



## *Typical responsibilities and attributes of Emergency Management practitioners*

---

This paper provides a listing of the characteristics and typical duties or responsibilities of emergency management practitioners. It has been drawn from the *Competency Profile: Emergency Management Practitioner* compiled by NAIT in 2006 during the consultation to establish the competencies for the emergency management diploma program. Many practitioners have additional, often specialized roles or responsibilities, beyond what is currently listed. Prospective students are encouraged to review this listing and self-assess their aptitude for success in their studies and intended career in emergency management. If you wish more information contact EM practitioners or municipal and provincial government emergency management organizations (EMO) for help with contacting local practitioners.

### **Personal attributes**

1. Has effective time management skills.
2. Able to accept changing work priorities, organizational and political change and direction.
3. Able to manage a variety of concurrent projects and priorities.
4. Can accept and work in stressful and dynamic situations.
5. Able to be assertive in an appropriate manner.
6. Can provide and receive constructive criticism.
7. Able to communicate effectively using verbal and written methods, to listen effectively and to paraphrase appropriately.
8. Able to work effectively as a team member, has knowledge of the attributes of successful teams and the principles of motivational theory.
9. Able to make effective, objective decisions in a variety of situations, especially under stress.
10. Self aware (of own strengths and weaknesses).
11. Has experience of/able to conduct meetings effectively.
12. Has effective information gathering skills and techniques.
13. Able to work in challenging physical environments

### **Typical Responsibilities**

Some of the common responsibilities and duties of an emergency management practitioner include:

1. Develop and maintain emergency-related plans (Emergency response, Crisis Management, Communication, or Business Continuity). This includes a wide range of activities from hazard and risk analysis to plan development.
2. Conduct a hazard assessment and risk analysis.
3. Identify mitigation strategies
4. Develop and maintain an emergency preparedness program
  - Work with internal and external stakeholders to develop emergency preparedness (EP) plan/program based on community hazard assessment and risk analysis.
  - Assist/advise in the development of promotional materials, e.g., brochures, web pages, advertorials.
  - Participate in EP events, e.g., Emergency Preparedness week, industry, community and school events/seminars/workshops.
  - Evaluates the effectiveness of EP activities and revises EP plans and program.
5. Develop Training Plans that guide the training or awareness level of key stakeholders
6. Develop, Conduct, and Evaluate Exercises.
7. Develop the Command Post (CP) and Emergency Operations Centre (EOC) and their respective Protocols. (Pre-incident planning).
8. Manage or work within an EOC
  - Activate response procedures at the Emergency Operations Centre (EOC).
  - Coordinate all activities in compliance with Emergency Response Plan.
  - Initiate Business Continuity procedures/plans.
  - De-activate EOC.
  - Coordinate de-briefing session.
  - Document findings, recommendations, follow-up requirements, etc.
9. Provision of expert advice to senior officials
10. Public and media relations
11. Manage or assist with Disaster Recovery Programs
  - Serve on organizational and/or local community disaster recovery committee.
  - Assist with the process, provide advice, or report as appropriate