AEM®/CEM®

Examination

A Study Guide

February 2021

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The Program is served by the Certification Commission, which is comprised of emergency management professionals, including representatives from allied fields, educators, military and private industry personnel. The development of the program was supported by the U.S. Federal Emergency Management Agency (FEMA), the National Emergency Management Association (NEMA) and numerous allied organizations.

As part of its responsibility for administering the AEM® and CEM® program materials, applications, examination preparatory course, examinations and issuance of certifications, IAEM and the Certification Commission are charged with ensuring the integrity and professionalism of the program applications, education, and examination process. To that end, IAEM and the Certification Commission have developed program policies which it follows as a means of ensuring the integrity of the program applications, education, examination preparatory courses, and examinations.

Prohibited Conduct

Application:

Those who apply for the AEM® or CEM® certification are required to complete an IAEM online application. As a condition of earning AEM® or CEM® certification, applicants must successfully meet IAEM requirements with respect to experience, references, education, training, professional contributions, essay submission, and examination. It is imperative that each program applicant provide information and/or documentation in connection with the application and testing process that is complete, their own and entirely accurate. Applicants remain under a continuing duty to supply updated information and to correct inaccurate information previously provided that would be relevant to their application. Information or documentation that is later determined to be incomplete, false, inaccurate or not the applicant's own work shall result in a rejection of the application and the disqualification of the applicant, in addition to such other sanctions as IAEM and the Certification Commission may determine in their sole judgment.

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In the event that the results of an authorized and scheduled IAEM AEM® or CEM® certification examination are subject to question or challenge as a result of a determination on the part of IAEM and/or the Certification Commission that improper conduct, cheating or a prohibited collaborative effort may have taken place, IAEM or the Certification Commission may appoint a committee to review the examination results in issue and the procedures followed in administering and taking the examination. The commit-tee shall be comprised of CEM's and IAEM staff charged with administering the AEM®/CEM® certification program and examinations. The committee may also seek to consult with members of academia on the test, procedures and results in question. The findings of the committee shall be reported to IAEM and the

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Certification Commission for further such action as may be appropriate.

IAEM will maintain the confidentiality of the applicant's information and AEM®/CEM® test results. However, such information or documentation may be disclosed to IAEM staff or current certification commission members during the credential review process.

Q & A

Who Needs to Take the Exam?

- All new applicants.

  Applicants may choose to sit for the exam prior to credential review however the application fee must be received at headquarters prior to requesting the exam. Once taken the applicant will have one year from the date of the exam to submit their credentials for review.

How is the Exam Structured?

- The exam will consist of 100 multiple-choice questions. Each question will have four possible responses. The examinee must choose the best answer.

- The exam must be completed in no more than two hours.

- In order to "PASS", the examinee must score 75% or better on the exam.

- The exam questions will focus on emergency management principles and practices reflected in the publications listed in this document.

Study tips…

- "Brush up" on basic emergency management literature.

- A listing of publications from which all exam questions were derived is included in this brochure.

Who is an Approved Proctor?

- The proctor must be an unbiased party and must fulfill one of the following:
  - Current Certification Commissioners
  - Current member of the Certification Executive Committee
  - Current IAEM Council Board Member with the AEM® or CEM® designation
  - IAEM Staff
  - A proctor from a local high school, college/university, or testing center
  - Education office personnel at uniformed services installations may conduct the exam for uniformed services and Department of Defense personnel

- They must not be:
  - A candidate's subordinate or manager
  - Someone with whom the candidate works with on a regular basis
  - Related to or having a personal relationship with the candidate

- Note: Proctoring fees are the responsibility of the applicant.

How is the Exam Administered?

- The exam may be taken at a group offering including at the IAEM Annual Conference, Regional Conferences, or at IAEM headquarters.

- Candidates also may individually arrange their own test administration through a variety of secured testing methods and locations as mentioned above.

Q & A

How Do You Arrange for Your Exam?

Once the exam date and time have been secured and confirmed between applicant and an approved proctor, the applicant should complete the online exam request form located on the IAEM website.

This request needs to be received by IAEM a minimum of 14 business days prior to the scheduled exam date. IAEM has created a "how-to" guide for using the online exam system including actions that must be completed by the proctor before the exam date. This document can be accessed on the "Getting Started" page of the IAEM Certification website.

U.S.-SPECIFIC SAMPLE QUESTIONS

The following sample questions were developed to familiarize the applicant with the exam format and sample content. The correct answers are found below.

1. National Preparedness Goal emphasizes five mission areas rather than the four phases of emergency management. Response, recovery, and mitigation are common to both. What are the other two mission areas called?

   a. Planning and Preparedness

   b. Preparedness and Protection

   c. Preparedness and Prevention

   d. Prevention and Protection

2. Which is the only position that is always staffed in Incident Command System (ICS) applications?

   a. Incident Commander.

   b. Operations Section Chief.

   c. Public Information Officer.

   d. Safety Officer.

3. Incident Action Plans (IAPs) provide a coherent means to communicate the overall incident objectives in the context of both operational and support activities. Incident Action Plans (IAPs) depend on _____ to accomplish response tactics.

   a. common terminology

   b. integrated communications

   c. management by objectives

   d. organizational resources

4. According to the National Incident Management System (NIMS), when should managers plan and prepare for demobilizing resources no longer needed for the incident?

   a. At the same time that they begin the resource mobilization process.

   b. After the Operations Section Chief completed all the IAP objectives.

   c. When the Resource Unit Leader no longer has a use for the resource.

   d. While preparing the emergency operations plan.

5. The National Incident Management System (NIMS) provides a set of _____ organizational structures, as well as requirements for processes, procedures, and systems designed to improve interoperability.

   a. complicated.

   b. rigid.

   c. simple.

   d. standardized.

continued

6. What principle(s) represent the foundation for the Whole Community approach to emergency management?

   a. Strengthen what works in communities on a daily basis

   b. Engage and empower all parts of the community

   c. Understands and meets the actual needs of the community

   d. All of the above

7. According to the Incident Command system (ICS), who directs tactical operations when the Operations Section has been activated?

   a. Deputy Incident Commander.

   b. Emergency Operations Center.

   c. Incident Commander.

   d. Operations Section Chief.

8. Which one of the actions listed below is primarily a state / tribal responsibility for disaster response?

   a. Provide immediate aid.

   b. Request a Presidential Disaster Declaration.

   c. Serves as the first line of defense in emergencies.

   d. Warns and advises citizens.

9. According to the National Disaster Recovery Framework, when does the recovery process begin?

   a. After the response teams begin demobilizing.

   b. Concurrently with the response after the lifesaving actions are completed.

   c. When the senior executive for the jurisdiction/entity declares the recovery begins.

   d. With pre-disaster preparedness and includes a wide range of planning activities.

10. What is a Joint Information Center (JIC)?

    a. A central location from which emergency operations are coordinated.

    b. A central location where disaster victims can rest and obtain food.

    c. A central location at the incident scene where responders can be debriefed about the incident.

    d. A central location, where the Public Information Officers provide updates to the media.

Answers: 1.d, 2.a, 3.c, 4.a, 5.d, 6.d, 7.d, 8.b, 9.d, 10.d

CANADA-SPECIFIC SAMPLE QUESTIONS

The following sample questions were developed to familiarize the applicant with the exam format and sample content. The correct answers are found below.

1. Unless a declaration of public welfare emergency is previously revoked or continued in accordance with the Emergencies Act, an emergency expires at the end of:

    a. 30 days

    b. 60 days

    c. 90 days

    d. 120 days

2. In accordance with Environmental Emergency (E2) Regulations, an environmental emergency plan must be updated and tested:

    a. once a year

    b. every 6 months

    c. within 90 days of Ministry notification

    d. every 2 years

3. An Emergency Management Framework for Canada describes "resilience" as the capacity of a system, community or society to:

    a. Withstand the effects of a disaster or emergency without reduction of, or change to standard operating procedures

    b. Adapt to disturbances resulting from hazards by persevering, recuperating or changing to reach and maintain an acceptable level of functioning

    c. Anticipate, absorb, adapt to and rapidly recover from a disruptive event

    d. None of the above

4. The CCIRC operates within Public Safety Canada, and works with partners inside and outside Canada to mitigate threats to the vital networks outside the federal government. What does CCIRC stand for?

    a. Call Center for Incident Response in Canada

    b. Cyber Center for Incident Response in Canada

    c. Canadian Cyber Incident Response Centre

    d. Canadian Computer-generated Incident Response Center

5. According to the Natural Resources Canada website, what does a tsunami warning mean?

    a. Inundating wave possible

    b. Danger level not yet known

    c. Strong currents likely

    d. Minor waves at most

6. Which of the following is not a strategic objective of the Communications Interoperability Strategy for Canada (CISC)?

    a. Governance

    b. Technology

    c. Standard Operating Procedures (SOPs)

    d. Understanding

7. What date did the Federal Policy for Emergency Management take effect?

    a. October 21, 2011

    b. December 10, 2009

    c. December 1, 2005

    d. January 10, 2009

8. Individual Canadians and their families have a responsibility to be prepared for disruption and be ready to cope for at least the first _____ hours.

    a. 24

    b. 48

    c. 72

    d. 96

9. The North American Plan for Animal and Pandemic Influenza extends beyond the Health sector to include:

    a. The Plan does not extend beyond the Health sector

    b. A coordinated approach to Critical Infrastructure

    c. All First Responders

    d. The Agricultural sector

10. The Canadian Cyber Incident Response Centre (CCIRC) is responsible for monitoring and providing mitigation advice on cyber threats and coordinating the national response to any cyber security incident.

    a. True

    b. False

Answers: 1.c, 2.a, 3.b, 4.c, 5.a, 6.d, 7.b, 8.c, 9.b, 10.a.

NEW ZEALAND-SPECIFIC SAMPLE QUESTIONS

The following sample questions were developed to familiarize the applicant with the exam format and sample content. The correct answers are found below.

1. The Prime Minister is the standing Chair person of which one of the following crisis specific entities during a disaster or threat to national security?
   a. DPMC
   b. DESC
   c. ODESC
   d. DESG

2. Down slope wind storms in New Zealand are typically characterized by:
   a. Strong winds with rain
   b. Strong winds without rain
   c. Moderate winds with hail
   d. Moderate winds with snow

3. The Minister of Civil Defence may appoint a statutory person responsible for recovery activities for an affected area. This person is known as the:
   a. Recovery Coordinator
   b. Recovery Facilitator
   c. Recovery Manager
   d. Disaster Recovery Chief

4. Once a declaration under the CDEM Act 2002 is made, the declaring authority needs to notify whom?
   a. New Zealand Gazette Office
   b. Public and the New Zealand Gazette Office
   c. Public and the Ministry of Civil Defence & Emergency Management.
   d. Public, Media and the Department of Prime Minister & Cabinet

5. Under CIMS, The off site facility for resources to be held is known as a:
   a. Assembly Area
   b. Incident Control Point
   c. Safe Forward Point
   d. Staging Area

6. An UNDAC team is compromise of typically three to five emergency managers who:
   a. Are required to represent the views of their respective country politicians.
   b. Are also always INSARAG (Medium or higher) rescue qualified.
   c. At the request of the disaster affected country can provide rapid priority needs assessments.
   d. Able to instruct the Local Emergency Management Authority under the authority of the UN Secretary-General.

7. Under the National Civil Defence Emergency Management Plan, if there was an event that required a state of national emergency, what level of emergency would be designated?

   a. DEFCON1

   b. DEFCON5

   c. Level 1

   d. Level 5

8. Which agency is responsible for volcanic and seismic monitoring?

   a. GNS Science

   b. Waikato University

   c. Ministry of Civil Defence & Emergency Management

   d. National Institute for Water & Atmospheric research (NIWA)

9. The Civil Defence logo may be produced:

   a. In only black and white.

   b. In only blue and yellow (prescribed colours).

   c. In black and white or prescribed blue and yellow colours.

   d. In any colour combination providing the logo is not altered.

10. A Medical Officer of Health under the Health Act 1956, may exercise special powers:

   a. Only when authorised by the Minister of Health.

   b. Only during a declared state of emergency pursuant to the CDEM Act 2002.

   c. Both a and b

   d. A Medical Officer of Health can evoke special powers whenever they deem it required.

Answers: 1.b, 2.b, 3.a, 4.b, 5.a, 6.c, 7.d, 8.a, 9.c, 10.c.

AUSTRALIA-SPECIFIC SAMPLE QUESTIONS

The following sample questions were developed to familiarize the applicant with the exam format and sample content. The correct answers are found below.

1. Although the effects of heatwaves can be serious, they are one of the easier hazards to protect against if you are in good health. Which of the factors is important to be aware of how in order to cope and survive:

   a. Keep your home cool with curtains, shutters or awnings on the sunny sides and leave windows open at night

   b. If you don't have air-conditioning, use fans and damp towels to stay cool and have frequent cool showers.

   c. Check on elderly neighbours and relatives to ensure they are comfortable and coping

   d. All of the above

2. Consultation is one of the elements of the Community Engagement Framework. Which is not a goal of the consultation process?

   a. Sufficient time is allowed for the community to consider an issue or question and provide input, and for agencies to consider this feedback

   b. The consultation process is narrow while appropriate to the scope of the issue

   c. Information received from the community is recorded, stored and used appropriately

   d. The community is informed as to how their input is considered and influences outcomes

3. Prior to the 2011 Australian EM Volunteer Forum (AEMVF), around how many of the delegates had heard of the AEMVF?

   a. 40%

   b. 50%

   c. 60%

   d. 70%

4. In Australia, there are multiple phases of an evacuation. What are they?

   a. Alarm, prepare to leave, depart danger area, set up one-stop shop.

   b. Sound alarm, exit from hazardous area, seek shelter, return when clear.

   c. Warning, move to safe area, seek accommodation.

   d. Warning, withdrawal, shelter, return.

5. Which major activity of Emergency Risk Management involves identifying the range of options for treating risks, assessing these options, and preparing and implementing treatment plans?

   a. Identifying risk.

   b. Analysing risk.

   c. Evaluating risk

   d. Treating risk.

AUSTRALIA-SPECIFIC SAMPLE QUESTIONS

continued

6. Why is it important to ensure that all those who need to be involved in the Risk Management process are involved?

   a. They are responsible for the process.

   b. They have a vested interest in the process.

   c. Establishes a common understanding of how decisions are made.

   d. All of the above.

7. Which one of the following actions is NOT routinely implemented during the initial context establishment phase of Emergency Risk Management (ERM) process?

   a. Development of risk evaluation criteria.

   b. Establishment of how the activity will be monitored and reviewed.

   c. Identification of all relevant stakeholders.

   d. Placement of risks in order based on consequence and likelihood.

8. Emergency Service Volunteer Leaders might require a number of skills in managing their volunteers. Which of the following are true of the skills a volunteer leader requires?

   a. Social interaction skills

   b. Facebook and twitter links / connections

   c. Reachable 24/7

   d. All the above

9. How often are the Australian emergency management Arrangements completely reviewed?

   a. Every twelve months

   b. Every three years

   c. Every five years

   d. Every two years

Answers: 1.d, 2.b, 3.b, 4.d, 5.d, 6.d, 7.b, 8.a, 9.c.

OTHER COUNTRIES GENERAL SAMPLE QUESTIONS

The following sample questions were developed to familiarize the applicant with the exam format and sample content. The correct answers are found below.

1. Which of the following actions is likely to reduce trust in your leadership?

   a. Be willing to admit to being wrong or having made a mistake.

   b. Engaging in tactful, direct communication, airing your problem and seeking win-win resolution.

   c. Evading responsibility for your behavior.

   d. Providing coaching whenever you see a subordinate or peer in need of help.

2. Which emergency management phase or mission includes a range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability of the jurisdiction / entity / agency?

   a. Preparedness.

   b. Response.

   c. Recovery.

   d. Mitigation.

3. Riverine floods fall into which type of hazard category?

   a. Natural.

   b. Human-caused Accidental.

   c. Human-caused Intentional.

   d. Technology-caused.

4. _____ is used in the planning process to determine the extent or amount of injury and damages that may result from a hazard event of a given intensity or strength in a given area?

   a. Community Image.

   b. Hazard Analysis.

   c. Threat Determination.

   d. Vulnerability Assessment.

5. When is an emergency operations center usually activated?

   a. It is always activated.

   b. Only for catastrophic events.

   c. Other-than-routine response.

   d. Routine response.

6. Which of the following are considered to be structural mitigation measures?

   a. Land-use planning and mapping.

   b. Proper labeling of hazardous materials.

   c. Tax levies and abatements.

   d. Wind-resistant shutters.

continued

7. Which of the following is the most basic mitigation strategy?

   a. Change the type of the hazard.

   b. Modify the basic characteristics of the hazard.

   c. Prevent the creation of the hazard in the first place.

   d. Separate the hazard from that which might be harmed.

8. As an emergency management core function, _____ is defined as a process to identify requirements, order and acquire, mobilize, track and report, recover and demobilize, reimburse, and inventory resources needed in an emergency.

   a. Communications

   b. Direction and Control

   c. Logistics and Facilities

   d. Resource Management

9. Which of the following is a positive benefit to organizations for using volunteers?

   a. Volunteers apply pressure to make paid staff work more and harder.

   b. Volunteers eventually gain the skills required to replace paid staff.

   c. Volunteers provide access to a broader range of expertise and experience.

   d. Volunteers require less supervision and management by the supervisors.

10. Which type of exercise requires movement of resources to field sites and deployment of equipment?

    a. Drill

    b. Tabletop

    c. Functional

    d. Full-scale

Answers: 1.c, 2.a, 3.a, 4.d, 5.c, 6.d, 7.c, 8.d, 9.c, 10.d

RECOMMENDED PUBLICATIONS

The following publications may be used to make up all exams and can be obtained from the FEMA website or by contacting FEMA's Publication Office or the Emergency Management Institute (EMI). Please note that country-specific exams may have additional references which are used to help make up their exams (such as US, Canada, New Zealand, and Australia). See subsequent pages for country specific reference listings.

Core References

- Common Alerting Protocol

    http://docs.oasis-open.org/emergency/cap/v1.2/CAP-v1.2-os.doc

- Core Capabilities

    https://www.fema.gov/core-capabilities

- ICS Review Document Extracted from – E/L/G 0300 Intermediate Incident Command System for Expanding Incidents, ICS30 (March, 2018)

    https://training.fema.gov/emiweb/is/icsresource/assets/ics%20review%20document.pdf

- International Strategy for Disaster Reduction

    https://eird.org/americas/we/what-is-the-international-strategy.html

- Local Mitigation Planning Handbook

    https://www.fema.gov/media-library/assets/documents/31598

- National Incident Management System

    https://www.fema.gov/media-library/assets/documents/148019

- NFPA 1600

    https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1600

- P1 The Post Disaster Needs Assessment Guidelines

    https://www.undp.org/content/dam/undp/library/Environment%20and%20Energy/Climate%20Strategies/PDNA%20Volume%20A%20FINAL%2012th%20Review_March%202015.pdf

IS-15b   Special Events Contingency Planning for Public Safety Agencies

IS-42   Social Media in Emergency Management

IS-120c An Introduction to Exercises

IS-139a   Exercise Design and Development

IS-200c Basic Incident Command System for Initial Response

RECOMMENDED PUBLICATIONS

IS-230d   Fundamentals of Emergency Management

IS-235c Emergency Planning

IS-240b   Leadership and Influence

IS-242b   Effective Communication

IS-244b   Developing and Managing Volunteers

IS-318   Mitigation Planning for Local and Tribal Communities

IS-366a   Planning for the Needs of Children in Disasters

IS-393b   Introduction to Hazard Mitigation

IS-523   Resilient Accord – Exercising Continuity Plans for Cyber Incidents Course

IS-558   Public Works and Disaster Recovery

IS-632a   Introduction to Debris Operations

IS-912   Retail Security Awareness: Understanding the Hidden Hazards

IS-1300   Introduction to Continuity of Operations

IS-2200   Basic Emergency Operations Center Functions

IS-2500   National Prevention Framework, An Introduction

IS-2700   National Mitigation Framework, An Introduction

IS-2900a   National Disaster Recovery. Framework (NDRF) Overview

IS-20.10   Diversity Awareness Course 2020

IS-29.a   Public Information Officer Awareness

IS-100c Introduction to the Incident Command System

IS-703b   National Incident Management System Resource Management

- A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action FDOC 104-008-1
  https://www.fema.gov/media-library-data/20130726-1813-25045-0649/whole_community_dec2011__2_.pdf

- CPG 101 Developing and Maintaining Emergency Operations Plans
  https://www.fema.gov/media-library/assets/documents/25975

- Homeland Security Exercise and Evaluation Program (HSEEP)
  https://www.fema.gov/media-library/assets/documents/32326

- National Disaster Recovery Framework
  https://www.fema.gov/media-library/assets/documents/117794

- National Mitigation Framework
  https://www.fema.gov/media-library/assets/documents/117787

- National Preparedness Goal
  https://www.fema.gov/national-preparedness-goal

- National Preparedness Goal Mission Areas
  https://www.fema.gov/mission-areas

- National Prevention Framework
  https://www.fema.gov/media-library/assets/documents/117762

- National Protection Framework
  https://www.fema.gov/media-library/assets/documents/117782

- National Response Framework
  https://www.fema.gov/media-library/assets/documents/117791

- Public Assistance Program and Policy Guide

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended

https://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended

- Action Plan for Critical Infrastructure
  https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/pln-crtcl-nfrstrctr/pln-crtcl-nfrstrctr-eng.pdf

- An Emergency Management Framework for Canada
  https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/2017-mrgnc-mngmnt-frmwrk/index-en.aspx

- Canada's National Disaster Mitigation Strategy – Public Safety Canada Website
  https://www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/dsstr-prvntn-mtgtn/ndmp/index-en.aspx

- Canadian Centre for Cyber Security
  https://www.publicsafety.gc.ca/cnt/ntnl-scrt/cbr-scrt/ccirc-ccric-en.aspx

- Disaster Financial Assistance Arrangements
  https://www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/rcvr-dsstrs/dsstr-fnncl-ssstnc-rrngmnts/index-en.aspx

- Emergency Management Act
  http://laws-lois.justice.gc.ca/eng/acts/E-4.56/

- Federal Emergency Response Plan
  https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/mrgnc-rspns-pln/index-en.aspx

- Government Operations Center
  https://www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/rspndng-mrgnc-vnts/gvrnmnt-prtns-cntr-en.aspx

- Institute for Catastrophic Loss Reduction
  https://www.iclr.org

- National Emergency Response System
  https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/ntnl-rspns-sstm/index-en.aspx

- National Emergency Stockpile System (NESS)
  https://www.canada.ca/en/public-health/corporate/mandate/about-agency/office-evaluation/evaluation-reports/evaluation-national-emergency-stockpile-system.html

- Protective Director No. 32
  https://www.canada.ca/en/news/archive/2013/11/protective-direction-no-32.htm

- The Council on Emergency Management
  http://www.conferenceboard.ca/networks/cemt/default.aspx

The following provides an outline of the examination curriculum for the Oceania component (30% / 30 questions) of the examination.

The weight pertains to how many of the questions relate to a given topic area. The weighting is approximate only and there may be variations in each examination set.

Keywords indicate study areas that the applicant should be conversant with, not limited to understanding the term only.

New Zealand

1. The role of the United Nations in disaster management within Asia/Pacific is defined
   Keywords: OCHA, INSARAG, UNDAC, OSOCC

2. Demonstrate knowledge of the New Zealand emergency management framework.
   Keywords: MCDEM, CDEM Groups, CEG, DESC, ODESC, DPMC.

3. Demonstrate knowledge of the New Zealand Hazardscape.
   Keywords: National Hazardscape Report.

4. Demonstrate knowledge of key positions and respective roles and powers, within the New Zealand emergency management environment.
   Keywords: Minister, Director, National Controller, Group Controller, Local Controller, Constable, Recovery Coordinator, Recovery Manager, Public Information Manager, Mayor.

5. Demonstrate sound understanding of key legislation affecting emergency management in New Zealand.
   Keywords: Civil Defence Act 2002, Civil Defence Emergency Management Regulations 2003

6. Demonstrate knowledge of allied legislation.
   Keywords: specifically only sections pertaining to emergency management (powers), Health Act 1956, Fire and Emergency New Zealand Act 2017, Suppression of Terrorism Act 2002, Biosecurity Act 1993, Defence Act 1990, Land Transport (Road User) Rule 2004 [use of civil defence emergency vehicles].

7. Incident command systems used within region are identified and understood
   Keywords: span of control, single and multi-incident structures, on site IMT structure/roles, CIMS facilities, command vs control, common elements.

ADDITIONAL REFERENCES FOR NEW ZEALAND-SPECIFIC EXAMS

All the following resources are available from: http://www.civildefence.govt.nz/resources/publications/

- National Civil Defence Emergency Management Plan Order
- National Fuel Plan (2020)
- A Guide to National Civil Defence Emergency Management Plan
- National Civil Defence Emergency Management Strategy
- Directors Guidelines (review all)
- Directors Information Series (review all)
- Directors Best Practice Guideline (review all)
- Coordinated Incident Management System (CIMS) 3rd Edition
- Hazard Events in New Zealand – Hazardscape Report Part 2 2007

Additional recommended reading includes:

- GeoNet.Org - http://info.geonet.org.nz/display/geonet/What+we+do
- Getready.govt.nz
- New Zealand Government Legislation http://www.legislation.govt.nz
  - Civil Defence Emergency Management Act 2002
  - Civil Defence Emergency Management Regulations 2003
  - Civil Defence Emergency Management Amendment Act 2016
  - Fire and Emergency New Zealand Act 2017
  - Suppression of Terrorism Act 2002
  - Health Act 1956
- United Nations – OCHA   http://www.ocha.org
- United Nations – INSARAG http://www.insarag.org
- United Nations – UNDAC   http://www.unocha.org/what-we-do/coordination-tools/undac/overview
- UNDAC Handbook - https://docs.unocha.org/sites/dms/Documents/UNDAC%20Concept%20Paper_LAST%20VERSION_Oct2014.pdf
- Port & Harbour Marine Safety Code - http://www.maritimenz.govt.nz/commercial/documents/NZ-port-harbour-marine-safety-code.pdf
- Volcanic Activity - https://youtu.be/WeZxW2xyam0

- Preparing for Future Flooding - http://www.mfe.govt.nz/sites/default/files/preparing-for-future-flooding.pdf

- Health Emergencies https://www.health.govt.nz/our-work/emergency-management/pandemics

- AJEM - Retention of volunteers in the emergency services, Volume 26, No1, January 2011

  https://ajem.infoservices.com.au/downloads/AJEM-26-01-05.pdf

- AJEM - The attraction, support and retention of emergency management volunteers- Dr Judy Esmond – 2016

  https://knowledge.aidr.org.au/resources/volunteering-further-resources/

- Australian BoM Website - Tropical Cyclones

  http://www.bom.gov.au/cyclone/about/#severity

- Australian BoM Website - Tropical Cyclones - Previous Cyclones

  http://www.bom.gov.au/cyclone/history/larry.shtml

- Australian Disaster Resilience Handbook Collection - Australian Disaster Resilience Glossary

  https://knowledge.aidr.org.au/glossary

- Australian Disaster Resilience Handbook Collection - Australian Disaster Resilience Handbook # 1 Disaster Health

  https://knowledge.aidr.org.au/media/1626/handbook-1-disaster-health-kh-final.pdf

- Australian Disaster Resilience Handbook Collection - Australian Disaster Resilience Handbook # 2 Community Recovery 2011

  https://knowledge.aidr.org.au/resources/handbook-2-community-recovery/

- Australian Disaster Resilience Handbook Collection - Australian Disaster Resilience Handbook # 3 Managing Exercises

  https://knowledge.aidr.org.au/resources/handbook-3-managing-exercises/

- Australian Disaster Resilience Handbook Collection - National Strategy for Disaster Resilience Handbook #4 Evacuation Planning

  https://knowledge.aidr.org.au/resources/handbook-4-evacuation-planning/

- Australian Disaster Resilience Handbook Collection - Australian Disaster Resilience Handbook # 6 National Strategy for Disaster Resilience

  https://knowledge.aidr.org.au/media/1761/handbook-6-national-strategy-for-disaster-resilience-kh-final.pdf

- Australian Disaster Resilience Handbook Collection - National Strategy for Disaster Resilience: Community Engagement Framework, Handbook 6

  https://knowledge.aidr.org.au/resources/handbook-6-community-engagement-framework/

- Australian Disaster Resilience Handbook Collection - Australian Disaster Resilience Handbook # 8

  https://knowledge.aidr.org.au/resources/handbook-8-lessons-management/

- Australian Disaster Resilience Handbook Collection - Australian Emergency Management Arrangements, Handbook 9

  https://knowledge.aidr.org.au/resources/handbook-9-australian-emergency-management-arrangements/

- Australian Disaster Resilience Handbook Collection - National Emergency Risk Assessment Guidelines, Handbook 10

  https://knowledge.aidr.org.au/media/2030/handbook-10-national-emergency-risk-assessment-guidelines.pdf

- Australian Disaster Resilience Handbook Collection - Communities responding to Disasters: Planning for Spontaneous Volunteers Handbook # 12

  https://knowledge.aidr.org.au/resources/handbook-12-communities-responding-to-disasters-planning-for-spontaneous-volunteers/

- Australian Disaster Resilience Handbook Collection - Australian Disaster Resilience Handbook # 16 Public Information and Warnings

  https://www.aidr.org.au/media/6504/public_information_and_warnings_handbook.pdf

- Australian Government Bureau of Meteorology Website About Tropical Cyclones

  http://www.bom.gov.au/cyclone/about/

- Emergency Management Manual – Victoria

  https://files-em.em.vic.gov.au/public/EMV-web/EMMV-Parts-1-8-combined.pdf

- National Strategy for Disaster Resilience: Section 2 - What does a disaster resilient community look like

  https://knowledge.aidr.org.au/media/2153/nationalstrategyfordisasterresilience.pdf

- UNDAC Handbook 2018 edition

  https://www.unocha.org/sites/unocha/files/1823826E_web_pages.pdf