



JOB FAMILY CONCEPT

This family consists of two levels of emergency management work, within the scope of the fire department. Levels are distinguished based on the complexity of the work, level of supervision received, and the degree of autonomy. This job family is distinguished from other job families by primary responsibility for providing emergency management. Safety services positions carry a higher consequence of error than other job family groups, in that these positions have the ultimate accountability, and responsibility for protecting life and property. The Emergency Management job family addresses responsibility for the following expertise areas:

- Emergency management
- Threat and hazard identification and risk assessment
- Leadership and coordination of internal and external resources during disasters and critical incidents
- Staff training and supervision
- Student mentorship and supervision

TYPICAL FUNCTIONS

The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.

- Maintain and update University Emergency Operations Plan (EOP)
- Serve as leader and coordinator for University Incident Management Team (IMT)
- Serve on University Core action team
- Coordination with University Clery coordinator
- Work is performed under general direction.
- Maintains and updates University EOPs.
- Conducts periodic Threat and Hazard Identification and Risk Assessment (THIRA) of University infrastructure.
- Ensures that Emergency Action Plans (EAPs) are up-to-date and in compliance with the latest standards in emergency response.
- Liaises with departments, units, and/or building coordinators in preparedness planning and implementing EAPs.
- Coordinates with city, borough, and state emergency management personnel and agencies.



- Serve as University designee to local Emergency Planning Committee.
- Serves as leader and coordinator of the University Incident Management Team (IMT). Instructs and prepares IMT and other personnel for their roles in staffing the Emergency Operations Center (EOC), including “virtual” EOC.
- Develop and carry out emergency response training exercises in accordance with National Fire Protection Act (NFPA) 1600. Plans and coordinates drills and exercises of the EOC to ensure readiness. Assesses availability of appropriate technologies for emergency response.
- Monitors weather, fire, and other environmental conditions and advises the Vice Chancellor of Administrative Services (VCAS) if campus operations, events, or class schedules are likely to be impacted.
- Serves on the Core Action Team as emergency management representative.
- Coordinate with University Police Department Dispatch and Public Information Officer in dissemination of emergency notifications.
- Coordinate with University Police, Fire, and Facilities personnel as appropriate during emergencies.
- Stay abreast of the National Incident Management System and Incident Command System for institutions of higher education.
- Perform after-action reviews of emergencies and significant events. Performs similar or related duties as assigned or required. Partners with the University Clery Coordinator to schedule institution-wide scenario/tabletop training that aligns with responsibilities as outlined in the Clery Act.
- Recommend new equipment and apparatus purchases.
- Maintain records, forms and logs in accordance with policies and procedures.
- Create and disseminate reports as required by external agencies (e.g. State of Alaska) or as required by law.
- Act as a resource for emergencies and disaster preparedness for the University.

LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels progress, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

**Level 1 Assistant Emergency Manager**
PCLS: 04097**Grade 79**
Non-Exempt***Descriptors***

Work is performed under administrative direction. Assists in maintaining and updating University emergency operations plan (EOP). Conducts periodic Threat and Hazard Identification and Risk Assessment (THIRA) of University infrastructure. Liaises with departments, units, and/or building coordinators in preparedness planning and implementing EAPs. Instructs and prepares Incident Management Team (IMT) and other personnel for their roles in staffing the Emergency Operations Center (EOC), including “virtual” EOC. Develop and carry out emergency response training exercises in accordance with NFPA 1600. Plans and coordinates drills and exercises of the EOC to ensure readiness. Assesses availability of appropriate technologies for emergency response. Monitors weather, fire, and other environmental conditions and advises the Emergency Manager of campus operations, events, or class schedules are likely to be impacted. Serves on Core Action Team as emergency management representative and appoints a delegate when unavailable. Coordinates with University Police Department Dispatch and Public Information Officer in dissemination of emergency notifications. Coordinate with University Police, Fire, and Facilities personnel as appropriate during emergencies. Stays abreast of the National Incident Management System and Incident Command System for institutions of higher education. Performs after-action reviews of emergencies and significant events. Performs similar or related duties as assigned or required. Partners with the University Clery coordinator to schedule institution-wide scenario/tabletop training that aligns with responsibilities as outlined in the Clery Act.

Knowledge, Skills, and Abilities

Knowledge of the National Incident Management System and Incident Command System; Knowledge of Incident Management Team and Emergency Operations Center principles and practices; Knowledge of concepts and practices of emergency management, including prevention, mitigation, preparedness, response, and recovery; threat and hazard identification and risk assessment; and, business continuity planning; Knowledge of Alaska Occupational Safety and Health Administration regulations as they pertain to Emergency Action Plans; Emergency planning skills; skills in exercise needs assessment, planning, execution, and after-action review; Ability to communicate effectively; Ability to effectively manage interpersonal relations; and problem solving ability.

***Education and Experience***

Three year's experience in emergency management. A combination of experience and education that meets the minimum requirements may be substituted. Associates degree in emergency management or related field; FEMA ICS 100, 200, 700 and 800; 300 & 400 preferred.

Level 2 Emergency Manager**PCLS: 04096****Grade 80****Exempt*****Descriptors***

Work is performed under general direction. Maintains and updates University Emergency Operations Plan (EOP). Conducts periodic threat and hazard identification and risk assessment (THIRA) of University infrastructure. Ensures that Emergency Action Plans (EAPs) are up-to-date and in compliance with the latest standards in emergency response. Informs the Vice Chancellor for Administrative Services (VCAS) of the status of campus preparedness and planning efforts through the fire chief. Liaises with departments, units, and/or building coordinators in preparedness planning and implementing EAPs. Coordinates with city, borough, and state emergency management personnel and agencies. Serve as University designee to Local Emergency Planning Committee. Serves as leader and coordinator of the University Incident Management Team (IMT). Instructs and prepares IMT and other personnel for their roles in staffing the Emergency Operations Center (EOC), including "virtual" EOC. Develops and carries out emergency response training exercises in accordance with NFPA 1600. Plans and coordinates drills and exercises of the EOC to ensure readiness. Assesses availability of appropriate technologies for emergency response. Monitors weather, fire, and other environmental conditions and advises VCAS if campus operations, events, or class schedules are likely to be impacted. Serves on Core Action Team as emergency management representative and appoints a delegate when unavailable. Coordinate with University Police Department Dispatch and Public Information Officer in dissemination of emergency notifications. Coordinate with University Police, Fire, and Facilities personnel as appropriate during emergencies. Stays abreast of the National Incident Management System and Incident Command System for institutions of higher education. Performs after-action reviews of emergencies and significant events. Performs similar or related duties as assigned or required. Partners with the University Clery coordinator to schedule institution-wide scenario/tabletop training that aligns with responsibilities as outlined in the Clery Act.

Knowledge, Skills, and Abilities

Knowledge of the National Incident Management System and Incident Command System;
Knowledge of Incident Management Team and Emergency Operations Center principles and



practices; Knowledge of concepts and practices of emergency management, including prevention, mitigation, preparedness, response, and recovery; threat and hazard identification and risk assessment; and, business continuity planning; Knowledge of Alaska Occupational Safety and Health Administration regulations as they pertain to Emergency Action Plans (EAPs); Emergency planning skills; skills in exercise needs assessment, planning, execution, and after-action review; ability to communicate effectively; Ability to effectively manage interpersonal relations; and problem solving ability.

Education and Experience

Five years in emergency management. Other combination of experience and education that meet the minimum requirement may be substituted. Bachelor's degree in Emergency Management or related field; FEMA ICS 100, 200, 700 and 800; 300 & 400 preferred; International Association of Emergency Managers certification preferred.

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- * **Complexity:** Refers to the interpretation of University regulations, emergency medicine and firefighting practices and protocols, and State and local statutes and laws. Complexity increases as the application, interpretation and frequency of working with these increases. Complex positions require more specialized training and knowledge to complete tasks. Complexity also increases as positions supervise more diverse emergency situations, functional areas, and types of positions.
 - * **Scope:** Refers to the impact of decisions a position has on the department, campus, University, or other external community members
 - ** **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Individuals must be fluent in the assigned area of responsibility.
 - ** **Supervise:** Hire, train, evaluate performance and initiate corrective action.