class.** If you are unable to make a portion of the class, do not enroll and take another’s seat.

- Classes start promptly at 9 AM (first day), 8:30 (succeeding days) and end at 4 PM. **NOTE:** Due to the volume of material covered, it is critical to be on time for the beginning of the day, after breaks, and after lunch.
- EMHSD makes every attempt to hold courses as scheduled, however, occasionally must cancel class due to inclement weather, disaster activity, changes in federal guidance, etc. If the course must be cancelled, the course manager or someone from the Training and Exercise section will contact all enrolled participants prior to the class and will reschedule at a later date. If class is cancelled the morning on the day of class, a message will be left on the course manager's voice mail (phone numbers appear on the acceptance letter).
- Dress code (unless specifically noted) is business casual.
- Class materials-student manuals, handouts etc., will be provided by the EMHSD, unless otherwise noted. (Some courses may require students to bring additional materials, e.g. local plans.) *Please check your acceptance letter.*
- Students coming to class are expected to provide their own note-taking implements.
- Participants that wish to "waive" courses must supply a written request to the PEM Board for consideration, before requesting to take the examination.

Board of Registration for Professional Emergency Managers (a.k.a. the PEM Board)

The Board of Registration for Professional Emergency Managers is an appointed body (designated in the Administrative Rules of the Michigan Emergency Management Act, P.A. 390, as Amended) that serves the Division to register all PEMs and assist with training design, development, and curriculum policies and strategies. The Board is a collaborative, five member body comprised of EMHSD personnel and appointed local emergency managers.

For more information on the Board, please contact the T&E Section.

NON-SCHEDULED TRAINING REQUESTS

(Outreach training, Field Workshops, and Public Officials Conferences)

EMHSD attempts to honor requests for specific training to meet a community's need *as staff availability, budgets, and schedules permit*. All training requests must be submitted 90 days prior to the training dates and submitted to the T&E Section for approval. EMHSD can develop training for specific events and audiences. The Section is continually developing courses for state agencies, local programs, private sector, and emergency operations staff members to better prepare the State for disasters and emergencies. These courses are specific to the needs of the staff and are by "invitation only". Please contact the T&E Section for more information.

Examples of training are, but not limited to:

- Public Officials Conferences-Business/Senior Officials, etc.
- EMHSD Courses-full or modified (e.g. Damage Assessment, Exercise Design, or Public Information Officers Workshop, etc.)
- Local or Regional Workshops
- Classroom held Independent Studies
- Specific topic area presentations
- Conference or meeting presentations
- Exercise seminars, workshops, or other exercise activities

Logistical Information for Outreach Training

The entity requesting training must "sponsor" training by providing:

- A training site/facility that is conducive to training
- Specific course materials and equipment requirements-contact course manager for details
- Register and track the number of participants
- Refreshments or meals as needed.

Please contact the T&E Section for more information.

Michigan's Homeland Security Strategy and Exercises

The focus of the Michigan's State Homeland Security Strategy (SHSS) is to ensure a robust and efficient capability for responding to all types of natural and manmade disasters and emergencies, including terrorism, by building upon existing capabilities and systems. Exercise is a key component of all state goals, and is highlighted in an exercise-specific goal to ensure a comprehensive, integrated system for terrorism exercise support and programs. Michigan updated the SHSS in 2005.

Regional and Local Efforts

There are eight homeland security regions identified in the state. The regions mirror existing emergency management districts and Office of Public Health Preparedness (OPHP) bio-defense network regions. The intent of this structure is to enable alignment of Regional Homeland Security Strategies (RHSS) and capabilities and provide enhanced input into state homeland security decisions that affect the region. Each of the seven regions share an "umbrella" base structure and rules to ensure consistency in program management in all the homeland security regions across the State. Each county Local Planning Team (LPT) appoints one primary representative and one alternate representative to serve on the Regional Homeland Security Planning Board for their region. For Region 2S, which serves as the Detroit Urban Area, the City of Detroit also has one primary and alternate representative.

Statewide Integrated All-Hazards Training and Exercise & Evaluation Program

Well designed and executed training, exercise, and evaluation programs provide the most effective means of educating responders and citizens across all sectors about policies, plans, and procedures. They clarify roles and responsibilities, improve interagency coordination, communication, individual performance, and identify gaps in resources and opportunities for improvement. This initiative will include all response disciplines, to include the traditional disciplines of fire, emergency medical services (EMS), and law enforcement as well as public health, food, agriculture, cyber, and other infrastructure sectors.

Exercises are being conducted statewide throughout the year, in both the private and public sectors. (Many are conducted together). If you are interested in what your local community is doing, contact your emergency management coordinator. The listing of all emergency management programs is located on the EMHSD website.

Other Emergency Management and Homeland Security Courses

EMHSD's Elective Courses

In addition to PEM course offerings, other training is available for incident management professionals. The Division offers several "elective" courses every year. This is an opportunity for PEMs, who enroll in the courses, to satisfy their annual training requirements.

FEMA's Emergency Management Institute

The Emergency Management Institute, of the Federal Emergency Management Agency offers training in classroom and as Independent Study. There are many different training tracts, but some of the most popular are the Professional Development Series (PDS), the Advanced Professional Series (APS), and the Master Exercise Practitioner Program (MEPP). Courses are taught at National Emergency Training Center (NETC) in Emmitsburg, Maryland or at the Noble Training Center in Anniston, Alabama. Some of the more popular tracts are outlined here, but please consult the website at <http://training.fema.gov/Programs/featured.asp>, for more information.

Note: New and revised courses are being developed by FEMA. Please consult the web.

The Professional Development Series

The Professional Development Series, offered through the Department of Homeland Security's, Federal Emergency Management Agency (FEMA) includes seven independent study courses that provide a well-rounded set of fundamentals for those entering into the emergency management profession. Many students build on this foundation to develop their careers.

Students who complete all the courses will receive a PDS Certificate of Completion. The courses, in recommended order of completion, are:

- 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

The courses are self-paced independent studies and each takes between 1-4 hours to complete. After working through the material, the student takes a final exam. A passing score is 75 or better. When a student has completed all courses, the Independent Study Program Office automatically sends a Certificate of Completion directly to the student.

Note: All courses in the PDS series are required for the Professional Emergency Manager (PEM) Designation.

Master Exercise Practitioner Program (MEPP)

Master Exercise Practitioner Program (MEPP) was designed to recognize those individuals who have completed prescribed training and demonstrated, through hands-on application, a high level of professionalism and capability in the arena of emergency management exercises. This program specifically is directed at improving the capabilities of emergency management personnel involved in all aspects of emergency management exercises. Through the improvement of the knowledge, skills, and abilities of involved personnel, the quantity and quality of exercises conducted at the local, tribal, state, and federal levels of government can be improved.

It is a resident program; students must take classes at FEMA campuses.

Courses are taught at the Emergency Management Institute (EMI), in Emmitsburg, Maryland and Noble Training Center in Anniston, Alabama.

Target Audience

Eligible participants are local, tribal, state, territorial, Department of Homeland Security (DHS), and other federal agency emergency management/emergency services personnel whose responsibilities involve emergency management exercises. This may include exercise training officers, emergency managers, emergency services personnel from fire, emergency medical, hospitals, public/environmental health, coroners, law enforcement, corrections officials, public works/utilities, community service/volunteer agencies, non-profits, and private entities who participate in emergency services/emergency management exercise design/development, conduct, evaluation, and improvement planning activities, members of exercise planning teams, evaluation teams, and/or who manage exercise programs.

Prerequisites

Applicants must complete the following independent study courses available at <http://training.fema.gov/IS/crslist.asp>:

- IS-120A Introduction to Exercises
- IS-139 Exercise Design

Then, applicants must complete and submit an application package. For more information on how to fill out the application, please see <http://www.training.fema.gov/emiweb/cec/>.

MEPP Program Completion Upon completion of the Master Exercise Practitioner Series, the MEPP candidates will be awarded EMI Master Exercise Practitioner certificate.

Advanced Professional Series (APS)

FEMA offers a training track that stresses the ability to perform essential disaster work. These courses discuss the skills and abilities needed in emergency operations and management. The courses offer "how to" training focusing on practical information emphasizing disaster operations, along side of and building on, Professional Development Series management and coordination skills.

All APS courses are classroom courses, either offered through the Emergency Management and Homeland Security Division, or the Emergency Management Institute, in Emmitsburg, Maryland. **There are no independent study courses in the series.**

Required Courses²

EOC Management and Operations, G775

Incident Command System/Emergency Operations Center Interface, G191

Rapid Assessment Workshop, G250.7

Recovery from Disaster, the Local Government Role, G270.4

Mitigation Planning Workshop for Local Governments, G318

Elective Courses (choose any 5)

Donations Management Workshop, G288

Multi-Hazard Emergency Planning for Schools, G362

Emergency Planning and Special Needs Populations, G197

NIMS Resource Management, IS-703 (Independent Study)

Debris Management, G202

Mass Fatalities, G386

Exercise Program Manager, G137

Flood Fight Operations, G361

Emergency Management Operations Course for Local Governments, G110

Homeland Security Planning for Local Governments, G408

Community Mass Care Management, G108

Evacuation and Re-entry Planning, G358

Basic Public Information Officers, G290

Hazardous Weather and Flood Preparedness, G271 or Anticipating Hazardous Weather and Community Risk, IS271 (Independent Study)

Warning Coordination, G272

Advanced Incident Command System, G400

² Courses highlighted are taught by the EMHSD.

Original Required Courses as Optional Credit

The required courses of the original lineup will remain as optional credit for persons in mid-stream taking the original series. Students who have taken any or all of the original required courses will therefore not forfeit anything and can use those courses as credit for required courses. Training officers can continue to use any of the original required courses to suit their needs.

For Further Information

If you would like further information or have questions, please contact Tom Gilboy at Tom.Gilboy@dhs.gov or by phone at (301) 447-1535.

Note: There have been several curriculum changes in the past year, please consult the website for further information at <http://www.training.fema.gov/emiweb/APS/>

Other FEMA Training Tracks

Since the passage of the Post Katrina Reform Acts of 2006, other trainings and programs are being developed at the federal level. Planning and training initiatives for tribes, special needs, evacuation and re-entry, along with Continuity of Operations and Continuity of Government are all being designed for the emergency management community. New training tracks are being currently researched and will be developed. Please check the FEMA website for more information.

The Federal Emergency Management Agency's (FEMA) Independent Study Courses

Bold courses are Professional Emergency Management (PEM) requirements.

FEMA Independent Study³ courses are found at
<http://training.fema.gov/IS/.asp>

- IS-1 Emergency Manager: An Orientation to the Position**
- IS-3 Radiological Emergency Management
- IS-5.A An Introduction to Hazardous Materials
- IS-7 A Citizen's Guide to Disaster Assistance**
- IS-10 Animals in Disaster, Module A: Awareness and Preparedness
- IS-11 Animals in Disaster, Module B: Community Planning
- IS-15.A Special Events Contingency Planning for Public Safety Agencies
- IS-22 Are You Ready? An In Depth Guide to Citizen Preparedness
- IS-55 Household Hazardous Materials - Guide for Citizens
- IS-100 Introduction to the Incident Command System**
- IS-100.HC Introduction to Incident Command System for Healthcare and Hospitals
- IS-100.LE Introduction to the Incident Command System, I-100, for Law Enforcement
- IS-100.PW Introduction to the Incident Command System, I-100, for Public Works Personnel
- IS-100.SC Introduction to the Incident Command System, I-100, for Schools
- IS-111 Livestock in Disasters
- IS-120A Introduction to Exercise**
- IS-130 Exercise Evaluation and Improvement**
- IS-139 Exercise Design**
- IS-197.SP Special Needs Planning Considerations for Service and Support Providers
- IS-200 ICS for Single Resources and Initial Action Incidents
- IS-200.HC Applying ICS to Healthcare Organizations
- IS-230 Principles of Emergency Management**
- IS-235 Emergency Planning**
- IS-240 Leadership and Influence**
- IS-241 Decision Making and Problem Solving**
- IS-242 Effective Communication**

³ Highlighted courses are Professional Emergency Management (PEM) requirements.

- IS-244 Developing and Managing Volunteers**
- IS-250 Emergency Support Function (ESF#15) External Affairs: A
- IS-253 Coordinating Environmental and Historic Preservation Compliance
- IS-271 Anticipating Hazardous Weather & Community Risk
- IS-275 The EOC's Role in Community Preparedness**
- IS-279 Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures
- IS-288 The Role of Voluntary Agencies in Emergency Management
- IS-292 Disaster Basics
- IS-301 Radiological Emergency Response
- IS-302 Modular Emergency Radiological Response Transportation Training
- IS-317 Introduction to Community Emergency Response Teams
- IS-330 Refresher Course for Radiological Response
- IS-331 Introduction to Radiological Emergency Preparedness (REP) Exercise Evaluation
- IS-340 Hazardous Materials Prevention
- IS-346 An Orientation to Hazardous Materials for Medical Personnel
- IS-362 Multi-Hazard Emergency Planning for Schools
- IS-386 Introduction to Residential Coastal Construction
- IS-393.A Introduction to Mitigation**
- IS-394.A Protecting Your Home or Small Business from Disaster
- IS-546 Continuity of Operations (COOP) Awareness Course
- IS-547 Introduction to Continuity of Operations (COOP)
- IS-630 Introduction to the Public Assistance Process
- IS-631 Public Assistance Operations I
- IS-632 Introduction to Debris Operations in FEMA's Public Assistance Program
- IS-650 Building Partnerships with Tribal Governments
- IS-700 National Incident Management System (NIMS), An Introduction** (if available)
- IS-701 Multiagency Coordination Systems
- IS-702 National Incident Management Systems (NIMS) Public Information Systems
- IS-703 NIMS Resource Management
- IS-706 NIMS Intrastate Mutual Aid, An Introduction
- IS-800.B National Response Framework (NRF), An Introduction**
- IS-803 Emergency Support Function (ESF #3) Public Works and Engineering
- IS-804 Emergency Support Function (ESF #4) Firefighting
- IS-808 Emergency Support Function (ESF #8) Public Health and Medical Schools

- IS-809 Emergency Support Function (ESF #9) Search and Rescue
- IS-812 Emergency Support Function (ESF #12) Energy
- IS-860 Introduction to the National Infrastructure Protection Plan
- IS-1900 NDMS Federal Coordination Center Operations Center

If You Are New to the Profession of Emergency Management and Homeland Security...

How do you begin?
What courses should you take first?

Entering the evolving field of Emergency Management and Homeland Security may seem daunting, so the Emergency Management and Homeland Security Division (EMHSD) Training and Exercise Section seeks to provide participants with some hints for professional excellence. A good place to start is by enrolling in governmental programs, one at the federal level, and then at the state level.

1. **First, take the Department of Homeland Security-Federal Emergency Management Agency's (FEMA) Independent Studies Professional Development Series (PDS)** that is offered through the Federal Emergency Management Agency (FEMA) courses. These independent studies will give you a basis of core concepts and definitions in the field. Both independent study program are web-based, self paced, computer courses. They allow the student flexibility in completing the training, 24-hours a day. The FEMA materials are available at <http://training.fema.gov/EMIWeb/IS/> .

- IS-1: Emergency Manager: An Orientation to the Position
- IS-7: A Citizen's Guide to Disaster Assistance
- IS-100 Introduction to the Incident Command System
- IS-120.A Introduction to Exercise Design
- IS-130 Exercise Evaluation & Improvement
- IS-139 Exercise Design
- IS-230 Principles of Emergency Management
- IS-235 Emergency Planning
- IS-240 Leadership and Influence
- IS-241 Decision Making and Problem Solving
- IS-242 Effective Communication
- IS-244 Developing and Managing Volunteers
- IS-275 The Emergency Operation Center's Role in Community Preparedness
- IS-393: Introduction to Mitigation
- IS-700 National Incident Management Systems (NIMS) (if available)
- IS-800 The National Response Plan or IS-800B The National Response Framework (NRF)

2. Next, after completion of the IS courses, enroll in the courses in the Emergency Management and Homeland Security Division's Professional

Emergency Manager's Designation Program (PEM). The PEM program builds on the Independent Studies and will further acquaint professionals with Michigan's systems, laws, and standards. (The PEM program requires all PDS courses Independent Studies as a prerequisite for many courses.) Additionally, these classes will offer participants the opportunity to meet experts and connect with colleagues in Emergency Management and Homeland Security from a variety of disciplines that are integral part of Michigan's System.

The Training and Exercise Section recommends that entry level personnel take the training in the following order:

- Introduction to Emergency Management (***take this first if possible***)
 - Emergency Planning
 - Damage Assessment Workshop

 - Basic Skills-all modules (1,2 & 3)
 - Exercise Design and Development
 - Exercise Evaluation
 - Incident Command /Emergency Operations Interface

 - Hazard Mitigation Comprehensive Plan Interface
 - Basic Public Information Officer's Workshop
 - Developing Volunteer Resources
 - Disaster Response and Recovery Operations (***should be last course taken***)
3. Check EMHSD's website often for new offerings and information. Courses are also offered at the Emergency Management and Homeland Security Training Center for first responders, health professionals, and others.
 4. EMHSD's hosts two conferences, the Homeland Security Conference, held in the spring and the Summit Conference held in the fall. The conferences are an excellent educational opportunity and a great chance to network with your colleagues.
 5. Other trainings are offered through Federal Emergency Management Agency. This includes many other Independent Studies and resident courses. Contact the T&E Section or the website for information.
 6. Many local emergency management programs offer specific community training. Contact your local emergency manager; the listing is available on EMHSD's website at www.michigan.gov/EMHSD.
 7. The Red Cross offers community specific workshops, exercises and courses. Red Cross information is available at www.redcross.org or contact your local chapter.
 8. Become a member in one of the many professional associations in Emergency Management. Please consult the web or call the Training and

- Exercise Section. One popular professional association is the Michigan Emergency Manager's Association, located at <http://memaonline.org/>.
9. Consider higher education programs in Emergency Management or Homeland Security. Contact the Training and Exercise Section for information or FEMA's Higher Education Project at <http://training.fema.gov/EMIWeb/edu/>.
 10. Become CERT trained. Community Emergency Response Teams (CERT) are local citizens trained to help their community in times of crisis. For more information, contact the T&E Section or your local Emergency Manager listed on EMHSD's website.
 11. Volunteer in the local community. Private citizens are needed by local emergency management programs for a variety of emergencies, exercise tasks, and for daily duties. Volunteering gives valuable work experience and skills in the complexities of managing large scale events. It also helps to build relationships with the agencies used in disasters and emergencies.

Award Criteria for Professional Emergency Manager of the Year

Each year the Emergency Management and Homeland Security Division will honor one Professional Emergency Manager (PEM) who has contributed distinguished service to the profession. The Professional Emergency Manager of the Year Award is presented to this individual who has demonstrated professionalism in one or more of the following areas:

- Advancement of the emergency management profession through training or administration;
- Development of an innovative concept in emergency management planning or operations;
- Outstanding contributions in the field of emergency management, including application of emergency management techniques or principles;
- Valuable contributions through research, and successful adaptation of research findings to a practical emergency management situation;
- Implementation of a difficult emergency management program through perseverance in its development and promotion; and/or
- Development of activities or programs that have been effective in addressing emergency management needs through the implementation of innovative, practical, and balance solutions.