International Association of Emergency Managers
Associate Emergency Manager (AEM®) & Certified Emergency Manager (CEM®)
Examination Blueprint

1. Conduct Risk Management Duties (6.45%)
1.A Assess risks and benefits of emerging technologies.
1.B Maintain critical infrastructure listings.
1.C Conduct program gap analyses.
1.D Conduct business impact analyses.
1.E Conduct risk assessment(s).
1.F Conduct Threat and Hazard Identification and Risk Assessment (THIRA).

2. Manage Preparedness Programs (21.65%)
2.A Manage emergency-based projects (e.g., external projects, internal projects).
2.B Manage continuity programs (e.g., business, government, not-for-profit).
2.C Maintain emergency/disaster plans and annexes (e.g., continuity, EOPs, hazard mitigation).
2.D Maintain primary EOC.
2.E Ensure operational readiness of EOC (e.g., forms, people, plans, technology).
2.F Coordinate emergency management activities (e.g., planning with stakeholders).
2.G Obtain collaborative agreements (e.g., surrounding communities).
2.H Create emergency checklists.
2.I Design community education initiatives.
2.J Design emergency/disaster plans and annexes (e.g., continuity of operations, EOPs, hazard mitigation).
2.K Manage the emergency drill/exercise lifecycle.
2.L Develop pre-disaster messaging templates.
2.M Perform emergency planning duties.
2.N Perform project planning duties.
2.O Monitor weather conditions.
2.P Promote stakeholder engagement.
2.Q Provide emergency management training.
2.R Provide role-specific training (e.g., ICS 100, 200, 300, 400).
2.S Review & apply research outcomes (e.g., geographic, political, scientific, socio-cultural).

3. Manage Mitigation Programs (6.24%)
3.A Ensure communication system effectiveness and inter-operability.
3.B Implement mitigation protocols.
3.C Advocate for hazard mitigation investments.
3.D Research mitigation controls & apply to practice (e.g., environmental factors, laws).
3.E Prioritize mitigation activities.
3.F Identify mitigation controls.

4. Coordinate Incident Responses (20.24%)
4.A Monitor external events.
4.B Monitor on-going operations.
4.C Provide technical guidance during incidents.
4.D Coordinate incident responses.
4.E Communicate with stakeholders.
4.F Prepare situation reports.
4.G Perform incident management duties.
4.H Conduct resource management (e.g., equipment, facilities, personnel).
4.I Respond to incidents.
4.J Conduct incident debriefings (e.g., formal, informal).
4.K Serve as a subject matter expert during an incident.
4.L Monitor potential service line disruptions.
4.M Communicate with emergency response community (e.g., non-profit organizations, private, public).
4.N Manage crisis communications.
4.O Manage emergency response teams.
4.P Coordinate crisis management resources (e.g., crisis counseling, food, potable water, temporary housing).
4.Q Lead incident responses (e.g., field operations, tactical responses).
4.R Deploy emergency technology tools.
5. Manage Recovery Operations (11.14%)
5.A Manage non-IT disaster programs.
5.B Manage disaster recovery funding.
5.C Manage critical infrastructure restoration(s) (including Lifeline restorations)
5.D Develop incident-specific recovery plans.
5.E Prepare scopes of work (e.g., debris management, writing recovery plan, restoring electricity & water systems, transportation, and corridors).
5.F Coordinate community engagement opportunities.
5.G Coordinate reentry to disaster areas.
5.H Coordinate damage assessments.
5.I Coordinate after action programs.
5.J Facilitate access to recovery resources.
5.K Connect disaster survivors to recovery resources.
6. Manage Emergency Management-based Technologies (5.01%)
6.A Manage emergency notification programs.
6.B Evaluate & manage technology solutions (e.g., electronic situational awareness displays, GIS, resource tracking).
6.C Implement technology solutions.
6.D Provide end-user training on technology(s).
6.E Coordinate cybersecurity measures.

7. Perform Administrative Duties (18.73%)
7.A Manage internal staff.
7.B Manage daily operations.
7.C Manage internal budgets.
7.D Prepare grant applications or manage grants (e.g., federal, private, state/local).
7.E Advocate for program resources.
7.F Create program documentation (e.g., policies, procedures, standards).
7.G Facilitate team building activities.
7.H Maintain program compliance (e.g., to legislation, regulations, standards).
7.I Design presentations (e.g., audio, visual).
7.J Deliver presentations (e.g., in-person, recorded, virtual settings).
7.K Prepare correspondence for public/elected officials (e.g. verbal, written).
7.L Prepare annual reports.
7.M Maintain archived critical documentation (e.g., plans, policies, procedures).
7.N Maintain resource inventories.
7.O Apply Code of Ethics & Professional Conduct.
7.P Manage vendors (e.g., equipment suppliers, professional service providers).
7.Q Perform business continuity planning duties.

8. Engage in Professional Development Activities (10.54%)
8.A Participate in professional organizations.
8.B Liaise with community members (e.g., legislators, other officials).
8.C Manage stakeholder relationships (e.g., external, internal).
8.D Build professional networks (e.g., contacts, resources).
8.E Participate in external working groups.
8.F Network with other Emergency Management professionals.
8.G Represent agency at external events (e.g., professional meetings).
8.H Engage in professional development activities (e.g., conferences, legislative monitoring, reading/writing, trainings).
8.I Provide subject matter service to the profession (e.g., conference, external committees).