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IAEM Professional Development Course Skills 2-Day Course

About the IAEM Professional Development Training Certificate (PDTC)

By earning the IAEM Professional Development Certificate, you demonstrate to your employer, peers, and the people you serve that you are committed to the highest level of emergency management. You are competent in core skills and have learned the best practices from experienced emergency managers throughout the world. No matter what happens in your community, you are confident that you have the technical and leadership ability to guide your organization through the response and recovery process.

This certificate is built upon the time-honored U.S. Professional Development Series, developed after extensive research by the Federal Emergency Management Agency. Courses, objectives and emphasis has been modified as necessary to suit international audiences.

The certificate is available at various levels and is progressive in nature, meaning you complete the Core Skills training before progressing to the next level, so you can both have a plan of progress and receive recognition along the way. The first course is described below.

The Core Skills 2-Day Course is ready for delivery in your country or region. It includes an introduction to the levels and phases of managing emergencies for your organization – whether government or business – and demonstrates how to set up an emergency management program through preparedness, response and recovery. This training will cover the following topics:

- Fundamentals of Emergency Management
- Prevention, Protection, and Mitigation
- Emergency Planning
- Recovery
- Emergency Management Exercises
- Introduction to Response Concepts
- Levels, Responsibilities, and Organizational Principles
- Exercise Preparation and Conduct

Who Should Participate

The Core Skills 2-Day Course is intended for both new and seasoned emergency managers from government, military, businesses, and volunteer organizations.

Prerequisites

There are no specific prerequisites for this certificate program. Participants who are familiar with the emergency management laws, policies, and response protocols of their nation will be best able to apply concepts learned in the training to their particular situation.

Credentialing

Participants in the Core Skills Course will be evaluated on their participation in the class exercises, as well as on a case study short answer and multiple choice evaluation. Successful completion of the course results in a Core Level IAEM Certificate in Emergency Management. Completion of this course also can be used in meeting the training requirements for obtaining the internationally-recognized IAEM Certified Emergency Manager (CEM®) and the Associate Emergency Manager (AEM®) credentials.

Learning Outcomes

Day 1 – Modules 1 through 5

Module 1: Fundamentals of Emergency Management

At the end of this module, participants will be able to:

- Explain the principles of emergency management;
- Discuss the significance of planning, training, and exercising in emergency management; and
- Recognize the roles of partners in emergency management in their community and cultural setting.

Module 2: Prevention, Protection and Mitigation

At the end of this module, participants will be able to:

- Demonstrate an understanding of the differences between prevention, protection, and mitigation; and
- Know activities associated with each to use in their emergency preparedness program.

Module 3: Emergency Planning

At the end of this module, participants will be able to:

- Recognize the steps and resources necessary for developing a comprehensive emergency operations plan; and
- Recognize that the process of planning is as important as the plan itself.

Module 4: Recovery

At the end of this module, participants will be able to:

- Identify the challenges of transitioning from response to recovery;
- Discuss basic ideas about how to help a community achieve a full recovery from a small to medium disaster; and
- Recognize that recovery begins early in the process.

Module 5: Emergency Management Exercises

At the end of of this module, participants will be able to:

- Understand the value and role of emergency management exercises and where they fit in the preparedness cycle;
- Understand the types of exercises, including seminar, workshop, tabletop exercise, games, drills, functional exercises, and full-scale exercise; and
- Discuss the significance of after action reports or conferences.

Day 2 – Modules 6 through 10

Module 6: Introduction to Response Concepts

At the end of of this module, participants will be able to:

- Recognize the characteristics of a disaster response verses a “normal” response; and
- Discuss the need and value of a coordinated multi-level, multi-organizational response mechanism.

Module 7: Levels, Responsibilities, and Organizational Principles

Concept of flexible scalable management organizations and command structures

At the end of of this module, participants will be able to:

- Review the principles of Incident Command System and Incident Management System;
- Discuss Unified Command, Mutual Aid, and Emergency Operations Center concepts; and
- Explain how the fundamental concepts and principles of risk management apply at home, in the workplace, and in the community.

Module 8: Exercise Preparation and Conduct

At the end of of this module, participants will be able to:

- Recognize the importance developing an exercise design team;
- Identify the types of exercises; and
- Discuss basic concepts and planning steps, so that they can apply planning discipline and skills to challenges in their jobs.

Module 9: Assessment of Learning Objectives

- Assessment in form of a multiple-choice exam.

Module 10: Course Evaluation and Briefing on IAEM Professional Development Program

Course Agenda

Day One:

Module 1: Fundamentals of Emergency Management

- Recognize the principles of emergency management.
- Be able to give examples of the roles and responsibilities of an emergency manager in each of the phases/mission areas of emergency management.
- Know strategies for developing a preparedness program.
- Be able to describe how prevention, protection, and mitigation contribute to a safe and resilient community.
- Understand the significance of planning, training, and exercising in emergency management.
- Value the roles of partners in emergency management in their community and cultural setting.

Module 2: Prevention, Protection and Mitigation (Response is the focus of Day 2)

Module 3: Planning

Module 4: Recovery

Module 5: EM Exercises

This module introduces exercise concepts and begins preparation for a role-playing exercise that will be conducted during Day 2.

Day 2:

Module 6: Introduction to Response Concepts

Module 7: Levels, Responsibilities and Organizational Principles

Concept of flexible scalable management organizations and command structures

Module 8: Exercise Preparation and Conduct

Module 9: Assessment of Learning Objectives

Module 10: Course Evaluation and Briefing on IAEM Professional Development Program

Day 3 [OPTIONAL]

Develop 5-10 topic areas for instruction to allow the event organizer/host to customize the training specific to their team, region, or country.

- EMAP
- Human element
- International response
- Risk assessment