

Maine Basic Emergency Manager

Program Administration

Background

Maine Basic Emergency Manager (BEM) is a program that is intended to provide a “Basic Training” curriculum for local EMA Directors or those that aspire to enter the field of Emergency Management. This training is a combination of online and classroom courses and workshops. Upon completion of each level the respective County Emergency Manager will recognize the student with a completion certificate from the Maine Emergency Management County Directors Council.

Course Instruction

Independent Study Courses – Instruction provided at no cost and done online through the

Federal Emergency Management Agency

G – Level Courses - Classroom or combination online/group sessions provided by the respective County Emergency Management Agency

County Workshop - In person workshops provided by the respective County Emergency Management Agency

Process

1. Student completes all required training courses as listed on curriculum guidance and requests recognition from County EMA Director
2. County EMA Director reviews student checklist and verifies completion of level
3. County EMA Director provides appropriate level of recognition including certificate and passes information onto the Maine Emergency Management County Directors Council professional development chairperson to be entered in the statewide database managed by the council
4. **Only when these benchmarks have been met, would the student then be able to use the credentials of MBEM or MBEM-2. The MEMCDC is in the process of obtaining a service-mark for these credentials to ensure this.**

Maine Basic Emergency Manager

Student Progress Checklist

Student Name: _____

Level 1 – Emergency Management Orientation

Independent Study

- _____ IS 559 Local Damage Assessment
- _____ IS 700 Introduction to NIMS
- _____ IS 100 Introduction to Incident Command System
- _____ IS 230 Fundamentals of Emergency Management
- _____ IS 800 National Response Framework

Interactive Training County Workshop

_____ Emergency Operations & Reporting

Course Objectives:

- Determine the role of Emergency Manager
- Determine the need for updated EOP's
- Define the need for EOC's
- Describe how and when to complete situation reports
- Identify the need/use for Web-EOC

_____ Damage Assessment and Reporting

Course Objectives

- Determine why damage assessments are done
- Understand the difference between "Preliminary Damage Assessments" and the different types of "FEMA Damage Assessments"
- Determine what data is needed
- Determine how that data is obtained
- Identify the required forms and the process to complete them

Level 2 – Practical Application

Classroom or Combo Online/Group Session

- _____ IS-2200 Basic EOC Function **AND** Participation in an actual event (or exercise) county level EOC Activation.....**OR**.....G-191 ICS/EOC Interface
- _____ IS-235 Emergency Planning **WITH** copy of a written EOP they worked on.....**OR**.....G 235 Emergency Planning with a copy of a written EOP they worked on
- _____ IS 120 Introduction to Exercises or HSEEP (preferred) **AND** Participation in an exercise
- _____ IS 703 NIMS Resource Management

Interactive Training County Workshop

- _____ Disaster Recovery
Course Objectives:
 - Review disaster declaration process
 - Review public assistance
 - Review individual assistance
- _____ SERC/LEPC Overview
Course Objectives:
 - What is the SERC
 - What is the LEPC
 - Review of responsibilities
 - Review of LEPC bylaws

Workshop objectives are set as course minimums. County Director's are free to add items to these programs beyond those minimum objectives