



ALASKA EMERGENCY
MANAGEMENT
ASSOCIATION
CERTIFICATION PROGRAM

Summer 2025

PREFACE

This guidebook is critical to completing a successful application. Please read the contents entirety prior to starting the application process.

The Alaska Emergency Management Association (AKEMA) has created a voluntary certification program for the profession of Emergency Management in the State of Alaska. The certification program's purpose is to "strengthen and enhance the professional competencies of emergency management personnel in State and local emergency management agencies." Supporting the mission of "to support Alaskan Emergency Management Professionals in implementing the best practices and indigenous knowledge for preparing, mitigating, responding to and recovering from crisis that affect Alaska, and our people."

The certification process starts with taking a written exam administered by the AKEMA Credentialing Committee. Upon completion of the exam, a package is required for submission to the committee that includes six sections:

- **Your Experience Level**
- **Education**
- **Training**
- **Contributions to the Emergency Management Field**
- **Three References**
- **Essay**

Details on the development of the Package can be found in this guidebook. For questions and/or request for mentoring during the application process, please contact a member of the Alaska Training and Standards Advisory Board.

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Program Overview and Administration

The Alaska Emergency Management Association (AKEMA) has created a voluntary certification program for the profession of Emergency Management in the State of Alaska. The certification program's purpose is to "strengthen and enhance the professional competencies of emergency management personnel in State and local emergency management agencies." Supporting the mission of "to support Alaskan Emergency Management Professionals in implementing the best practices and indigenous knowledge for preparing, mitigating, responding to and recovering from crisis that affect Alaska, and our people."

Certification process:

Those interested in obtaining the Alaska Emergency Management Association Certification should follow the guidance listed in this document to become an "Associate Emergency Manager" or "Executive Emergency Manager" or "Emergency Management Volunteer" in the State of Alaska. This document outlines the program responsibilities, certification criteria, and application processes for the Alaska Emergency Management Association Certification Program.

Responsibilities:

Alaska Training and Standards Advisory Board:

The Alaska Training and Standards Advisory Board (AK TASAB) operates under the authority of AKEMA Board of Directors. The AK TASAB consists of AKEMA Executive Committee and AKEMA Credentialing Committee members. The AK TASAB shall provide oversight of the Alaska Emergency Management Association Certification Program. They are empowered to establish and enforce guidelines, standards, and procedures for validating, assessing, and certifying the qualifications of individuals seeking certification for Alaska Emergency Management Association Volunteer, Alaska Emergency Management Association Associate, and Alaska Emergency Management Association Executive credentialing.

AKEMA Executive Committee:

The AKEMA Executive Committee shall establish and appoint the membership of the Alaska Emergency Management Association Credentialing Committee. The Credentialing Committee may consist of representatives from AKEMA, The State of Alaska Department of Military and Veteran's Affairs Division of Homeland Security & Emergency Management, The State of Alaska Department of Public Safety, local emergency management agencies, and emergency management elements from within the private sector and higher education. Specifics of membership of the board can be found in the AK TASAB Charter.

AKEMA Credentialing Committee:

The AKEMA Credentialing Committee shall provide a process for the review of certification applications, and issue certifications semi-annually. The AKEMA Credentialing Committee is responsible for the maintenance of this document and providing administrative and technical guidance on its implementation. Additional roles and responsibilities can be found in the AK TASAB Charter.

Application Package Guidance:

Anyone in the State of Alaska who meets the certification requirements listed within the document is encouraged to apply for their certification. Applicants should submit a complete application based on the requirements listed below to akema907@gmail.com or mail to the following address:

Alaska Emergency Management Association (AKEMA)
ATTN: AKEMA Credentialing Committee
5235 E. Iroquois Ct
Wasilla, Alaska 99654

Application Deadlines:

Applications will be reviewed twice per calendar year by the AKEMA Credentialing Committee. The timeline below lists the application deadlines and the subsequent awarding dates:

Applications Due	Award Dates
February 1 st	April 15 th
August 1 st	October 15 th

Approval or Denial of Application Package:

The Credentialing Committee, identified in the AK TASAB Charter, will review applications based on the requirements described below. Applicants who submit sufficient documentation to validate their past education, experience, training, and other requirements will be recommended for certification to the AK TASAB. If an application package is incomplete, the Credentialing Committee will return the application to the applicant with a short description of what the application is missing. Packages will be reviewed twice per year.

Appeals:

If an applicant's package is found to be incomplete, the applicant may appeal to Alaska Training and Standards Advisory Board (AK TASAB) in writing at the above address within 60 days of notification of incomplete application.

Certification Designations:

Individuals awarded the Executive Emergency Manager, Associate Emergency Manager, or Emergency Management Volunteer through the Alaska Emergency Management Association Certification Program may use the following certification designations while their certification remains active.

- Executive Emergency Manager = "AKEM-E"
- Associate Emergency Manager = "AKEM-A"
- Emergency Management Volunteer = "AKEM-V"

As an example, if John Doe holds the Executive Emergency Manager credential and the credential is still active and valid, he may choose to use the following designation in his signature. John Doe, AKEM-E.

Certification Application Composition:

The application package for certifications includes six sections after completion of a written test. These six sections include proof of experience, education, training, and contributions to the field of emergency management. Applications must also include references with names, title and contact information. The references **do not** need to be in letter of recommendation format. See AKEM-V, AKEM-A and AKEM-E requirements sections for detailed information.

“Emergency Management Volunteer” Certification Application Requirements

Exam Requirement:

Applicants should take and pass the exam prior to submitting their application packet. Candidates must pass 75% or better of the questions on a 40-question examination Emergency Management Volunteer designation. The examination will be offered by AKEMA twice a year. Additional information on the exam can be found on page 15. The study guide can be found in appendix 4.

Experience Requirement:

Two years of experience (including documented experience in all four phases of emergency management, and either a declared disaster response **or** Full-Scale Exercise). A minimum of one year of experience shall be in Alaska. Additional guidance can be found on page 13 of this document. Example template can be found in appendix 2.

Education Requirement:

None are required for Emergency Management Volunteer certification.

Training Requirement:

50 hours Training:

- 40 hours of emergency management training
- 10 hours of general management training
- No more than 25 hours are allowed in any given topic or specialty
- No more than 25% of course hours can be completed via web-based courses
 - Web-based study courses, outside of FEMA Independent Study must be on “AKEMA approved course list” (See training allocations table) [Sample Training Allocation Tables](#) .
 - Courses may be categorically approved based on provider
- FEMA Independent Study courses may account for 25% of the total hours in training
 - Emergency management max of 8 hours
 - General management training max of 4.5 hours
- Additional details are listed on page 10.
- Example template can be found in appendix 2.

Contributions to the Profession Requirement:

- Two contributions to the profession (one required to be completed in Alaska). Additional Details found on page 12. Example template can be found in appendix 2.

Candidate Reference Requirement:

- Three candidate references; one of which must be the applicant’s current volunteer organization. Additional reference sources that qualify include past team members (within five years); local, state, or federal government officials, emergency service organization officials; or local, regional, or national emergency management association officials. Example template can be found in appendix 2.

Essay Requirement:

None are required for Emergency Management Volunteer certification.

“Associate Emergency Manager” Certification Application Requirements

Exam Requirement:

Applicants should take and pass the exam prior to submitting their application packet. Candidates must take a 50-question examination and answer 75% of questions correctly in order to receive the Associate Emergency Management designation. The examination will be offered by AKEMA twice a year. Additional information on the exam can be found on page 15. The study guide can be found in appendix 4.

Experience Requirement:

Two years of experience (including documented experience in all four phases of emergency management, and either a declared disaster response **or** Full-Scale Exercise). A minimum of one year of experience shall be in Alaska. Additional guidance can be found on page 13 of this document. Example template can be found in appendix 2.

Education Requirement:

High school diploma **or** general education certificate (GED). Higher education degrees can be submitted as proof of a High School diploma or GED.

Training Requirement:

140 hours Training:

- 100 hours of emergency management training
- 40 hours of general management training
- No more than 25 hours are allowed in any given topic or specialty
- No more than 50% of course hours can be completed via web-based courses
 - Web based courses, outside of FEMA Independent Study must be on “AKEMA approved course list”. (See training allocations table) [Sample Training Allocation Tables](#).
 - Courses may be categorically approved based on provider
- FEMA Independent Study courses may account for 25% of the total hours in training
 - Emergency management max of 20 hours
 - General management training max of 8 hours
- Additional details are listed on page 10. Example template can be found in appendix 2.

Pre-Approved Training Substitutions

- Applied Associates of Science or Arts Degree will count towards ten hours general management training.
- Bachelor of Science / Arts Degree will count towards 20 hours general management training
- Master of Science / Arts Degree will count towards 30 hours general management training

Contributions to the Profession Requirement:

- Three contributions to the profession (two required to be completed in Alaska). Additional Details found on page 12. Example template can be found in appendix 2.

Candidate Reference Requirement:

- Three candidate references; one of which must be the applicant’s current supervisor. Additional reference sources that qualify include past supervisors (within five years); local, state, or federal

government officials, emergency service organization officials; or local, regional, or national emergency management association officials. Example template can be found in appendix 2.

Essay Requirement:

None required for Associate Emergency Manager certification.

“Executive Emergency Manager” Certification Application Requirements

Exam Requirement:

Applicants should take and pass the exam prior to submitting their application packet. Candidate must pass 75% or better of the questions on a 100-question examination to receive the Executive Emergency Manager designation. The examination will be offered by AKEMA twice a year. Additional information on the exam can be found on page 15. The study guide can be found in appendix 4.

Experience Requirement:

Three years of experience (Includes documented experience in all four phases of emergency management, and either a declared disaster response **or** Full-Scale Exercise). A minimum of two years of experience shall be in Alaska. Additional guidance can be found on page 13 of this document. Example template can be found in appendix 2.

Education Requirement:

Associate’s degree in the emergency response provider field **or** a bachelor’s degree in **any** subject. An additional two years of emergency management experience (a total of five years) may be substituted for this requirement.

Training Requirement:

200 hours Training

- 120 hours of emergency management training
- 80 hours of general management training
- No more than 25 hours are allowed in any given topic or specialty
- No more than 50% of course hours can be completed web-based courses
 - Web- based courses, outside of FEMA Independent Study must be on “AKEMA approved course list”
(See training allocations table) [Sample Training Allocation Tables](#).
 - Courses may be categorically approved based on provider
- FEMA Independent Study courses may account for 25% of the total hours in training
 - Emergency Management max of 30 hours
 - General management training max of 20 hours
- Additional Details are listed on page 10.
- Example template can be found in appendix 2.

Pre-Approved Training Substitutions:

- Applied Associates of Science or Arts Degree will count towards ten hours general management training.
- Bachelor of Science / Arts Degree will count towards 20 hours general management training
- Master of Science / Arts Degree will count towards 30 hours general management training

Contributions to the Profession Requirement:

- Six contributions to the profession: (Three are required to be completed in Alaska) Additional details can be found on page 12. Example template can be found in appendix 2.

Candidate Reference Requirement:

- Three candidate references; one of which must be the applicant's current supervisor. Additional reference sources that qualify include current supervisor; past supervisors (within five years); local, and state, or federal government officials; emergency service organization officials; local, regional, or national emergency management association officials. Example template can be found in appendix 2.

Essay Requirement:

Essay is required for Executive Emergency Manager certificate. The submission of an Emergency Management Essay is to demonstrate knowledge, skills and abilities as specified in the instructions or a copy of their Certified Emergency Manager Credential. Additional guidance regarding the essay requirement can be found on page 14.

Training Hours Requirement Guidance

1. Training courses used for the Emergency Management Volunteer application must be taken within the last five years.
2. Training courses used for the Associate Emergency Manager and the Executive Emergency Manager application must be taken within the last ten years.
3. Training courses used for the Associate Emergency Manager position may be used for the Executive Emergency Manager application.
4. Training Courses used for Emergency Management Volunteer may be used for the Associate Emergency Manager Application.
5. Degrees substituted for training hours for the Associate Emergency Manager application may be used for the Executive Emergency Manager application.
6. Degrees substituted for training hours for the Emergency Management Volunteer application may be used for the Associate Emergency Manager application.
7. Virtual Instructor-Led Trainings and Remote-Delivery courses (i.e.: via Zoom, Adobe Connect, Microsoft Teams, etc.) are classified as a form of “in person” training and are not considered “web-based courses.” The certification program will adopt the IAEM Training Course Allocation Table along with AKEMA approved course list [Sample Training Allocation Tables](#) to determine number of hours for each course and accepted allocation for certification. The training courses listed are sample courses only. No list is all-inclusive. There are many other courses that are acceptable to fulfill the emergency management and general management training requirement. Subject matter and training courses not shown on this list may be acceptable if the appropriate training form and course completion certificate is provided in the application. (The Certification Committee will make a recommendation to the TASAB on the acceptance of courses not specifically identified in CEM Training Course Allocation Table).
8. Emergency management training is considered courses specific to the profession of emergency management and these courses are designated with an “E” in the referenced allocation chart found at: [Sample Training Allocation Tables](#)
9. General management training includes course content that can be applied beyond emergency management operations and is designated with “G” in the referenced allocation chart found at: [Sample Training Allocation Tables](#) should be used to determine what courses are eligible for emergency management or general management hours. It should be noted that several courses offered by the Emergency Management Institute, Alaska Division of Homeland Security Emergency Management or other training consortium partners are considered “general management” classes.
10. Courses in the training allocation table found at: [Sample Training Allocation Tables](#) with an “E/G” can be used as either emergency management or general management training. Courses not found on the IAEM list can still be used, but documentation will need to accompany the certificate to show course objectives. The Candidate should add the training to either Emergency Management Training or General Management training as defined above.
11. Recommended course learning objectives make up the exam elements for both certification levels. Individuals are not required to complete the recommended courses to apply for either level of certification if you meet the hour and topic limit requirements stated in each level of certification.
12. Independent study courses can only count toward 25% of meeting training requirements in each certification level.
13. Attending Forums and Conferences may not be used to document training hours for initial

certification (Associate or Executive) as they are listed as contributions to the profession. Forum and conference hours may be used for the recertification requirement for training hours.

14. Time documented during exercises does not count towards training hours for initial certification or recertification.
15. 1 full Continuing Education Unit (CEU) equals 10 hours of training. (A FEMA course equaling .2 CEU equals 2 hours). FEMA independent study courses provide a certificate of completion that is in CEUs.
16. One semester college course is equal to 15 training hours. (Example - 3 college credit hours is equal to 45 training hours)
17. Credit hours in a degree awarding program counts the same if on-line or in residence as outlined above.
18. The Emergency Management Academy is a program managed by the Emergency Management Institute with the focus on providing the new emergency manager with a foundation of knowledge, skills, and abilities in the emergency management profession.
19. The certification program will incorporate the EMI Executive /Managerial Course into the Executive EM Coordinator Certification once the course is finalized. The AKEMA Training and Exercise list should be used to document as many courses as possible. However, courses not listed in the applicant's transcript are still eligible (with documentation) for training hour allocations.
20. No more than 25 hours are allowed in any given topic or specialty. As an example, an applicant may have 100 hours' worth of Incident Command System (ICS) classes, however no more than 25 hours of ICS courses can be used for their application for certification. Sample topic areas could be:
 - Incident Command
 - Recovery
 - Planning
 - Preparedness
 - Mitigation
 - Communications
 - Organizational Development
 - Response (Emergency Management Focus)
 - Prevention
 - Management
 - Budget / Financial Management
 - Leadership

Example template can be found in appendix 2

Contributions to the Profession Options

Candidates may only use each category below one time on their application for certification.

- a) Active membership in an emergency management or related professional organization for at least three years.
- b) Attend a state, regional or national educational session meeting or emergency management related conference.
- c) Serve as an active member on a board, a committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization.
- d) Serve for at least one term as an officer or in a leadership position on a Board, a committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization.
- e) Complete a special assignment or project for a jurisdictional or governmental committee or task force addressing emergency management issues. An example would be a special assignment or project for the municipality, LEPC, FEMA, EMI, etc. The resulting product or decisions must make a significant contribution to, or impact on the emergency management profession.
- f) Develop and participate in an educational or informational speaking engagement on an emergency management issue at a professional conference or public forum (including conferences, workshops, radio, television, educational video, etc.).
- g) Complete a teaching or instructing commitment on an emergency management related topic for a minimum of three actual platform hours.
- h) Serve as a Developer, Evaluator or Controller for either a full-scale, functional, or a tabletop exercise or complete a disaster assignment outside the candidate's jurisdiction. Demonstrate a significant role in the exercise or assignment and describe the lessons learned through participation.
- i) Write and have published (in print or on the Internet) an emergency management article, research project, brochure, or instructional pamphlet.
- j) Develop and distribute a completed audio, video, audio-visual or computer software project directly related to emergency management.
- k) Receive an award or special recognition in the field of emergency management by an outside agency, organization, or association.
- l) Complete a significant role as a full partner in the development or extensive revision of a course in emergency management offered at the state, national, or international level.
- m) Testify before a legislative/regulatory body or contact an elected representative (the candidate must receive a written reply as a result of the contact), at the national or state level, on any emergency management- related issue.
- n) Other contributions must be approved in advance by the AK TASAB.

Example template can be found in appendix 2

Experience Documentation

The candidate should submit a copy of their current Position Description or previous position descriptions which document their experience. Additionally, a narrative, signed by the candidate's current supervisor or Emergency Manager verifying the following areas of experience should be included.

- Preparedness / Planning Experience
- Response Experience
- Recovery Experience
- Mitigation / Prevention Experience
- Disaster Experience to include:
 - Disaster date and event details
 - The candidate's role
 - Provide a description of your **lessons learned** from the event
- Major Role in a Full-Scale Exercise (in lieu of disaster experience)
 - Describe the exercise
 - The candidate's role
 - Provide a description of your lessons learned from the exercise.

No distinction between full-time or part-time employment or volunteering will be made when determining years of experience in the emergency management field if the above bullets can be addressed. (ie: one-year part-time employment is equal to a year of experience, **OR** one year volunteering with a Voluntary Organizations Active in Disaster (VOAD) is equal to a year of experience, etc.)

Example template can be found in appendix 2

Essay Guidance

The essay requirement will assess the candidate's knowledge, skills, and abilities through practical problem-solving analyses of an emergency management scenario. The Credentialing Committee will review and critique the essay based on the management concepts of planning, organizing, leading, controlling and communicating.

1. Knowledge of the four phases of emergency management.
2. Knowledge of human behavior and its impact during a disaster.
3. Knowledge of an organization and the environment in which it operates.
4. Knowledge of codes, legislation, regulations, forms, and other documents which impact on the emergency management function.
5. Skill in leading people.
6. Skill in building and maintaining internal and external alliances.
7. Skill in communication.
8. Ability to manage an organization strategically (long-range) and tactically (short-range).
9. Ability to acquire and manage human, material, and financial resources.
10. Ability to manage multiple priorities utilizing creative problem-solving techniques.
11. Ability to make and convey decisions in a timely manner.
12. Ability to present materials and ideas in a logical, rational, clear, and concise manner.

Completion Guidelines

In completing the management essay, ensure it includes, at a minimum, the following points:

1. Identify the problem to be solved.
2. Identify the objective to be achieved.
3. Describe the necessary actions required to achieve the objective and the problem solution.
4. Describe the intended outcome (behavioral, technical, equipment and/or supplies, financial, etc.) as a result of implementing the necessary actions.
5. Describe the human resources used in the process.
6. Describe the material resources used in the process.
7. The candidate's essay must be typewritten (12-point font, Times New Roman) and double-spaced to ensure ease and accuracy of review. Candidates are encouraged to edit your work and use the spell checker.

Emergency Management Essay Topics

You may write an essay on an emergency management topic of your choosing, or the scenario provided below. It must meet the essay guidelines provided in this section.

Alaskan Emergency Managers often face the "tyranny of distance," both during a response and in normal operations. Discuss how geographic distances, and remoteness have affected your ability to prepare, respond, and recover. How did you and your organization overcome or adapt to these challenges?

Exam Information

8. The exam will be made up of multiple-choice questions taken from the AKEMA Test Study Guide located in appendix 4.
9. Exams will be administered twice each year via hardcopy and be proctored by AKEMA. Applicants who do not achieve a 75% passing grade will need to wait until the next exam offering for their subsequent attempts.
10. The Alaska Emergency Management Association will be responsible for maintaining both the exams and corresponding study guides for potential applicants.
11. Applicants should take and pass the exam prior to submitting their application packet. Once the exam has been passed, applicants have 1 year (2 submission cycles) to submit their full application for approval.
12. At a minimum, exam sessions will be offered twice a year. Additional exam sessions can be provided periodically when multiple applicant requests are received.
13. AKEM-V exam is a 40-question exam. AKEM-A is a 50-question exam. AKEM-E is a 100-question exam.

IAEM Certification Reciprocity

Current certification holders of the International Emergency Management Association (IAEM) Certified Emergency Manager or Associate Emergency Manager (CEM, AEM) credentials may apply for reciprocity to the Alaska Emergency Management Association Training and Standards Advisory Board.

Applicants will be required to submit documentation proving a current (non-expired) IAEM credential, as well as documentation showing Alaska experience and contributions to the profession. The table below outlines the reciprocity path and required documentation.

IAEM Credential	AK Years of Experience Documentation	AK Contributions to the Profession Documentation	AKEMA Credential
CEM	2 Years of AK Emergency Management Experience	3 AK Contributions to the Profession	Executive Emergency Manager
AEM	1 Year of AK Experience	2 AK Contributions to the Profession	Associate Emergency Manager

Applicants wishing to apply for IAEM Reciprocity should use the Application Template (located in Appendix 3) for Reciprocity to ensure all appropriate documentation is provided. Applications are due to the AKEMA Credentialing Committee and will be reviewed on the same timeline as regular applications.

Re-certification Requirements

Certifications are valid for five (5) years from the date of the award. To re-certify, applicants must complete all re-certification requirements prior to the award expiration date. If individuals do not re-certify every five (5) years, they will lose their certification. To re-certify after the expiration date, applicants must complete the required initial certification process at the appropriate certification level to include passing the written exam.

1. Re-certification is required for all certifications.
2. AKEMA will make notifications of expiring credentials 1 year prior to their expiration date
3. Re-certification must occur in five-year intervals by submitting documentation which demonstrates completion of:
 - 100 hours of continuing education. (75 hours in emergency management related subjects and 25 hours of general management courses) for Associate and Executive Emergency Manager Certifications.
 - 50 hours of continuing education. (40 hours in emergency management related subjects and 10 hours of general management courses) for Emergency Management Volunteer Certification.
4. No more than 25 hours are allowed in any given topic or specialty. As an example, an applicant may have 100 hours' worth of Incident Command System (ICS) classes, however no more than 25 hours of ICS courses can be used for their application for certification.
5. Teaching emergency management courses may be substituted for attending courses to achieve 50% of continuing education credits.
6. All completed training courses for re-certification must be completed within the five (5) years of the previous certification. For example, if submitting a re-certification package on February 1, 2029, all completed training must be dated between February 1, 2024, and February 1, 2029. This applies for teaching emergency management courses in lieu of training as well.
7. If an individual holds a CEM certification through the International Association of Emergency Managers, the CEM Re-certification process and documentation may be submitted in lieu of the AKEMA recertification process.
8. Two contributions to the profession (one required to be completed in Alaska). Contributions to the profession must have been completed within the five (5) years of the previous certification. Additional Details found on page 12.

Appendix 1

Application Review Checklist:

	Executive (AKEM-E)			Associate (AKEM-A)			Volunteer (AKEM-V)			Reviewer	Reviewer	Reviewer
	Yes/No	Notes (Missing Items)	Yes/No	Notes (Missing Items)	Yes/No	Notes (Missing Items)	#1 Initials	#2 Initials	#3 Initials			
Experience:	3 years total/2 years in Alaska			2 years total/1 year in Alaska			2 years total/1 year in Alaska					
	Declared Disaster (date, event details, role, lessons learned) or Full Scale Exercise (description, role, lessons learned)			Declared Disaster (date, event details, role, lessons learned) or Full Scale Exercise (description, role, lessons learned)			Declared Disaster (date, event details, role, lessons learned) or Full Scale Exercise (description, role, lessons learned)					
	Copy of Current or Previous Position Descriptions			Copy of Current or Previous Position Descriptions			Copy of Current or Previous Position Descriptions					
	Preparedness/Planning Experience			Preparedness/Planning Experience			Preparedness/Planning Experience					
	Response Experience			Response Experience			Response Experience					
	Recovery Experience			Recovery Experience			Recovery Experience					
	Mitigation Experience			Mitigation Experience			Mitigation Experience					
	Supervisor Signed Narrative			Supervisor Signed Narrative			Supervisor Signed Narrative					
Education:	Associates Degree in the Emergency Response Provider field OR a Bachelor's Degree in any subject. An additional two years of Emergency Management experience (total of five years) may be substituted for this requirement.			High school diploma or general education certificate (GED).			None					
Training:	200 total hours			140 total hours			50 total hours					
	120 EM hours			100 EM hours			40 EM hours					
	80 general mgmt hours			40 general mgmt hours			10 general mgmt hours					
	No more than 25 hours per topic			No more than 25 hours per topic			No more than 25 hours per topic					
	No more than 50% of hours web based			No more than 50% of hours web based			No more than 25% of hours web based					
	FEMA IS courses no more than 25% of total hours			FEMA IS courses no more than 25% of total hours			FEMA IS courses no more than 25% of total hours					
	FEMA IS G courses max 20 hours			FEMA IS G courses max 8 hours			FEMA IS G courses max 4.5 hours					
	FEMA IS E courses max 30 hours			FEMA IS E courses max 20 hours			FEMA IS E courses max 8 hours					
	All courses on approved IAEM list			All courses on approved IAEM list			All courses on approved IAEM list					
	No more than 10 hours for Associate Degree			No more than 10 hours for Associate Degree			N/A					
	No more than 20 hours for Bachelor Degree			No more than 20 hours for Bachelor Degree			No more than 20 hours for Bachelor Degree					
	No more than 30 hours for Masters Degree			No more than 30 hours for Masters Degree			No more than 30 hours for Masters Degree					
Contributions:	6 contributions including 3 in Alaska			3 contributions including 2 in Alaska			2 contributions including 1 in Alaska					
References:	3 References including current supervisor			3 References including current supervisor			3 References including current volunteer organization					
Exam:	75 questions/Passed within 1 year of package submission			50 questions/Passed within 1 year of package submission			40 questions/Passed within 1 year of package submission					
Essay:	Meets the 7 Completion Guidelines			Meets the 7 Completion Guidelines	n/a		Meets the 7 Completion Guidelines	n/a				

Appendix 2

Experience Example Template:

Job/Volunteer Position Descriptions (List chronologically starting with current position):

Example:

Your name here:

Preparedness and Planning Experience:

Job Title: Emergency Manager

Timeframe: January 2022- Current

Type 3 Incident: January 3rd, 2022 Alaska Windstorm: Worked in Planning Section as Situation Unit Leader (SITL) providing daily situational reports (SITREP). Assisted in the development of the incident action plan (IAP). Provided Continuity of Operations Plan (COOP) training for staff.

Lesson learned was the need to review ICS-214 logs to maintain situational awareness.

Response Experience:

Job Title: Pilot

Timeframe: June 2021-December 2021

Type 2 Incident: July 3rd, 2021 Category 1 Hurricane Cindy: Working in Air Operations Branch, provided food and water to displaced survivors at Red Cross shelters. **Lessons learned** were the need to maintain updated contact information for food and water distribution networks.

Recovery Experience:

Job Title: Emergency Manager

Timeframe: January 2020-May 2021

Type 4 Incident: January 4, 2020 Alaska Earthquake: Collected Individual and Public Assistance damage assessment reports due to earthquake damage to private and public infrastructure. **Lesson learned** is the need to have portable internet devices in order to access damage assessment software out in the field.

Mitigation and Prevention Experience:

Job Title: Fire Fighter

Timeframe: November 2018-December 2019

March 11, 2019 in Alaska Borough completed Firewise inspection surveys of private owned land for 50 homes to prevent the spread of wildfires. **Lesson learned** is the need to collaborate with other organizations to prevent duplication of efforts.

Supervisor name printed and signature here verifying your areas of experience.

Training Record Example Template:

TOPIC	TOTAL TOPIC HOURS (25 MAX PER TOPIC)	HOURLY BREAKDOWN	COURSES
Incident Command	25 hours	21(G) general management hours; in person. 15(G) general management hours; in person	G-300 Intermediate Incident Command (21 hours) G-400 ICS 400 Advanced ICS for Command and General Staff-Complex Incidents (15 hours)
Recovery	3 hours	3(E) emergency management hours; Online IS	IS-703 NIMS Resource Management (3 hours)
Planning	25 hours	28(E) emergency management hours; in person	L0962 Planning Section Chief (28 hours)
Preparedness	25 hours	16(E) emergency management hours; in person 10(E) emergency management hours; Online IS	K146 HSEEP (16 hours) IS-10 Animals in Disasters: Awareness and Preparedness (10 hours)
Mitigation	6 hours	1(E) emergency management hour; Online IS 1(E) emergency management hour; Online IS 2(E) emergency management hour; Online IS	IS-319 Tornado Mitigation for Mitigation Staff (1 hour) IS-320 Wildfire Mitigation for Mitigation Staff (1 hour) IS-321 Hurricane Mitigation for Mitigation Staff (2 hours)

		2(E) emergency management hour; Online IS	IS-322 Flood Mitigation for Mitigation Staff (2 hours)
Communications	24 hours	14(E) emergency management hours; in person 8(G) general management hours; Online hours 2(E) emergency management hours; Online hours	L0956 Liaison Officer (14 hours) IS-242 Effective Communication (8 hours) IS-247 Integrated Public Alert and Warning Systems (IPAWS) (2 hours)
Organizational Development	13 hours	1(G) general management hour; in person 10(G) general management hours; Online IS 2(G) general management hours; Online IS	US Coast Guard Civil Rights Awareness Course (1 hour) IS-1 Emergency Manager (10 hours) IS-241 Decision Making and Problem Solving (2 hours)
Response	25 hours	22(E) emergency management hours; in person 3(E) emergency management hours; Online IS	K2300 Intermediate EOC Functions (22 hours) IS-200 Basic ICS for Initial Response (3 hours)
Prevention	16 hours	16(E) emergency management hours; in person	MGT-319 Medical Countermeasures: POD (16 hours)
Management	24 hours	20(G) general management hours; in person 4(E) emergency management hours; Online IS	Penn State University Management, B.A.S. IS-244 Developing and Managing Volunteers (4 hours)
Budget/Financial Management	2 hours	2(E) emergency management hours; Online IS	IS-706 NIMS Intrastate Mutual Aid Introduction (2 hours)

Leadership	25 hours	25(G) general management hours; in person	USCG Leadership and Management School (LAMS) (25 hours)
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ALL COMPLETED TRAINING:

University of Alaska Fairbanks (online classroom instruction) - Master of Security and Disaster Management (MSDM)

FEMA Center For Domestic Preparedness in Person (125 hours)

23R-0192 MPI (32 contact hours)

17R-0407 MADT (21 contact hours)

17R-0269 FRAME (32 contact hours)

17R-005 SNS (40 contact hours) FEMA and NEHA Certificates

FEMA EMI Basic Academy Online (112 hours)

0101 Foundations of Emergency Management (40 hours)

0102 Science for Disasters (24 hours)

0103 Planning: Emergency Operations (16 hours)

E105 Public Information Basics (24 hours)

E0146 Homeland Security Exercise and Evaluation Program Training (16 hours)

FEMA EMI in person Classroom Instruction

Planning Practitioner Course (40 hours)

- E0237 Planning Process Theory and Application
- E0238 Planning Integration and Contemporary Issues

FEMA Courses (online web based):

IS200 – ICS for Single Resources and Initial Action Incidents

ICS 100 – Introduction to the Incident Management Command System

IS- 120a

IS 230

IS 235

IS 240

IS 241

IS 242

IS 242c

IS 244 – Developing and Managing Volunteers

Attach Copy of Training Records, College Diploma or transcripts and completed certificates here.

Contributions to the Emergency Management Field Example Template:

Name:

Contribution 1: Attended 2021 and 2022 Alaska Emergency Management Conference.

Contribution 2: Serve as an active member on Alaska LEPC.

Contribution 3: Served as an evaluator for 2023 flood exercise.

Contribution 4: Received 2020 EM of the Year award.

Contribution 5: Presented at the 2023 Alaska Governors Safety & Health Conference on the topic of Continuity of Operations Planning.

Contribution 6: Instructed ICS-300 course in 2024.

(Provide proof of contributions as attachments in package)

Candidate References Example Template:

Candidate Professional References

Reference 1:

Current Supervisor Name

Job Title

Organization

Address

Phone Number

Email

Reference 2:

Name

Job Title

Organization

Address

Phone Number

Email

Reference 3:

Name

Job Title

Organization

Address

Phone Number

Email

Appendix 3



REQUEST FOR IAEM RECIPROCITY

Name: _____ Date: _____

Note: Applicant must submit documentation providing current (non-expired) IAEM credential, as well as documentation showing Alaska experience, Alaska contributions to the profession and essay meeting the guidelines outlined in the AKEMA CEM Guidelines Book. Request along with proof of documentation can be sent via email to: akema907@gmail.com or to the following physical address:

Atten: AK TASAB
5235 E. Iroquois Ct
Wasilla, AK 99654

IAEM Credential (circle one currently have)	AK Years of Experience Documentation (provide as attachment)	AK Contributions to the Profession Documentation (provide as attachment)	AKEMA Credential (circle one requesting)
CEM	2 Years of AK Emergency Management Experience	3 AK Contributions to the Profession	Executive Emergency Manager
AEM	1 Year of AK Experience	2 AK Contributions to the Profession	Associate Emergency Manager

Appendix 4

AKEMA CREDENTIALING TEST STUDY GUIDE 2025

Search and Rescue

- In Alaska, the agency that is responsible for ground **search and rescue (SAR)** is the **Alaska State Troopers (AST)**.
- AST has primary **Search Management Coordination (SMC)** authority under the National SAR Plan.
- AST has principal authority for all ground SAR activities.
- **AK Rescue Coordination Center (RCC)** and **U S Coast Guard (USCG)** provide mission control centers which respond to air and sea SAR requirements and can receive and coordinate responses for ground SAR as well.
- Some areas of Alaska inside national parks are managed by the **National Park Service (NPS)** and in those area the National Park Service has primary SMC authority.
- The **State Emergency Operation Center (SEOC)** is generally not directly involved in managing SAR operations other than in their normal management role during major emergencies.
- A **Personal Locator Beacon (PLB)** provides the fastest way to alert search and rescue authorities of a distress situation in remote areas of Alaska.
 - PLBs as well as **Emergency Locator Transmitters (ELTs)** on an aircraft or vessel, upon activation, provide a distress message to the closest Rescue Coordination Center with SAR authority in the signal's jurisdiction or delegated international area within approximately **1 minute**.
 - It is the fastest alerting system.
 - However, it is not a two-way communications device.
 - Once activated the SAR authorities will assume there is a critical SAR requirement and begin the SAR investigation and deployment of resources.
- The four (4) elements of a SAR event include **locate, access, stabilize, transport**.
- The best topographical map for foot travel is 7.5 minute 1:24,000.
- All of the following the following would help determine the urgency of a search: the **subject's age, the quantity of equipment carried by the subject and the present and projected weather**.
- Four factors of lost-person behavior are **personality, physiological, weather, and experience**.
- Resources with no specialized training other than an inherent desire to help are referred to as emergent volunteers.

Hospital Emergency Management

- **The Joint Commission** and **Centers for Medicare and Medicaid Services** are the two agencies that directly identify and regulate hospital emergency management standards.
- The **six critical functions of hospital emergency management** identified by The Joint Commission, a hospital standard and accrediting agency, are:
 1. **Communication,**
 2. **Resources and Assets,**
 3. **Safety and Security,**
 4. **Staff Responsibilities,**
 5. **Utilities Management and**
 6. **Patient Clinical and Support Activities.**

- In Alaska, the most common command structure model used in hospitals and other healthcare organizations during emergency responses is called **Hospital Incident Command System (HICS)**.
- In many emergency response organizations, local healthcare clinics and hospitals are a part of **Emergency Support Function (ESF) #8**.
- Hospitals are required to **review and update their emergency management plan every two years**.
- Hospitals are required to identify capabilities and **plan for resource needs for at least 96 hours** when the hospital cannot be supported by the local community during an emergency response.

Emergency Communication

- The **District Emergency Coordinator (DEC)** is an individual appointed by the Section/State Emergency Coordinator to a particular District or Area, that is responsible to establish **Emergency HAM Communications**, originate, train and liaison with the local Emergency Manager, under **Amateur Radio Emergency Service (ARES)**.
- The **Emergency Coordinator (EC)** is an individual appointed by the Area DEC to organize, train and liaison with the local village, city, or community they reside in and take directions from the DEC.
- The **requirements to join ARES** include that an individual:
 - must have a **ham license**,
 - have completed the **ICS 100, 200, 700, 800, and 144** as a minimum,
 - **have his or her own ham equipment**, and
 - **vetted by the EC & DEC**.
- Depending on the incident and level of support required, normally it would be the Emergency Manager or his/her chain of command who can activate or request ham radio support.
- ECs can be contacted by their local governments or Fire Departments
- ECs **need to follow the ARES/Borough Memorandum of Understanding (MOU)** and the Emergency Manager and DEC needs to be informed so the correct support can be provided to support that area.
- **ARES can activate without borough notification**, and does this on a regular basis
- Keeping the Emergency Manager and/or the operations section advised of current situations assists in decision making on local area conditions as directed by the Emergency Manager.
- The Emergency Manager and the DEC approves the Borough's **ARES Emergency Plan** to ensure ARES can provide the support the borough or local jurisdiction requires.
- **State ARES** has established **ICS 205 Communication Plans** for all areas across the state to conform to Ham Resources available in the various areas.
- A copy of the communication plan will be submitted to the Emergency Manager when activated.
- **A ham go-box** is a ham's **equipment box, power, antenna and necessary requirements needed for the mission**.
- **Winlink** is ham radio **email**. You can send and receive email from a remote location via radio with no internet requirement to the Comm Center or a regular email address.

Citizen Emergency Response Team

- CERT stands for Community Emergency Response Team
- CERT's fit into Emergency Management by providing **uniformly trained volunteers**
- FEMA is the federal administrator for the national CERT program
- Anyone 18 or over can become part of a CERT team.
- CERT's are in small communities and large cities worldwide.
- CERT's **activate when requested by local government**.

- A CERT team can assist local governments by:
 - being able to work at a call center,
 - help at a Point of Distribution (POD),
 - act as victims in disaster exercises. and
 - much more.
- **CERT sponsoring organizations** can be:
 - Fire Departments,
 - Police Departments,
 - places of worship,
 - non-profit organizations,
 - local clubs, and
 - businesses.

University of Alaska Emergency Management

- Incident management functions are carried out at the University of Alaska where each University (UAA, UAF, UAS) provides for incident management locally.
- The system of incident management in effect within the University of Alaska is the National Incident Management System (NIMS).
- Emergency management functions (mitigation, preparedness, response, recovery) carried out at the University of Alaska include each University (UAA, UAF, UAS) develops their own system for providing emergency management.
- Distant and/or community campuses have responsibilities for emergency planning, mitigation, and preparedness, and emergency managers from each University coordinate efforts with each other and the statewide administration.
- The **factors unique to institutions of higher education** that require special considerations include:
 - the presence of **congregate housing**,
 - **quasi-governmental agency status**, and
 - **shared governance**.
- With respect to emergency preparedness, **the CLERY Act** requires periodic emergency exercises.
- Participants generally included in an Alaskan Preparedness Council may include the mayor and city manager, private/non-profit organizations and public safety leaders.
- Leaders in Emergency Management may be defined best by having the **ability to be flexible during disasters**.
- Shelter use characteristics proven through recent disasters include:
 - that shelter use is highest following hurricanes than other disasters and
 - that those from lower socioeconomic groups are more likely to use shelters.
- Decontamination does NOT take place in a HOT zone.
- Evaluators are in charge of determining if exercise participants are responding effectively.
- All-hazards planning for college campuses should include Emergency management and representatives from all stakeholder groups.
- The Emergency Manager at the specific campus has responsibility for de-conflicting response action plans at the development phase, between the college campus and the state and city in which they operate.
- University of Alaska campuses have sworn police responders at the Anchorage and Fairbanks campuses only.

Evacuation

- **Fire Chiefs** and the **State Governor** are the two entities can declare or compel an evacuation in the State of Alaska
- The Governor or Fire Chief of a local area may compel evacuations in Alaska but they are not mandatory. Failure to comply is a misdemeanor under Alaska Statutes.

State of Alaska Emergency Management

- The State of Alaska lead emergency management organization is **DHS&EM** which **stands for Division of Homeland Security & Emergency Management**.
- In most disasters, the local level of government usually is first to execute response actions and declare a disaster.
- DHS&EM manages all-hazard disasters (not wildland fire related) mostly in the unorganized portion of the State.
- DHS&EM routinely partner with the following agencies during a flood along the Yukon River and other Alaska river systems;
 - Civil Air Patrol,
 - Alaska State Troopers,
 - Department of Transportation, and
 - the National Oceanic and Atmospheric Administration.
- **FEMA stands for Federal Emergency Management Agency** which is the lead United States federal emergency management organization.
- When dealing with disaster survivors during a State and/or federally declared disaster, housing assistance may be provided through the Alaska state or FEMA **Individual Assistance (IA)** grant program.
- Damages to the following and emergency response costs may be covered under the Alaska state or FEMA's **Public Assistance (PA)** grant program:
 - Roads,
 - Bridges,
 - Parks,
 - Government Buildings,
 - Debris management, and
 - Emergency Protective measures.
- Communities cannot avoid getting all required permits after a declared disaster
- In addition to FEMA, the other Federal agency can provide funding for state road damages is the Federal Highways Administration.
- The State of Alaska department of transportation is directly responsible for repairing over 1200 public facilities.
- The Commissioner of Transportation has the authority to close State of Alaska highways.
- Local communities do NOT have the authority to close roads and airports in emergencies.

Incident Command System (ICS)

- **National Preparedness Goals emphasize five mission areas** rather than the four phases of emergency management:
 - **response,**
 - **recovery,**
 - **mitigation,**
 - **preparedness,** and
 - **protection.**
- The **National Incident Management System (NIMS)** provides:

- a set of standardized organizational structures, as well as
 - requirements for processes, procedures, and systems designed to improve interoperability.
- According to the **National Incident Management System (NIMS)**, managers plan and prepare for demobilizing resources no longer needed for the incident at the same time that they begin the resource mobilization process.
- **Incident Action Planning** is the NIMS Management Characteristic that includes documents that record and communicate incident objectives, tactics, and assignments for operations and support.
- **Incident Action Plans (IAPs) depend on management by objectives** to accomplish response tactics.
- **Incident Action Plans (IAPs)** provide a coherent means to communicate the overall incident objectives in the context of both operational and support activities.
- **Integrated Communications** is the NIMS Management Characteristic necessary for achieving situational awareness and facilitating information sharing.
- **Comprehensive Resource Management** is the NIMS Management Characteristic for acquiring, storing, and inventorying resources.
- The ICS structure should include only the functions and positions needed to achieve the Incident objectives.
- The only position that is always staffed in **Incident Command System (ICS)** applications is the **Incident Commander**.
- Each **ICS General Staff** is led by a **Section Chief** who reports directly to the Incident Commander or Unified Command.
- The **Logistics Section Chief** is the General Staff member who is responsible for:
 - ensuring that assigned incident personnel are fed and have communications,
 - medical support, and
 - transportation as needed to meet the operational objective.
- The **Operations Section Chief** is responsible for developing and implementing strategies and tactics to achieve the incident objectives.
- Branches within the ICS organization can be established geographically or functionally.
- The **Command** is the ICS functional area that:
 - sets the incident objectives, strategies, and priorities, and
 - has overall responsibility for the incident.
- The **Incident Commander or Unified Command** establishes incident objectives that include delegating functional responsibilities and specifying resource types.
- When partners representing multiple jurisdictions or agencies work together to establish the incident objectives, the type of Command being used is called a **Unified Command**.
- Manageable **Span of Control** refers to the number of individuals or resources that one supervisor can effectively manage during an incident.
- Expansion of the ICS modular organization is the responsibility of the Incident Commander.
- The **outgoing Incident Commander should provide a briefing** to the new Incident Commander to ensure a smooth transfer of duties.
- When command is transferred, then all personnel with a need to know should be told the effective time and date of the transfer.
- **Ensuring safe work practices is a top priority** within the ICS common leadership responsibilities.
- The levels of the ICS organization that may have Deputy Positions are:
 - Branch,
 - Incident Commander, and
 - Sections.
- **Typing resources** allows managers to make better resource ordering decisions of a specific resource by:
 - describing the size,
 - capability, and

- staffing qualifications.
- **ICS Form 201** contains status information for briefing the incoming Incident Commander or team, or other resources.
- **Manageable Span of Control** is the NIMS Management Characteristic referring to the number of subordinates that directly report to a supervisor.
- Resources within the **Staging Areas** are awaiting operational assignment.
- Upon arriving at an incident, the higher-ranking person will either assume command, maintain command as is, or reassign command to a third party is a true statement.
- An **individual assuming the role of the Deputy Incident Commander must be equally capable** of assuming the Incident Commander role.
- **Unity of Command** means that each individual involved in incident operations will be assigned to only one supervisor.
- These principles represent the foundation for the **Whole Community approach to emergency management**:
 - strengthen what works in communities on a daily basis,
 - engage and empower all parts of the community,
 - understand and meet the actual needs of the community.
- According to the **National Disaster Recovery Framework**, the recovery process begins with pre-disaster preparedness and includes a wide range of planning activities.
- The three **NIMS guiding principles are planning, response, recovery**.
- **Emergency Operations Centers (EOCs)** are the NIMS Command and Coordination structures that are offsite locations where staff from multiple agencies come together.
- The following are EOC functions:
 - coordinating plans and determining resource needs,
 - collecting, analyzing, sharing information and
 - providing coordination and policy direction.
- The type of ICS facility that is used to temporarily position and account for personnel, supplies, and equipment awaiting assignment is called a **staging area**.
- The resource management activity that establishes common definitions for capabilities of personnel, equipment, teams, supplies, and facilities is **qualifying, certifying, and credentialing personnel**.
- The **'capacity for emergency management and response personnel to interact and work well together'** describes the key communications and information systems principles of **interoperability**.
- When an incident occurs or threatens, local emergency personnel manage response using NIMS principles and ICS.
- If the incident is or becomes large or complex a **Unified Command may be established**.
- ICS provides a standardized approach to the command, control, and coordination of on-scene emergency personnel.

Important Alaska Emergency Management Concepts and Terms

- **Mass-Care Services** is the emergency response core capability involved in providing life-sustaining and human services to the affected population, to include:
 - **hydration,**
 - **feeding,**
 - **sheltering,**
 - **temporary housing,**
 - **evacuee support,**
 - **reunification, and**
 - **distribution of emergency supplies.**

- In Emergency Management, “**Hazard Mitigation**” refers to actions taken to reduce or eliminate long-term risks caused by hazards or disasters.
- In Emergency Management, “**Recovery**” refers to money and support provided by the government and partners for individuals and the public to repair damage caused by a disaster.
- In Emergency Management, “**Response**” refers to actions taken in emergency response to reduce immediate human suffering.
- In Emergency Management, “**Preparedness**” can refer to supplies stored for an emergency and other actions to be ready when a disaster strikes.
- A “**Floodplain**” is an area of land adjacent to a river or stream which stretches from the banks of its channel to the base of the enclosing valley walls, and which experiences flooding during periods of high discharge.
- A “**tsunami**” is a series of waves in a water body caused by the displacement of a large volume of water, generally in an ocean or a [large](#) lake.
- A “**lahar**” is a fast-moving slurry of water, mud, rocks, and sand formed when hot volcanic debris melts the snow and ice.
- In emergency radio communications, a “**repeater**” is a radio that receives a radio signal and retransmits it so that the signal can cover a greater distance.
- **IPAWS** stands for “**Integrated Public Alert and Warning System**”.
- **NAWAS** stands for “**National Alert and Warning System**”.
- **WEA** stands for “**Wireless Emergency Alerts**”.
- **EMS** stands for “**Emergency Medical Service**”.
- **EMAC** stands for “**Emergency Management Assistance Compact**”.
- **EAS** refers to the “**Emergency Alert System**”.
- **PSAP** refers to a “**Public Safety Answering Point**”.
- In a disaster, **PDA** refers to a “**Preliminary Damage Assessment**”.
- **ALMR** refers to “**Alaska Land Mobile Radio**”.
- In Alaska, **Boroughs** are regional governmental areas under an elected area government which may contain cities and other communities.
- The **Unorganized Borough** refers to the area of Alaska not part of an organized borough, where the State serves as the Borough government and which may contain cities.
- A **local declaration of disaster emergency** refers to a declaration by the principal local executive officer of a political subdivision to activate disaster emergency plans and to authorize the furnishing of aid and assistance under those plans.
- A **State declaration of disaster emergency** refers to a declaration by the Governor of Alaska that activates the disaster response and recovery aspects of the state disaster emergency plans and authority for the State to engage in disaster response.
- A **Federal declaration of Major Disaster** refers to a declaration by the President of the United States that a disaster conditions exists in the location specified and that authorized Federal disaster response and recovery programs can be deployed to assist.
- In Alaska, a **local disaster declaration must be filed promptly** with the Alaska Division of Homeland Security & Emergency Management to meet the requirements of state law.
- A **declaration of local disaster emergency by the principal elected official in a political subdivision is valid for 7 days** without action by the governing board of the political subdivision.
- In disaster recovery, **Individual Assistance (IA)** refers to a government program that provides eligible individuals in a declared disaster area disaster assistance.

- In disaster recovery, **Public Assistance (PA)** refers to a government program that provides eligible governments, agencies, and organizations funding for disaster costs for emergency operations and repairs to infrastructure.
- These are all part of the **State of Alaska disaster recovery programs**:
 - Individual Assistance (IA),
 - Public Assistance (PA), and
 - Temporary Housing.
- Parts of the **Federal disaster recovery programs** include:
 - Individual Assistance (IA),
 - Public Assistance (PA), and
 - Other Needs Assistance (ONA).
- **Mass Care** in disaster operations includes the following:
 - Volunteer and Donations Management,
 - Feeding, and
 - sheltering.
- **Volunteer and Donations Management** typically falls under the mass care operational area in disaster response.
- **Shelter operations and management** typically falls under the mass care operational area in disaster response.
- **Livestock and Pets** typically fall under the mass care operational area in disaster response.
- **Disaster survivor feeding operations** typically fall under the mass care operational area in disaster response.
- **Hazards normally associated with volcanoes** can be:
 - Lahars,
 - airborne ash endangering aircraft, and
 - ash fall in water systems.
- Relocating homes out of a flood zone could be an action taken in the mitigation disaster phase.
- Stockpiling emergency generators could be an action taken in the preparedness disaster phase.
- Roadblocks to establish a secured disaster area could be an action taken in during the response disaster phase.
- Opening Disaster Recovery Centers could be an action taken in the recovery disaster phase.
- **Mutual Aid agreements** in disaster emergencies allow one jurisdiction or agency to receive help from another under predesignated terms and conditions providing for safety, legality, and cost recovery.
- In all incidents, **everyone engaged in the incident response must know who is serving as the Incident Commander**.
- To provide an effective, coordinated, “whole community” response and effective disaster recovery operations, **volunteer agencies like the Red Cross, Salvation Army, and faith-based groups should be engaged cooperatively** with government in emergency pre-planning, response, and recovery operations.
- In disaster operations, **contact with the media should be actively engaged with dedicated public information staff and accurate information** so that the community knows what is happening, what is being planned, and what they should do.
- In disaster response, **Social Media like Facebook, Twitter, and YouTube should be actively engaged with dedicated public information staff and accurate information** so that the community knows what is happening, what is being planned, and what they should do.
- In disaster operations, all of these would be part of **Access and Functional Needs considerations**:
 - Alaska Native language translation of disaster media materials,
 - the number and type of restrooms in the disaster recovery center,
 - provision for the deaf to submit their Individual Assistance applications to the state.

- Disaster operations should **consider Access and Functional Needs in all phases** of disaster operations from preparedness to recovery.
- In disaster response, **you would NOT typically find under the Emergency Services Branch the Individual Assistance Group.**
- An **Incident Meteorologist (IMET)** could be useful on the following:
 - Fire incident,
 - Chemical spill, and
 - Landslide.
- Fortunately, earthquakes only generate one tsunami wave, so once the wave arrival time has passed, you can give the “all clear” is NOT a true statement.
- In the event of a tsunami event, we should always assume there will be more waves until the ‘all clear’ is given is a TRUE statement.
- Inside a building in an earthquake, the best course of action is to **DROP, COVER, and HOLD ON.**
- **“Mega Thrust” and “Tectonic Plates”** are involved in Earthquakes.
- **GIS** refers to mapping of location based information – **Geographic Information System.**
- **Cyber Attacks are NOT just handled by IT** and therefore may require involvement from Emergency Management.
- Emergency Management might have an important role in all of the following incidents:
 - Wildland fire,
 - Earthquake, and
 - Cyber-Attack.