Answers to Commonly Asked Questions
about the
CEM®/AEMSM Examination
A Study Guide

May 2013

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**DISCLAIMER**

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**IAEM ADMINISTRATIVE GUIDELINES FOR CEM® AND AEM℠ CERTIFICATION EXAMINATION TESTING AND REVIEW**

The International Association of Emergency Managers (“IAEM”) created and administers the Certified Emergency Manager (CEM®) and Associate Emergency Manager (AEM℠) certification programs. The CEM® and AEM℠ certification programs are internationally recognized and certify that the practicing CEM® or AEM℠ professional has satisfied the education as applicable for the designation requirement, necessary training and experiential program requirements and passed the examination administered by IAEM as a condition of achieving the applicable certification.

The Program is served by the Certification Commission, which is comprised of emergency management professionals, including representatives from allied fields, educators, military and private industry personnel. The development of the program was supported by the U.S. Federal Emergency Management Agency (FEMA), the National Emergency Management Association (NEMA) and numerous allied organizations.

As part of its responsibility for administering the CEM® and AEM℠ program materials, applications, examination preparatory course, examinations and issuance of certifications, IAEM and the Certification Commission are charged with ensuring the integrity and professionalism of the program applications, education, and examination process. To that end, IAEM and the Certification Commission have developed program policies which it follows as a means of ensuring the integrity of the program applications, education, examination preparatory courses, and examinations.

**Prohibited Conduct**

**Application:**

Those who apply for the CEM® or AEM℠ certification are required to complete an IAEM registration form and application. As a condition of earning CEM® or AEM℠ certification, applicants must successfully meet IAEM requirements with respect to experience, references, education, training, professional contributions, essay submission, and examination. It is imperative that each program applicant provide information and/or documentation in connection with the application and testing process that is complete, their own and entirely accurate.
 Applicants remain under a continuing duty to supply updated information and to correct inaccurate information previously provided that would be relevant to their application. Information or documentation that is later determined to be incomplete, false, inaccurate or not the applicant’s own work shall result in a rejection of the application and the disqualification of the applicant, in addition to such other sanctions as IAEM and the Certification Commission may determine in their sole judgment.

Certification Examination and Submission Materials:

Program applicants who register for and take the CEM® or AEM℠ certification examination preparatory course and examination are strictly prohibited from engaging in any conduct at any time that would constitute improper or dishonest conduct, including, but not limited to cheating, copying, plagiarism, collaboration or cooperation with others before, during or after completing the test and/or essay. Such conduct will result in sanctions being imposed against the applicant(s) in question, including, but not limited to, rejection of the challenged examination, forfeiture of registration fee(s), retaking of the examination in whole or in part under such conditions as may be imposed by IAEM or the Certification Commission, temporary or permanent disqualification from future application for CEM® or AEM℠ certification. In the event that IAEM and/or the Certification Commission determine that sanctions are appropriate, the applicant(s) in question will be notified in writing of the nature and extent of the imposed sanctions. There shall be no right of appeal from the determination of IAEM and/or the Certification Commission and imposition of sanctions with respect to challenged misinformation or misconduct in connection with the program application or examination.

In the event that the results of an authorized and scheduled IAEM CEM® or AEM℠ certification examination are subject to question or challenge as a result of a determination on the part of IAEM and/or the Certification Commission that improper conduct, cheating or a prohibited collaborative effort may have taken place, IAEM or the Certification Commission may appoint a committee to review the examination results in issue and the procedures followed in administering and taking the examination. The committee shall be comprised of CEM’s and IAEM staff charged with administering the CEM®/AEM℠ certification program and examinations. The committee may also seek to consult with members of academia on the test, procedures and results in question. The findings of the committee shall be reported to IAEM and the Certification Commission for further such action as may be appropriate.

IAEM will maintain the confidentiality of the applicant’s information and CEM® /AEM test results. However, such information or documentation may be disclosed to IAEM staff or current council certification commission members during the credential review process.
Who Needs to Take the Exam?

- All new applicants.

Applicants may choose to sit for the exam prior to credential review however the application fee must be received at headquarters prior to requesting 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 written exam will consist of 100 multiple-choice questions. Each question will have four possible responses. The examinee must choose the best answer.

- The exam must be completed in no more than two hours.

- 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.

Who is an Approved Proctor?

- The proctor must be an unbiased party and can be someone from:
  - The Education Department at the local high school, university, community college or military installation
  - A current member of the IAEM Board of Directors (Global or Council), CEM® Commission (Global or Council) or an IAEM Staff member

- They may not be:
  - A candidate’s subordinate or manager
  - Someone with whom the candidate works with on a regular basis
  - Related to or having a personal relationship with the candidate

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, which include:

  1) Contact the education office at your local high school, college or university for their policy on proctoring exams. A representative from the education department may conduct the exam onsite.

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

  3) 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.
**How Do You Arrange for Your Exam?**

Once the exam date and time have been secured and confirmed between applicant and an approved proctor, the applicant should send the exam test date and complete proctor contact information, including address to info@iaem.com. This request needs to be received by IAEM a minimum of 14 days prior to the scheduled exam date. The exam will then be sent directly to the proctor along with instructions, where it will remain sealed until opened by applicant when sitting for exam.

For questions or more information, please contact IAEM at:

201 Park Washington Court  
Falls Church, VA 22046  
Phone: (703) 538-1795 ext. 2  
Fax: (703) 241-5603  
Email: info@iaem.com
**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.
7. When a local government receives a warning that an emergency could be imminent, which of the following actions is its first priority?
   a. Coordinate efforts with local voluntary agencies that assist individuals and families in need.
   b. Dispatch first responders to anticipated incident sites.
   c. Implement debris removal plans and begin activities specified in the SOPs.
   d. Warn citizens and take action to minimize damage and protect life and property.

8. A plan based on lessons learned from actual incidents is called a(n):
   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.d, 8.a, 9.d, 10.b.
CANADA-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. **Unless a declaration of public welfare emergency is previously revoked or continued in accordance with the Emergencies Act, an emergency expires at the end of:**
   
   a) 30 days  
   b) 60 days  
   c) 90 days  
   d) 120 days

2. **In accordance with Environmental Emergency (E2) Regulations, an environmental emergency plan must be updated and tested:**

   a) once a year  
   b) every 6 months  
   c) within 90 days of Ministry notification  
   d) every 2 years

3. **An Emergency Management Framework for Canada describes “resilience” as the capacity of a system, community or society to:**

   a) Withstand the effects of a disaster or emergency without reduction of, or change to standard operating procedures  
   b) Adapt to disturbances resulting from hazards by persevering, recuperating or changing to reach and maintain an acceptable level of functioning  
   c) Anticipate, absorb, adapt to and rapidly recover from a disruptive event  
   d) None of the above

4. **The CCIRC operates within Public Safety Canada, and works with partners inside and outside Canada to mitigate threats to the vital networks outside the federal government. What does CCIRC stand for?**

   a) Call Center for Incident Response in Canada  
   b) Cyber Center for Incident Response in Canada  
   c) Canadian Cyber Incident Response Centre  
   d) Canadian Computer-generated Incident Response Center

5. **According to the Natural Resources Canada website, what does a tsunami warning mean?**

   a) Inundating wave possible  
   b) Danger level not yet known  
   c) Strong currents likely  
   d) Minor waves at most

6. **Which of the following is not a strategic objective of the Communications Interoperability Strategy for Canada (CISC)?**

   a) Governance  
   b) Technology  
   c) Standard Operating Procedures (SOPs)  
   d) Understanding
CANA-SPECIFIC SAMPLE QUESTIONS

continued

7. What date did the Federal Policy for Emergency Management take effect?
   a) October 21, 2011
   b) December 10, 2009
   c) December 1, 2005
   d) January 10, 2009

8. Individual Canadians and their families have a responsibility to be prepared for disruption and be ready to cope for at least the first ___hours.
   a) 24
   b) 48
   c) 72
   d) 96

9. The North American Plan for Animal and Pandemic Influenza extends beyond the Health sector to include:
   a) The Plan does not extend beyond the Health sector
   b) A coordinated approach to Critical Infrastructure
   c) All First Responders
   d) The Agricultural sector

10. The Canadian Cyber Incident Response Centre (CCIRC) is responsible for monitoring and providing mitigation advice on cyber threats and coordinating the national response to any cyber security incident.
    a) True
    b) False

Answers: 1.c, 2.a, 3.b, 4.c, 5.a, 6.d, 7.b, 8.c, 9.b, 10.a.
NEW ZEALAND-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. The Prime Minister is the standing Chair person of which one of the following crisis specific entities during a disaster or threat to national security?
   a. DPMC
   b. DESC
   c. ODESC
   d. DESG

2. Down slope wind storms in New Zealand are typically characterized by:
   a. Strong winds with rain
   b. Strong winds without rain
   c. Moderate winds with hail
   d. Moderate winds with snow

3. The Minister of Civil Defence may appoint a statutory person responsible for recovery activities for an affected area. This person is known as the:
   a. Recovery Coordinator
   b. Recovery Facilitator
   c. Recovery Manager
   d. Disaster Recovery Chief

4. Once a declaration under the CDEM Act 2002 is made, the declaring authority needs to notify whom?
   a. New Zealand Gazette Office
   b. Public and the New Zealand Gazette Office
   d. Public, Media and the Department of Prime Minister & Cabinet

5. Under CIMS, The off site facility for resources to be held is known as a:
   a. Assembly Area
   b. Incident Control Point
   c. Safe Forward Point
   d. Staging Area

6. An UNDAC team is compromise of typically three to five emergency managers who:
   a. Are required to represent the views of their respective country politicians.
   b. Are also always INSARAG (Medium or higher) rescue qualified.
   c. At the request of the disaster affected country can provide rapid priority needs assessments.
   d. Able to instruct the Local Emergency Management Authority under the authority of the UN Secretary-General.

7. Under the National Civil Defence Emergency Management Plan, if there was an event that required a state of national emergency, what level of emergency would be designated?
   a. DEFCON1
   b. DEFCON5
   c. Level 1
   d. Level 5
NEW ZEALAND-SPECIFIC SAMPLE QUESTIONS

continued

8. Which agency is responsible for volcanic and seismic monitoring?
   a. GNS Science
   b. Waikato University
   c. Ministry of Civil Defence & Emergency Management
   d. National Institute for Water & Atmospheric research (NIWA)

9. The Civil Defence logo may be produced:
   a. In only black and white.
   b. In only blue and yellow (prescribed colours).
   c. In black and white or prescribed blue and yellow colours.
   d. In any colour combination providing the logo is not altered.

10. A Medical Officer of Health under the Health Act 1956, may exercise special powers:
    a. Only when authorised by the Minister of Health.
    b. Only during a declared state of emergency pursuant to the CDEM Act 2002.
    c. Both a and b
    d. A Medical Officer of Health can evoke special powers whenever they deem it required.

Answers: 1.b, 2.b, 3.a, 4.b, 5.a, 6.c, 7.d, 8.a, 9.c, 10.c.
AUSTRALIA-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. **Which area in Australia has the highest bushfire risk?**
   - a. Central Australia
   - b. North East Australia
   - c. North West Australia
   - d. South West Australia

2. **In broad terms, social resilience is the capacity of a community to:**
   - a. Avoid involvement in disasters and their consequences.
   - b. Prevent adversity.
   - c. Respond negatively to adversity.
   - d. Withstand disasters and their consequences.

3. **In business recovery/resilience, what does the term “recovery time objective” (RTO) refer to?**
   - a. The historical point in time to which the company aims to recover its data
   - b. The maximum amount of time tolerated to resume a service or system to full operation
   - c. The process for determining acceptable recovery times
   - d. The process for making alternative provisions following a disaster

4. **Which of the following is an important tenet when managing media in a crisis?**
   - a. Media coverage of a crisis, irrespective of the success of the operational response, influences all stakeholders.
   - b. Media coverage of an event is secondary to operational response.
   - c. Media organizations do not influence operational response decisions or procedures.
   - d. Stakeholders will not be influenced by media coverage.

5. **The principles of community engagement are:**
   - a. Impacts, opportunities, options and solutions.
   - b. Inclusiveness, reaching out, mutual respect, integrity and affirming diversity.
   - c. Strengths, policy, transparency, communications and accountability.
   - d. Solutions, expediency, options, demographics and impacts.

6. **In order to promote coordination, the United Nations On-Site Operations Coordination Centre (OSOCC) team will:**
   - a. Ask how the OSOCC team can help the host agency.
   - b. Describe the OSOCC team’s priorities.
   - c. Explain to the host agency why they need information.
   - d. Sell the host agency on what the OSOCC team has to offer.
AUSTRALIA-SPECIFIC SAMPLE QUESTIONS

continued

7. Community engagement incorporates information sharing and active participation between the government and communities. What is the preferred means of consultation to ensure the visions and concerns of the community are considered in major decisions?
   a. Information and websites
   b. Notifications or articles in the local newspapers
   c. Posters in public places
   d. Stakeholder meetings

8. Which one of the following is NOT included in the list of useful basic principles for community consultation in Emergency Risk Management (ERM)?
   a. Involve the media on all occasions to optimize the production of a clear and unambiguous message
   b. Provide information to those who wish it to support the consultative process
   c. Translate all technical language into plain language
   d. Write all communications clearly and in a timely manner.

9. Contemporary emergency management in Australia incorporates a:
   a. Dynamic and flexible network model.
   b. Highly structured, legislated authorities.
   c. Multi-organizational, inter-governmental and inter-sectoral cooperation.
   d. Top-down bureaucratic model.

10. What is the acronym AllIMS an abbreviation for?
    a. All International Incident Management Site
    b. Australian Inter-service Incident Management System
    c. Australasian Inter-service Incident Management Systems
    d. Australasian Internal Incident Management Service

Answers: 1.d, 2.d, 3.b, 4.a, 5.b, 6.a, 7.d, 8.a, 9.a, 10.b.
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. **When setting up implementation structures to facilitate change, a leader should:**
   a. Consider primarily long-term impacts because the short-term will take care of itself.
   b. Focus on interim systems because there will be time later to deal with long-term impact.
   c. Include representatives of all key stakeholder groups.
   d. Place the greatest emphasis on how the change will impact the highest levels of management.

5. **What is the benefit of proper training in emergency management tasks?**
   a. Increased individual performance and retention.
   b. Increased property damage.
   c. Increased victim suffering.
   d. Increased 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.
7. The components of a “message” in a functional exercise usually consists of the following items:
   a. Functions, agencies, hazard, geographical area.
   b. Sender, receiver, message, method of transmission.
   c. Major event, detailed events, expected actions.
   d. Date, inside address, heading, complimentary close.

8. The exercise design team leader should be:
   a. A key operational member of a participating organization.
   b. The chief official of the jurisdiction or organization.
   c. The emergency program manager.
   d. 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?
   a. As a historical reference to update the hazards analysis.
   b. Both as a training document and operational reference.
   c. To develop the major events list for a fullscale exercise.
   d. To seek alternate means of funding the EOC.

10. Which objective best exemplifies the requirements for a good objective?
    a. Emergency management staff will demonstrate the ability to initiate and complete a call-back of EOC personnel in 30 minutes.
    b. Emergency management staff might be able to improve their call-back system.
    c. To find out if the fire/rescue department will effectively perform all duties during any major emergency or disaster.
    d. Volunteers could be used in the response.

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

The following publications may be used to make up all exams and can be obtained from the FEMA website or by contacting FEMA’s Publication Office or the Emergency Management Institute (EMI). Please note that country-specific exams may have additional references which are used to help make up their exams (such as US/Canada, New Zealand, and Australia). See subsequent pages for country specific reference listings.

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-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-513 The Professional in Emergency Management
IS-546 Continuity of Operations (COOP) Awareness
IS-547 Introduction to Continuity of Operations (COOP)
ADDITIONAL REFERENCES FOR U.S.-SPECIFIC EXAMS

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
- National Response Framework
- State and Local Guide 101
- National Incident Management System
- National Infrastructure Protection Plan
- IS-700: NIMS, An Introduction
- IS-701: NIMS, Multiagency Coordination System
- IS-703: NIMS, Resource Management
- IS-800B: The National Response Framework (NRF), An Introduction
- IS-860: National Infrastructure Protection Plan

ADDITIONAL REFERENCES FOR CANADA-SPECIFIC EXAMS

- Public Safety Canada Website – About Disaster Mitigation (http://www.publicsafety.gc.ca/prg/em/ccirc/index-eng.aspx)
- Natural Hazards of Canada - website (http://www.publicsafety.gc.ca/res/em/nh/fl/index-eng.aspx)
- Building Resilience Against Terrorism: Canada’s Counter-terrorism Strategy (http://www.publicsafety.gc.ca/prg/ns/2012-cts-eng.aspx)
- Emergency Management Act (http://laws-lois.justice.gc.ca/eng/acts/E-4.56/page-1.html#s-4)
ADDITIONAL REFERENCES FOR CANADA-SPECIFIC EXAMS

- Federal Emergency Response Plan (January, 2011)
  (http://www.publicsafety.gc.ca/prg/em/ferp-eng.aspx)
- Chemical, Biological, Radiological, Nuclear and Explosives Resilience Strategy for Canada
  (http://www.publicsafety.gc.ca/prg/em/cbrne-res-strt-eng.aspx)
- Government Operations Centre (GOC)
  (http://www.publicsafety.gc.ca/prg/em/goc/index-eng.aspx)
- Heavy Urban Search and Rescue (HUSAR)
  (http://www.publicsafety.gc.ca/prg/em/usar/index-eng.aspx)
- Public Health Agency of Canada website - Evaluation of the National Emergency Stockpile System
- Natural Resources Canada website
  (http://www.earthquakescanada.nrcan.gc.ca/info-gen/tsunami-eng.php)
- Federal Nuclear Emergency Plan Part 1: Master Plan
- Federal Policy for Emergency Management
  (http://www.publicsafety.gc.ca/prg/em/fpem-eng.aspx)
- National Emergency Response System
  (http://www.publicsafety.gc.ca/prg/em/ners-eng.aspx)
- National Strategy for Critical Infrastructure
  (http://www.publicsafety.gc.ca/prg/ns/ci/ntnl-eng.aspx)
- North American Plan for Animal and Pandemic Influenza
  (http://www.publicsafety.gc.ca/prg/em/pandemic/_fl/2012-napapi-eng.pdf)
- The Canadian Pandemic Influenza Plan for the Health Sector
  (http://www.phac-aspc.gc.ca/cpip-pclcpi/s01-eng.php)
- Public Safety Canada Website - Disaster Financial Assistance Arrangements (DFAA) – web site
  (http://www.publicsafety.gc.ca/prg/em/dfaa/index-eng.aspx)
- Earthquakes – web page
  (http://www.earthquakescanada.nrcan.gc.ca/zones/index-eng.php)
- Environmental Emergency Regulations
- Environment Canada Website – Public Alerting Criteria
  (http://www.ec.gc.ca/meteo-weather/default.asp?lang=En&n=D9553AB5-1)
- Public Health Emergencies
  (http://www.phac-aspc.gc.ca/about_apropos/index-eng.php)
- Transport Canada
  (http://www.tc.gc.ca/eng/tdg/publications-tp2553e-345.htm) and
  (http://www.tc.gc.ca/eng/canutec/services-249.htm)
- Canadian Cyber Incident Response Centre: Alerts, Advisories, Information notes, Technical Reports
  (http://www.publicsafety.gc.ca/prg/em/ccirc/index-eng.aspx)
Securing an Open Society – Canada’s National Security Policy - 60 page pdf
(http://www.publicsafety.gc.ca/pol/ns/secpol04-eng.aspx)

Building Resilience Against Terrorism: Canada’s Counter-terrorism Strategy
(http://www.publicsafety.gc.ca/prg/ns/2012-cts-eng.aspx#s2)

National Public Alerting System (http://www.publicsafety.gc.ca/prg/em/npas-eng.aspx)

The Canadian Disaster Database home page
(http://www.publicsafety.gc.ca/prg/em/cdd/index-eng.aspx)

Communications Interoperability Strategy for Canada
(http://www.publicsafety.gc.ca/prg/em/cisc-eng.aspx)

National Defence website - Canada First Defence Strategy, Roles of the Canadian Forces home page
(http://www.forces.gc.ca/site/pri/first-premier/defstra/role-eng.asp)

Environmental Emergency Regulations – web site
(http://ec.gc.ca/lcpe-cepa/eng/regulations/detailReg.cfm?intReg=70)

A Guide to Business Continuity Planning
(http://www.publicsafety.gc.ca/prg/em/gds/bcp-eng.aspx)

As per the Canadian Security Intelligence Service (CSIS) website
(https://www.csis.gc.ca/prrts/index-eng.asp)

(http://www.essa.ca/Toolkit-2012/Registration-and-Inquiry-Service.pdf)

(http://www.essa.ca/Toolkit-2012/Emergency-lodging-service.pdf)

(https://docs.google.com/viewer?a=v&q=cache:5-k0d1wObn8J:apsts.alberta.ca/uploads/1302/emergencyclothingen76229.pdf+&hl=en&gl=ca&pid=bl&srcid=ADGEESjJZ7F3f_RtoOW6GKh5hop-P-s9r75jN_eYHvgwpP_b9MBwIpdoxxk5RVLxmHiYWx6Z1NFBtiQ-56J70oCnPv-UORBGULkNCb8WZQxSpugeoZq2j9PuDgm1Evij9wsvEp7BKW&sig=AHIEtbR_KdDut6nnXDJmxzbCsVUGtWFvdQ)

(http://www.essa.ca/resources/Emergency-Food-Services.pdf)

(http://www.essa.ca/Toolkit-2012/Reception-centre-service.pdf)
ADDITIONAL REFERENCES FOR CANADA-SPECIFIC EXAMS

continued

- National Microbiology Laboratory (NML) (http://www.nml-lnm.gc.ca/overview-apercu-eng.htm)

*Note: The references listed include a mix of Canadian legislation and regulations, websites, and policy documents.*
The following provides an outline of the examination curriculum for the Oceania component (30%/30 questions) of the examination.

The weight pertains to how many of the questions relate to a given topic area. The weighting is approximate only and there may be variations in each examination set.

Keywords indicate study areas that the applicant should be conversant with, not limited to understanding the term only.

**New Zealand**

1. The role of the United Nations in disaster management within Asia/Pacific is defined
   *Keywords: OCHA, INSARAG, UNDAC, OSOCC*
   *Weight: 3*

2. Demonstrate knowledge of the New Zealand emergency management framework.
   *Keywords: MCDEM, CDEM Groups, CEG, DESC, ODESC, DPMC.*
   *Weight: 6*

3. Demonstrate knowledge of the New Zealand hazardscape.
   *Keywords: National Hazardscape Report.*
   *Weight: 6*

4. Demonstrate knowledge of key positions and respective roles and powers, within the New Zealand emergency management environment.
   *Keywords: Minister, Director, National Controller, Group Controller, Local Controller, Constable, Recovery Coordinator, Recovery Manager, Public Information Manager, Mayor.*
   *Weight: 5*

5. Demonstrate sound understanding of key legislation affecting emergency management in New Zealand.
   *Keywords: Civil Defence Act 2002, Civil Defence Emergency Management Regulations 2003*
   *Weight: 6*

6. Demonstrate knowledge of allied legislation.
   *Keywords: specifically only sections pertaining to emergency management (powers), Health Act 1956, Fire Service Act 1975, Suppression of Terrorism Act 2002, Biosecurity Act 1993, Defence Act 1990, Land Transport (Road User) Rule 2004 [use of civil defence emergency vehicles].*
   *Weight: 2*

7. Incident command systems used within region are identified and understood
   *Keywords: span of control, single and multi-incident structures, on site IMT structure/roles, CIMS facilities, command vs control, common elements.*
   *Weight: 2*
ADDITIONAL REFERENCES FOR NEW ZEALAND-SPECIFIC EXAMS

All the following resources are available from:

- National Hazardscape Report
- National Civil Defence Emergency Management Plan Order
- National Civil Defence Emergency Management Strategy
- Directors Guidelines:
  - DGL 1-02 Working together: formation of CDEM groups
  - DGL 2-02 Working together: developing a CDEM Group plan
  - DGL 3-02 Working together: Lifeline and Utilities emergency management
  - DGL 4-05 Recovery management
  - DGL 5-06 Declaration
  - DGL 6-08 Response management
  - DGL 7-08 Mass evacuation planning
- Directors Information Series:
  - IS 5/05 Focus on recovery
  - IS 6/05 Organizational debriefing
  - IS 7/06 Pandemic planning
  - IS 9/07 Public information management
- Directors Best Practice Guideline
  - BPG 1-03 Lifeline and utilities
  - BPG 2-06 Donated goods management
  - BPG 3-06 Spontaneous volunteer management planning
- Summary of declared emergencies in New Zealand

Additional recommended reading includes:
- Teamwork in emergency management: an introduction to CIMS (available from www.frsito.org.nz)
- Legislation from www.legislation.govt.nz
  - Civil Defence Emergency Management Act 2002
  - Civil Defence Emergency Management Regulations 2003
  - Land Transport (Road User) Rule 2004 (pertaining to emergency vehicles)
  - Fire Service Act 1975 (pertaining to chief fire officer powers)
  - Suppression of Terrorism Act 2002
  - Biosecurity Act 1993 (pertaining to emergency powers)
  - Defence Act 1990 (pertaining to use of NZDF personnel in civil aid emergencies)

Additional resources are also available for registered users of the Department of Internal Affairs Information Centre specifically the emergency management collection. This is a free service. Contact information@dia.govt.nz for further information. The Ministry of Civil Defence & Emergency Management also produces a mini-disc of key national documents, which covers the majority of the above recommended reading list. Contact your local Ministry of Civil Defence & Emergency Management office for a copy.
ADDITIONAL REFERENCES FOR AUSTRALIA-SPECIFIC EXAMS

- Hazards, Disasters and Survival, A Booklet for Students and the Community
- Waugh & Streib, Collaboration and Leadership for Effective Management
- Emergency Management in Australia – Concepts and Principles, EMA AEM℠ #1
- Emergency Management in Australia - Glossary, EMA AEM℠ #3
- Aitken, Identifying key issues affecting the retention of emergency service volunteers, (1999)
- Queensland Government Dept of Emergency Services (2001) Charter for community engagement; Community Engagement Unit Strategic and Executive Services
- A guide for Effective Community Engagement
- Parkin, Future Challenges for Volunteer Based Emergency Services, (2008)
- Charter for Community Engagement
- Australian Emergency Management Arrangements (2009)
- Emergency Management Volunteer Summit 2005 report