

WCEM Mentoring Evaluation Checklist



The Wisconsin Certified Emergency Manager Professional level candidate must demonstrate awareness and minimum proficiency relating to the following tasks. The tasks that are successfully completed by the candidate shall be signed by the Mentor. While there are 20 tasks listed, it is understood that not all will be accomplished due to time or logistical constraints. It is requested the mentor work with the candidate to complete as many of these skills as possible.

Job Performance Tasks

Section 1: EMERGENCY MANAGEMENT OVERVIEW

This requires an understanding of the various structures and roles of emergency management offices.

Task 1: Discuss the structure of the program the candidate is involved with if they are currently an emergency manager. Review the organization structure of the mentor's emergency management program and then discuss other program structures.

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Task 2: Discuss responsibility and general duties of the emergency manager. Include an overview and discussion about local legal requirements and plans that provide the emergency management program authorities.

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Task 3: Discuss home rule/Dillon's rule and how it impacts the program.

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Task 4: Discuss structure and relationships with other levels of government ie. County / tribe coordination with city, village, town, neighbors, and state etc.

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Task 5: Review recent meeting minutes and discuss how the emergency manager keeps stakeholders engaged and informed.

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Task 6: Review Wisconsin Statute 323 and discuss roles and responsibilities of county / tribal / local emergency managers.

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Section 2: PLANNING

Planning is a critical function of emergency management. Engaging stakeholders in the development and revisions of plans is also an important aspect of emergency management programs. The candidate's understanding of the plans and processes used is a vital aspect to the emergency management discipline.

Task 1: Identify and discuss plans for which the emergency manager is responsible, including at a minimum:

- Emergency Operations Plan or Emergency Response plan and discuss the difference between EOP and ERP. Include additional discussion about ESF vs. annex.
- EPCRA plan and planning.
- Mitigation Plan.
- THIRA or risk assessment.
- Evacuation plan (if available).
- Disaster recovery plans.
- Debris management plan (if available).
- Family assistance plan (if available).
- Donation management plan (if available).

- Volunteer management plan (if available).
- Mass casualty plans (if available).
- Mass fatality plan and other public health plans as they apply to emergency management.
- Continuity of operations plan (if available).

The candidate has completed this task.

Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Section 3: GRANT ADMINISTRATION

This is an important aspect of the emergency management program and program maintenance.

Task 1: Identify and discuss grants for which the emergency manager is responsible, including at a minimum:

- EMPG.
- EPCRA.
- EPCRA primary grant.
- EPCRA computer and equipment grant.
- HMEP (if applicable).
- HS Grants.
- Exercise grants.
- Equipment and other projects.

The candidate has completed this task.

Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Section 4: EMERGENCY RESPONSE, COORIDNATION, AND SUPPORT

The emergency manager plays an essential role in supporting and coordinating emergency response to larger incidents and disasters.

Task 1: Discuss the EOC, its role, and the structure used in the mentor's jurisdiction

The candidate has completed this task.

Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Task 2: Review and discuss the emergency operations center plans and any checklists that guide the EOC manager during an activation.

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Task 3: Identify and discuss the emergency declaration process and the role the emergency manager plays in recommending and coordinating a declaration.

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Task 4: Identify and discuss how the EOC and emergency manager coordinate emergency procurement, emergency contracting, and the supporting processes. Identify who has authority in the jurisdiction to procure items and services.

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Task 5: Discuss NIMS implementation and program management including credentialing and the ICS / EOC interface within the jurisdiction.

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Task 6: Discuss resource management and the emergency manager’s role in coordinating local, county/tribal, and state resources.

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Task 7: Discuss the recovery process and the role of the emergency manager and EOC.

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Section 5: EMERGENCY MANGEMENT PROGRAM OUTREACH

Emergency managers regularly engage with response agencies, governmental bodies, the private sector and other stakeholders through outreach and education initiatives. These outreach activities are an important part of any program, and candidates should have an awareness of how to conduct outreach activities.

Task 1: Discuss outreach and education initiatives used in the mentor’s jurisdiction

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Task 2: Using a recent example, discuss outreach techniques for facilitating discussion and presenting to target audiences. Where feasible, the candidate should participate in an outreach event with the mentor.

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Section 6: EXERCISE AND TRAINING

An important aspect of emergency management programs is better preparing stakeholders, including building capacity and sustaining capabilities to respond to and recover from a disaster. Emergency management programs regularly coordinate training and conduct exercises to meet these goals.

Task 1: Review and discuss the Integrated Preparedness Plan (IPP) for the jurisdiction. Discuss the process used to develop the IPP and how stakeholders were engaged to ensure buy-in at the local level.

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Task 2: Discuss the process for requesting training and what training is available:

- WEM NIMS training
- National Domestic Consortium Partners
- Other providers

The candidate has completed this task. Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____

Task 3: Review and discuss Exercise program management including:

- How HSEEP is applied in the jurisdiction to manage the exercise program.
- Exercise design process and share recent experiences for examples.
- Exercise delivery including reviewing a recent exercise and the resulting after-action review.
- Improvement plan implementation and tracking.

The candidate has completed this task.

Date: _____

Mentor Title: _____

Mentor Name: _____

Mentor Signature: _____