

*Answers to Commonly
Asked Questions*

about the

**CEM[®]/AEM
Examination**

A Study Guide



March 2007

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Q & A

WHO NEEDS TO TAKE THE EXAM?

- All new applicants.

Applicants may choose to sit for the exam prior to credential review however both the enrollment and application fees must be received at headquarters prior to sitting for the exam. Once taken the applicant will have one year from the date of the exam to submit their credentials for review.

HOW IS THE EXAM STRUCTURED?

- The exam will consist of 100 multiple-choice questions. Each question will have four possible responses. The examinee must choose the best answer.
- In order to “PASS”, the examinee must score 75% or better on the exam.
- The exam questions will focus on emergency management principles and practices reflected in the publications listed on the back page.

Study tips

- “Brush up” on basic emergency management literature.
- A listing of publications from which all exam questions were derived is included on the back of this brochure.

HOW IS THE EXAM ADMINISTERED?

- The exam may be taken at the IAEM Annual Conference, Mid-Year Meeting, Regional Conferences, or at IAEM headquarters.
- Candidates also may individually arrange their own test administration through a variety of secured testing methods and locations.

Contact the education office at your local high school, college or university.

The education office at military installations may conduct the exam on site for all military and Department of Defense personnel.

CEM Commissioners and IAEM Board of Directors may administer the exam (call IAEM staff for contact information).

NOTE: Proctoring fees are the responsibility of the applicant.

U.S.-SPECIFIC SAMPLE QUESTIONS

The following sample questions were developed to familiarize the applicant with the exam format and sample content. The correct answers are found below.

- 1. Comprehensive emergency management involves all hazards, the four phases of emergency management in a hazard lifecycle, and which of the following?**
 - a. A partnership of all levels of government and the public.
 - b. Mandatory sharing of critical resources across jurisdictions.
 - c. Preparation for possible terrorist attacks in the jurisdiction.
 - d. Updated emergency operations plan.
- 2. Which of the following best describes the role of the local Emergency Program Manager?**
 - a. Always directing the operations at the scene of an emergency.
 - b. Coordinating resources and activities in all four phases of emergency management.
 - c. Issuing press releases and making public statements to the media about the disaster.
 - d. Making policy decisions regarding emergency response activities.
- 3. Which statement is true regarding structures damaged in earthquakes?**
 - a. The damaged structures should never be rebuilt in an earthquake-prone area.
 - b. The damaged structures should be rebuilt to pre-disaster quality.
 - c. The damaged structures should be rebuilt to the most recent seismic safety standards.
 - d. The damaged structures should only be rebuilt outside the earthquake-prone area.
- 4. Which of the following is a real benefit of using volunteers?**
 - a. Volunteers provide access to a broader range of expertise and experience.
 - b. Volunteers eventually gain the skills required to replace paid staff.
 - c. Volunteers apply pressure to make paid staff work harder.
 - d. Volunteers require less supervision and management.
- 5. Which best describes an emergency operations center?**
 - a. A center where disaster victims can rest and obtain food.
 - b. A central location from which emergency operations are coordinated.
 - c. A command post at the scene of the emergency where responders can be debriefed about the incident.
 - d. An information center, where the Public Information Officers provide updates to the media.
- 6. A good evaluation can help the organization identify:**
 - a. Exercise objectives.
 - b. Qualified members of the evaluation team.
 - c. The scope of the exercise.
 - d. Training and staffing deficiencies.

U.S.-SPECIFIC SAMPLE QUESTIONS

continued

- 7. Which organizational element is a temporary Federal facility established locally to coordinate operational Federal assistance activities to the affected jurisdiction(s) during Incidents of National Significance?**
- a. Incident Command Post (ICP)
 - b. Joint Field Office (JFO)
 - c. Regional Resource Coordination Center (RRCC)
 - d. State Emergency Operations Center (SOC)
- 8. A plan based on lessons learned from actual incidents is called a(n):**
- a. Corrective Action Plan.
 - b. Emergency Operations Plan.
 - c. Preparedness Plan.
 - d. Recovery Plan.
- 9. According to the Robert T. Stafford Act, how much is the federal share of assistance to states and local governments following a presidential disaster declaration?**
- a. Not more than 25%.
 - b. 25 – 50%.
 - c. Not more than 75%.
 - d. At least 75% or more.
- 10. Which one is primarily a local responsibility for disaster response?**
- a. Coordinate deployment of state personnel and resources to the affected areas.
 - b. Recommend or order an evacuation.
 - c. Request federal assistance when resources are overwhelmed.
 - d. Suspend State laws or local ordinances if it is determined that the law in question will restrict or prohibit efforts to relieve human suffering caused by the disaster.

Answers: 1.a, 2.b, 3.c, 4.a, 5.b, 6.d, 7.b, 8.a, 9.d, 10.b.

GENERAL INTERNATIONAL SAMPLE TEST QUESTIONS

The following sample questions were developed to familiarize the applicant with the exam format and sample content. The correct answers are found below.

- 1. Comprehensive emergency management is often referred to as an “occurrence cycle” or “hazard lifecycle” consisting of four phases. What are these four phases of comprehensive emergency management?**
 - a. Preparedness, planning, response and mitigation.
 - b. Preparedness, response, recovery and mitigation.
 - c. Prevention, response, recovery and mitigation.
 - d. Prevention, planning, response and mitigation.
- 2. What is a hazard analysis used to determine?**
 - a. How a community plans to respond to a given hazard.
 - b. How to carry out a specific function in the face of a specific hazard.
 - c. How vulnerable a community is to a hazard.
 - d. The causes of hazards that threaten a community.
- 3. Which of the following emergencies may trigger an earthquake?**
 - a. Drought.
 - b. Flash flood.
 - c. Tornado.
 - d. Volcanic eruption.
- 4. Which statement is true regarding structures damaged in earthquakes?**
 - a. The damaged structures should never be rebuilt in an earthquake-prone area.
 - b. The damaged structures should be rebuilt to pre-disaster quality.
 - c. The damaged structures should be rebuilt to the most recent seismic safety standards.
 - d. The damaged structures should only be rebuilt outside the earthquake-prone area.
- 5. What is the benefit of proper training in emergency management tasks?**
 - a. Increase individual performance and retention.
 - b. Increase property damage.
 - c. Increase victim suffering.
 - d. Increase vulnerability to lawsuits.
- 6. During an emergency, which of the following is most likely to be true?**
 - a. People are automatically able to filter out unnecessary information.
 - b. People are busy with survival and do not need information.
 - c. People have additional challenges that make it harder to comprehend information.
 - d. People will listen more closely because they need the information.

GENERAL INTERNATIONAL SAMPLE TEST QUESTIONS

continued

7. The components of a “message” in a functional exercise are usually consists of the following items:
- Functions, agencies, hazard, geographical area.
 - Sender, receiver, message, method of transmission.
 - Major event, detailed events, expected actions.
 - Date, inside address, heading , complimentary close.
8. The exercise design team leader should be:
- A key operational member of a participating organization.
 - The chief official of the jurisdiction or organization.
 - The emergency program manager.
 - Someone who is familiar with the emergency plan.
9. A typical emergency operations center’s (EOC) standard operations procedure (SOP) serves as the “game plan” for the EOC personnel. What other purpose does the SOP serve?
- As a historical reference to update the hazards analysis.
 - Both as a training document and operational reference.
 - To develop the major events list for a full-scale exercise.
 - To seek alternate means of funding the EOC.
10. Which of the following best describes the role of the local Emergency Program Manager?
- Always directing the operations at the scene of an emergency.
 - Coordinating resources and activities in all four phases of emergency management.
 - Issuing press releases and making public statements to the media about the disaster.
 - Make policy decisions regarding emergency response activities.

Answers: 1.b, 2.c, 3.d, 4.c, 5.a, 6.c, 7.b, 8.d, 9.b, 10.b.

RECOMMENDED PUBLICATIONS

The following are various FEMA publications and can be obtained from the FEMA website or by contacting FEMA's Publication Office or the Emergency Management Institute (EMI):

IS-1	Emergency Manager
IS-3	Radiological Emergency Management
IS-5A	An Introduction to Hazardous Materials
IS-7A	A Citizen's Guide to Disaster Assistance
IS-8A	Building for the Earthquakes of Tomorrow: Complying with EO 12699
IS-10	Animals in Disaster: Module A, "Awareness and Preparedness"
IS-11	Animals in Disaster: Module B, "Community Planning"
IS-15	Special Events Contingency Planning for Public Safety Agencies
IS-22	Are you Ready? An in-depth Guide to Citizen Preparedness
IS-55	Household Hazardous Materials
IS-100	Introduction to the Incident Command System
IS-111	Livestock in Disasters
IS-120	An Orientation to Community Disaster Exercises
IS-139	Exercise Design
IS-200	Basic Incident Command System for Single Resources and Initial Action Incidents
IS-208	State Disaster Management
IS-230	Principles of Emergency Management
IS-235	Emergency Planning
IS-240	Leadership and Influence
IS-241	Decision Making and Problem Solving
IS-242	Effective Communication
IS-244	Developing and Managing Volunteers
IS-271	Anticipating Hazardous Weather and Community Risk
IS-275	The EOC's Role in Community Preparedness, Response, and Recovery Operations
IS-288	Role of Voluntary Agencies in Emergency Management
IS-292	Disaster Basics
IS-301	Radiological Emergency Response
IS-324	Community Hurricane Preparedness
IS-340	Hazardous Materials Prevention and Planning
IS-346	Orientation to Hazardous Materials for Medical Personnel
IS-362	Multi-Hazard Emergency Planning for Schools
IS-393A	Introduction to Mitigation
IS-394A	Mitigation for Homeowners
IS-546	Continuity of Operations (COOP) Awareness
IS-547	Introduction to Continuity of Operations (COOP)
IS-700	NIMS, An Introduction
IS-701	NIMS, Multiagency Coordination System
IS-703	NIMS, Resource Management
IS-800A	The National Response Plan (NRP), An Introduction
IS-860	National Infrastructure Protection Plan

ADDITIONAL REFERENCES FOR U.S.-SPECIFIC EXAMS

Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended

National Response Plan

NRP Quick Reference Guide

National Incident Management System

National Infrastructure Protection Plan

Homeland Security Presidential Directive/HSPD-5

Homeland Security Presidential Directive/HSPD-7

Homeland Security Presidential Directive/HSPD-8

HOW TO ARRANGE FOR YOUR EXAM

Once an exam date has been determined, please provide in writing your proctor's complete contact information along with the scheduled date and your exam will be sent directly to your proctor.

Or, contact IAEM Headquarters:

201 Park Washington Court
Falls Church, VA 22046
Phone: (703) 538-1795 ext. 2; Fax: (703) 241-5603
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