

Georgia Emergency Management and Homeland Security Agency



2021
Georgia Certified
Emergency
Manager

**Georgia Emergency Management and Homeland Security Agency
Georgia Emergency Manager Certification Program**

Date: Effective January 1, 2021

I. Purpose

The purpose of this document is to prescribe the required training for individuals serving as local emergency management directors or deputy emergency management directors in the State of Georgia.

II. Authority

- A.** O.C.G.A. § 38-3-27 requires that the local director shall have completed a high school education or its equivalent and shall have successfully completed all initial courses required by the state director of emergency management within 180 days following the date of nomination to office or within an extended period as determined by the state director of emergency management and shall have successfully completed subsequent courses required by the state director of emergency management within an appropriate period as determined by the state director of emergency management; ***NOTE – In addition to the CEM requirements out lined in this document, new Local EMA Directors must also participate in and complete the GEMA/HS New Directors’ Academy, offered at a minimum of two times per year. This is an invitation only course and will not be posted on the GEMA/HS Training Registration Calendar.***
- B.** O.C.G.A § 38-3-27 requires any director or deputy director of a local emergency management organization appointed after July 1, 1999, shall be a certified emergency manager under the Georgia Emergency Management and Homeland Security Agency's Certified Emergency Manager Program. The curriculum of the Certified Emergency Manager Program and requirements for certification shall be determined by the state director of emergency management and shall include, but not be limited to, professional development series training, independent study courses, emergency preparedness courses, and field-delivered courses. ***Basic Level Certification must be achieved within 24 months of the local director’s appointment date.***
- C.** Personnel certified under the Certified Emergency Manager Program shall complete annually a minimum of 24 hours of continuing education to maintain certification. The continuing education shall include programs and courses sponsored or approved by the state director of emergency management. Personnel who lose their certification because of their failure to meet continuing education requirements will be eligible for recertification under provisions included in the Certified Emergency Manager Program.

III. General Instructions

- Applicants must follow these instructions when preparing and submitting certification packets:
 - Packets that are incomplete will be returned and not considered for certification.
 - Prepare your packet with the documentation presented in the order outlined in this program outline.
 - Individuals applying for Professional Certification should submit the packet in a binder with each section tabbed.
 - Do not send original paperwork; only copies are needed. The Georgia Emergency Management and Homeland Security Agency (GEMA/HS) will not be responsible for lost documents.
 - Submit a cover page with your packet. This should include your name, title, business address, business phone number, home address, home phone number, fax number, e-mail address, and certification requested.
 - Basic and Advanced Level Certification applications may be made whenever the training requirements have been met and can be sent as a PDF file to cem@gema.ga.gov. Copies of certificates of course completion and/or certifiable student transcripts are acceptable for proof of course completions.
 - Basic and Advanced level applicants are required to take a final exam within one year of completing course requirements. A study guide will be provided to the applicants upon request, once applicant has completed all required courses listed for the desired GA-CEM level. Final test will only be given at GEMA/HS approved locations and administered by GEMA/HS Training Unit personnel.
 - The cutoff date for years of service requirements for Professional certification will be December 31, each year. This date also applies to course completion requirements.
 - Completed packets for Professional certification must be received by the GEMA/HS Training Office no later than January 31, of each year. Packets received after this date will be returned with no action taken.
 - Completed packets requiring hard copy delivery, should be forwarded to:

GEMA/HS Training Office
Georgia Public Safety Training Center
1000 Indian Springs Drive
Forsyth, Georgia 31029

IV. Georgia Certified Emergency Manager Program

A. Levels of Certification

1. Basic Certification – See Attachment #1

- Basic Certification shall satisfy the requirement of O.C.G.A § 38-3-27 for local directors or deputy directors of emergency management.
- Open to any interested participants

2. Advanced Certification – See Attachment #2

- Optional
- Open to any interested participants

3. Professional Certification – See Attachment #3

- Optional
- Participation limited to persons engaged in emergency management organizations. Participation must be approved by local emergency management director for local participants, approved by State emergency management director for state participants. ***Packets must include an endorsement from the local, state or federal Agency head attesting that the applicant is engaged through either an emergency management agency or department, or an agency providing support to a local or state emergency management agency.***

V. Certification Maintenance

- Certified Emergency Managers (all levels) are required to submit to the GEMA/HS Training Office, proof of completion of a minimum of 24 hours continuing education credit hours annually to maintain certification.

VI. Eligible On-going Professional Education

- Hours completed in courses, seminars and conferences sponsored by GEMA/HS are eligible for use as continuing education credit. Total hours approved will be announced prior to each function.
- Requests for continuing education credit hours for non-GEMA/HS functions must be submitted to the GEMA/HS Training Office for approval and will be evaluated on a case-by-case basis. All functions approved must meet criteria relating to the emergency management or professional development.

VII. Recertification

- Certified Emergency Managers not maintaining the required annual continuing education credit hours will lose certification. Individuals desiring to recertify, must contact the GEMA/HS Training Unit Manager to ascertain information regarding recertification.

VIII. Records

- The GEMA/HS Training Office will maintain all training files.

IX. Plans of Instruction

- In order to ensure that standards are maintained, the GEMA/HS Training Office will assure that plans of instruction are current.

X. Scheduling and Announcing Courses

- Course announcements will be posted on the GEMA/HS Training website and will be published in the annual training calendar. Courses will have on-line registration unless otherwise noted in the course announcement.

XI. Needs Assessment

- Needs assessments will be performed regularly to ensure that the training curriculum is kept up to date and meets the needs of the public safety personnel.

XII. Professional Review Board

- Applications for Professional level certification will be presented to the Professional Review Board for review and approval.

XIII. Questions and Further Information

- Questions should be directed to the GEMA/HS Training Office, GPSTC, 1000 Indian Springs Drive, Forsyth, Georgia 31029, (404) 624-2262.
- Additional training information and schedule are available at the GEMA/HS Training web site: <https://training.gema.ga.gov/TRS>

Attachment #1:
Basic Certification

Independent Study Courses

1. **IS-5.a, An Introduction to Hazardous Materials Hazardous materials regulation.**
 - Identifying hazardous materials.
 - Preparing for hazardous materials incidents.
 - Hazardous materials in the home.

2. **IS-100.c, Introduction to the Incident Command System (or IS-100)**
 - Introduces the Incident Command System (ICS).
 - Describes the history, features and principles, and organizational structure.

3. **IS-120.c, An Introduction to Exercises (or IS-120, An Orientation to Community Disaster Exercises)**
 - Identify the five phases of the exercise process.
 - Distinguish the tasks necessary to complete each phase of the exercise process.

4. **IS-139.a, Exercise Design and Development**
 - Identify the basic components of an exercise program.
 - Identify the types of exercises as defined by HSEEP.
 - Develop exercise objectives using SMART guidelines.
 - Define the components of MSEL development.
 - Describe the audience and purpose of the key exercise design and development documents.

5. **IS-200.c, ICS for Single Resources and Initial Action Incidents**
 - Designed to enable personnel to operate efficiently during an incident or event.
 - For personnel who are likely to assume a supervisory position within the ICS.

6. **IS-230.d, Fundamentals of Emergency Management**
 - Managing a network of relationships among partners in the system.
 - Fundamentals of emergency management as an integrated system.
 - Identifying resources and capabilities.

7. **IS-235.c, Emergency Planning**
 - Developing an effective emergency planning system. .
 - Fundamentals of the emergency planning process.
 - All-hazard emergency operations planning processes.

8. IS-240.b, Leadership and Influence

- Leadership from within.
- How to facilitate change.
- How to build and rebuild trust.
- Using personal influence and political savvy.
- Fostering an environment for leadership development.

9. IS-241.b, Decision Making and Problem Solving

- How we make decisions.
- Group decision making.
- Crisis decision making.
- Ethical decision making.

10. IS-242.b, Effective Communication

- How to communicate in an emergency.
- How to identify community-specific communication issues.
- Using technology as a communication tool.
- Effective oral communication.
- How to prepare an oral presentation.

11. IS-244.b, Developing and Managing Volunteers

- Define skill and knowledge requirements for volunteers.
- Develop a volunteer program that includes strategies for recruiting and managing volunteers within the whole community.
- Develop a plan for setting up a Volunteer Reception Center.
- Identify special issues involving the use of volunteers.

12. IS-288.a, The Role of Voluntary Organizations in Emergency Management

- Provides a basic understanding of the history, roles, and services of disaster relief voluntary agencies in providing disaster assistance.

13. IS-546.a, Continuity of Operations Awareness Course

- Define continuity of operations.
- Identify the legal basis for continuity of operations.
- Explain the Continuity Program Management Cycle.
- Describe the elements of a viable continuity program.

14. IS-700.b, National Incident Management System (NIMS), An Introduction

- Describes the key concepts and principles underlying NIMS.
- Identifies the benefits of using ICS as the national incident management model.
- Describes the benefits of using a Joint Information System (JIS) for public information.
- Identifies the ways in which NIMS affects preparedness.

- 15. IS-800.c, National Response Framework, An Introduction (or IS-800, National Response Plan (NRP), An Introduction)**
- Describes the purpose of the National Response Framework.
 - Roles and responsibilities of entities as specified in the National Response Framework.
 - Describes the actions that support national response.
 - Identifies response organizations used for multiagency coordination
- 16. IS-1300, Introduction to Continuity of Operations**
- Define continuity.
 - Describe the importance of continuity planning for organizations and communities.
 - Recognize elements required for a continuity program in your organization.
 - Describe the key elements of a continuity program.
 - Explain the Whole Community approach to continuity planning.
- 17. IS-2200, Basic Emergency Operations Center Functions**
- Describe the role EOCs play in overall multiagency coordination.
 - Describe the processes and procedures for activating the EOC.
 - Describe the factors involved in staffing and organizing the EOC.
 - Describe factors for effective EOCs.
 - Identify considerations for deactivating the EOC within the context of Recovery.
 - Given a scenario-based incident, utilize key EOC concepts to successfully complete the scenario.

Emergency Preparedness Courses

- 1. *Disaster Recovery Programs: Information and Documentation (formerly DRRO) (GA100-EM)*** - A one-day course designed to introduce state and local emergency managers to the basic financial concepts and operations of a disaster environment, especially in terms of major disaster incidents. It is also designed to broaden and enhance their financial understanding of state and local roles and responsibilities and their importance to the overall recovery effort. This course will provide an overview of disaster response, the public assistance process, public affairs, hazard mitigation and individual assistance. In addition to the state and local focus, the course dwells upon the coordination and problem-solving aspects of disaster operations.
- 2. *Basic PIO (G290-EM)*** - A two-day course intended for the new or less experienced Public Information Officer (PIO). The emphasis is on the basic

skills and knowledge needed for emergency management public information activities. Topics include the role of the PIO in emergency management, conducting awareness campaigns, news release writing, public speaking, and television interviews.

3. ***Hazardous Weather and Flooding Preparedness (G271-HM)*** - A two-day course intended to help promote more proactive responses to weather and flood hazards through close coordination between emergency management and the National Weather Service. Topics include weather and climate overview, introduction to hazardous weather, role of the emergency manager, National Weather Service hazardous weather products, and projecting the impact of hazardous weather and flooding. The course concludes with a tabletop exercise.
4. ***Hazardous Materials Contingency Planning (G311-HM)*** - A three-day course that seeks to improve hazardous materials planning skills and coordination efforts of emergency management personnel. The course emphasizes the advantage of developing a Local Emergency Planning Committee (LEPC) to assist with hazard analysis, hazard identification, and the development of a hazardous materials plan. Emphasis is placed on interagency cooperation and the identification of technical assistance that is available. Topics include local, state, and federal mechanisms to assist in planning and response, hazardous material characteristics, transportation and regulatory compliance.
5. ***Intermediate Emergency Operations Center Functions (G2300-HM)*** - A three-day course to assist individuals and jurisdictions who desire to develop or improve their Emergency Operations Centers. Overall course objective is to demonstrate the managerial and operational roles of the modern-day EOC.
6. ***Resource Management (G276-HM)*** - A two-day course which provides participants with the knowledge and skills to effectively identify, develop, and manage a resource management system within the Emergency Operations Center (EOC) or Incident Command System (ICS). The course covers aspects of how to tap into little used resources, how to develop and manage a system to better manage scarce public and private sector resources in a crisis situation, and how to ask for help.
7. ***GEMA/HS Programs Overview (GA101-EM) - Is a remote delivered web based class, that is delivered using WebEX Training.***
8. ***Preliminary Damage Assessment Course (GA147-3-EM)*** - An eight-hour course that describes the purpose of the damage assessment process and explains developing effective damage assessment teams for both individual assistance (IA) and public assistance (PA). Field forms and post incident reporting forms are reviewed.

Field Delivered Courses

- 1. Awareness for Initial Response to Hazardous Materials Incidents (GA300-HM)** - An eight-hour course designed to provide all first responders with the OSHA Level I awareness training for hazardous materials. Participants are introduced to the problems associated with responding to or discovering hazardous materials incidents. Skills taught include recognizing, identification, emergency planning, and resource identification.
- 2. Emergency Operations Center/Incident Command System Interface (G191-HM)** – An eight-hour course designed to provide an opportunity for emergency management and response personnel to begin developing an Incident Command System (ICS)/Emergency Operations Center (EOC) interface for their communities. The course reviews ICS and EOC characteristics, responsibilities and functions and depends heavily on activities and group discussions to formulate an interface.

Attachment #2:
Advanced Certification

Independent Study Courses

All in Basic CEM, plus:

1. IS-3, Radiological Emergency Management

- Fundamental principles of radiation.
- Nuclear threat and protective measures.
- Nuclear power plants.
- Radiological transportation accidents.
- Other radiological hazards.

2. IS-26, Guide to Points of Distribution

- Describe Points of Distribution (POD).
- Explain how Points of Distribution are set up and operated.
- Understand how to supervise a Point of Distribution Staff.

3. IS-362.a, Multi-Hazard Emergency Planning for Schools

- Describe the activities related to the key areas of incident management.
- Describe how the school emergency operations plan (EOP) fits into district, community, and family/personal emergency plans.
- Identify school staff to participate on the school planning team.
- Identify community members who should be on the school planning team.
- Identify natural, technological, and human-caused hazards.
- Describe each of the components of the traditional EOP.
- Identify the steps to approve and disseminate the school EOP.
- Describe the Incident Command System (ICS) principles and organization.
- Identify the ICS roles included in the school EOP.
- Explain the benefits of exercises available to exercise the school's plan.
- Describe the steps for developing effective exercises.
- Describe how exercise results are used to improve school preparedness efforts.

4. IS-393.b, Introduction to Hazard Mitigation

- Define hazard mitigation and the importance of hazard mitigation in sustainable communities.
- List the main components of each phase of the local hazard mitigation planning process.
- Identify hazard mitigation measures that are applicable to your community's hazard risk problem.
- Identify resources for projects that reduce hazards.

5. IS-405: Overview of Mass Care/Emergency Assistance

- This course provides an introduction to Mass Care and Emergency Assistance.
- (MC/EA) support, with a focus on Whole Community, by outlining the importance of collaboration and coordination between government, non-profit, public, and private sectors.

6. IS-703.a, NIMS Resource Management

- Resource Management Overview
- Resource Management Planning
- Resource Typing and Readiness
- Resource Management During Incidents
- Resource Management and Complex Incidents

Emergency Preparedness Courses

All in Basic CEM, plus:

- 1. Emergency Planning (G235-EM)** - This two-day course is designed for emergency management personnel who are involved in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop your capability for effective participation in the all-hazard emergency operations planning process to save lives and protect property threatened by disaster (***classroom course***)
- 2. Effective Communication (G242-EM)** – Being able to communicate effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This two-day course is designed to improve your communication skills. It addresses, basic communication skills, how to communicate in an emergency, how to identify community-specific communication issues. using technology as a communication tool, effective oral communication and how to prepare an oral presentation (***classroom course***)
- 3. Homeland Security Exercise and Evaluation Program (L146-HS)** - This two-day course will cover the purpose, characteristics, and requirements of three main types of exercises: Tabletop exercise, Functional exercise, and Full-scale exercise. In addition, this course will cover: exercise evaluation, exercise enhancements, designing a functional exercise. (***classroom course***)
- 4. After Action Report Development (AAR Dev-8)** – This one-day course is for those individuals responsible for writing and presenting After Action Reports for exercises and incidents. This course is a hands-on class to assist in producing acceptable After Action Reports that meet FEMA guidelines.
- 5. Local Volunteer and Donations Management (G288-12-EM)** – This two-day course is for emergency managers and related professionals working with all types of volunteers and coordinating with voluntary agencies. The course provides procedures and tools for building and working with voluntary organizations. Topics include: benefits and challenges of using volunteers, building a volunteer program, writing job descriptions, developing volunteers through recruitment, placement, training, supervision and evaluation. Coordinating with voluntary agencies and community-based organizations and

special issues including spontaneous volunteers, liability, and stress. (***classroom course***)

6. **Continuity of Government/Continuity of Operations (GA204-EM)** - This one-day course introduces the concept of continuity planning. Providing an overview of continuity, including its definition, the legal basis for continuity planning, the Continuity Program Management Cycle, and essential elements of a viable continuity program. Describes the requirements for developing a continuity program as prescribed in Federal Continuity Directive (FCD) 1, Federal Executive Branch National Continuity Program and Requirements. The course covers program requirements and elements and support requirements and describes the roles and responsibilities of the Continuity Program Manager and other key players in developing a viable continuity program. (***classroom course***)
7. **Decision Making and Problem Solving (G241-EM)** - Being able to make decisions and solve problems effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This one-day course is designed to improve your decision-making skills. It addresses: the decision-making process, decision-making styles, attributes of an effective decision maker and ethical decision making and problem solving. (***classroom course***)
8. **Leadership and Influence (G240-EM)** - Being able to lead others - to motivate them to commit their energies and expertise to achieving the shared mission and goals of the emergency management system - is a necessary and vital part of the job for every emergency manager, planner, and responder. This two-day course is designed to improve your leadership and influence skills. It addresses: leadership from within, how to facilitate change, how to build and rebuild trust, using personal influence and political savvy and fostering an environment for leadership development. (***classroom course***)
9. **Flood Fight Operations (G361-EM)** - A two and one-half day course addressing community planning and response options for riverine flooding. While it does not deal with specialized flooding situations such as alluvial fan floods, coastal floods, flash floods, or floods related to ice jams, the same basic planning and response procedures could apply in these unique situations. This training emphasizes how to conduct a flood fight and provides information to help communities decide if a flood fight is possible and worth the effort and cost. An examination is included.
10. **Mass Fatalities Incident Response (G386-EM)** - A two and one-half day course designed to prepare local, state, and federal response personnel and other responsible agencies and professionals to handle a mass fatalities incident effectively and to work with the survivors in an emergency or disaster.
11. **Prevention and Response to Suicide Bombing Incidents (O231)** - This three-hour awareness level course provides participants with the skills and knowledge necessary to prevent, interdict, mitigate, and/or respond to a suicide-bombing incident. The course will provide participants with the ability to conduct pre-

attack analysis and planning, collect information and collate this information into intelligence, implement target-hardening counter-measures, conduct interdiction operations prior to a suicide-bombing incident, implement a graded approach to response in the event a suicide bombing is imminent, and respond in a safe and effective manner after a suicide bombing has occurred.

12. Incident Response to Terrorist Bombings – Awareness (PER 230) – This four-hour awareness level course is designed to provide basic instruction in weapons of mass destruction (WMD), with a focus on explosives and incendiary devices as terrorist weapons. The course includes classroom presentations that address potential terrorist targets in U.S. communities, common military and commercial explosives (available to terrorists), improvised explosive devices (EDs), and response procedures that support safe and effective operations during bomb incidents.

13. ICS-300, Intermediate ICS for Expanding Incidents (ICS 300-HM) - This three-day course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS 100 and ICS 200 courses. Describe how the National Incident Management System Command and Management component supports the management of expanding incidents; Describe the Incident/Event Management process for supervisors and expanding incidents as prescribed by the ICS; Implement the Incident Management process on a simulated Type 3 incident; Develop an Incident Action Plan for a simulated incident.

Professional Certification

Limited to positions engaged in emergency management organizations: Participation limited to persons engaged in emergency management organizations. Participation must be approved by local emergency management director for local participants, approved by State emergency management director for state participants. Packets must include an endorsement from the local or state EMA director attesting that the applicant is engaged through either an emergency management agency or department, or an agency providing support to a local or state emergency management agency.

Applicants for Professional certification must have a current Basic and Advanced Certified Emergency Manager certification.

Independent Study Courses

All in Basic and Advanced

Professional Development Series/Emergency Preparedness Courses

All in Basic and Advanced GA-CEM requirements plus:

ICS 400, Advanced ICS for Command and General Staff, Complex Incidents (ICS 400–HM) - This two-day course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in ICS 100 through ICS 300 courses, which are prerequisites for the ICS 400 course. The target audience for this course is senior personnel who are expected to perform in a management capacity in an Area Command or Multi-Agency Coordination Entity. Course Objectives - Explain how major incidents engender special management challenges; Describe the circumstances in which an Area Command is established; Describe the circumstances in which Multi-Agency Coordination Systems are established.

Field Delivered Courses

All in Basic and Advanced

Additional Requirements:

- 1. Minimum of five (5) years of service in emergency management**
 - Submit documentation to confirm a five-year minimum involvement in the emergency management field.
 - The accrued time may be from multiple jurisdictions.

- 2. Demonstration of participation in the development, implementation and evaluation of a full-scale exercise**

- Candidates shall provide documentation (Homeland Security Exercise & Evaluation Planning (HSEEP tool kit report), After Action Report (AAR), Exercise planning, sign-in sheets and/or evaluation forms) that clearly demonstrates the candidate can perform all planning aspects of a full scale exercise. The exercise documentation must include exercise evaluations and corrective measures.

3. Completion of at least 150 hours of additional approved training

- Minimum of 100 hours of direct EM training with up to 50 hours of related training.
 - Examples:
 - State/National Hazardous Materials Conferences
 - National Hurricane Conferences
 - State Emergency Management Conferences
 - EMS Conferences/Certification Courses
 - Fire Conferences/Certification Courses
 - Public Safety Conferences/Certification Courses
 - Emergency Management Association of Georgia Conferences/ Meetings

4. Minimum of five separate contributions to the field of emergency management above job related expectations

- Examples:
 - Instructor at recognized courses/conferences
 - Published articles
 - Audio/visual products
 - Special projects
 - Pilot programs
 - Research projects
 - Public speaking

5. Reviewed and determination by the Professional Review Board