Emergency Services Manager
The Claremont University Consortium

The Emergency Preparedness Program Manager takes a leadership role in creating and implementing standard operating procedures and protocols in emergency management in terms of mitigation, preparedness, response and recovery. The EPPM works cooperatively and in collaboration with The Claremont Colleges incident response teams.

Proactive Participation in Local Campus Emergency Planning. Serve as an information resource and proactive guide and consultant, as the local campus permits, on the development, testing, and update of campus disaster preparedness and emergency management planning strategy. While each campus will determine whether this individual will be a standing member of the local campus emergency management committee, it is the intent that this individual is actively involved on each campus toward an objective of identifying and encouraging collaboration and coordination of activities among the campuses.

Active Participation in Training and Testing Exercises, including Assessment of Outcomes Actively participate with the local campus in the planning for campus training and emergency management testing events. Directly provide some training exercises and testing events for those techniques and practices shared across multiple campuses and assists in coordinating and contracting for training and/or educational activities unique to a particular campus. Is available to each local campus to collect data and prepare summary assessments and after-action reports of the results of testing events and is available to participate in post-test evaluation and assessment of outcomes of the testing, to the end of adding improvements to the emergency management plans. Training and exercise programs will include seminars, workshops, tabletop exercises, games, drills and full-scale exercises.

- Serve as central repository of Emergency Management and Disaster Preparedness Plans, Procedures, and Standards
- Maintain a comprehensive knowledge of each of the eight campus plans, procedures, and contact resources. Maintains a master calendar of tests and other emergency management events.
- Lead in Representing The Claremont Colleges at Local, Regional, State, and Federal Events and in Monitoring and Disclosing Changes in Standards and Best Practices
- Maintain current knowledge of both standards and best practices of local, state, and federal rules and guidelines for all disaster preparedness planning, strategies, and techniques and regularly reviews and updates local campus planning groups of changes and/or opportunities.
- Regularly participate in local, county, regional, and statewide disaster preparedness and planning exercises, briefing sessions, standards formation efforts, and other initiatives to best position The Claremont Colleges to be aware of and fully integrate with these efforts.
- Management and Coordination of The Claremont Colleges Tools and Services and assume direct management and supervision of The Claremont Colleges tools and services related to emergency management, such as the Connect-Ed notification system,
In coordination with local campus testing, perform regular systems tests and assessments of effectiveness for tools designed for both single and multi-campus threats and incidents.

**The Claremont Colleges Primary Incident Commander.** This position is designated as The Claremont Colleges Incident Commander for those situations where an emergency or incident has a direct impact on multiple campuses, for immediately responding to the threat and, secondarily, coordinating information and activities on the various campuses as their plans are engaged. Perform tests, post-test assessments, and refines and improves coordination of local campus staff with the offices of Campus Safety and Central Facilities Services, depending on the incident. Under the direction of the Director of Campus Safety, coordinate The Claremont Colleges emergency response efforts with local and regional police, fire, and other officials.

- Backup Incident Commander
  Serve as the “backup” incident commander for a local campus as predetermined on a campus by campus basis, assuming that the incident is not multi-campus, in which case the role is as The Claremont Colleges Primary Incident Commander.

- Special Projects. Perform special projects for a campus or collaboration of campuses, as requested and on a time available basis, to test and report on individual or collective strategies and techniques.

- Reporting and Awareness. Meet at least annually with the Student Deans Committee (SDC), the Business and Finance Affairs Committee (BFAC), and the Council of Presidents to present a comprehensive report on the status of planning efforts across the colleges, existing collaborations, areas of possible collaboration, and results of testing and evaluation of plans and exercises. Awareness of reporting and compliance with the Cleary Act.

**Required Education Summary**
B.A. degree or higher

**Preferred Education**
Certified Emergency Manager (CEM) certification

**Required Experience Summary**
5 years of experience in emergency management

**Preferred Experience Summary**

**Required Knowledge and Critical Skills**
- Standards and practice of local, state, and federal rules and guidelines for disaster preparedness planning, strategies, and techniques.
- Research techniques, methods, and procedures.
- The principles, methods, and practices of NFPA 1600, ICS, SEMS and NIMS.
- Department of Homeland Security Exercise and Evaluation Program (HSEEP)
- Public Health (communicable disease, etc.)
- Continuity of Operations.
- Hazard Vulnerability Assessment and Hazard Mitigation Plans.
- Mass evacuation, sheltering in place, relocation, and reunification.
- Crisis communications
- Multitask effectively and demonstrate responsiveness to constituents,
subordinates, peers and superiors. Demonstrate openness and responsiveness to new ideas and change and is able to influence others in a positive manner. Integrate and apply the concepts of comprehensive emergency management in terms of mitigation, preparedness, response and recovery. Identify strengths and weaknesses in existing emergency management programs and recommends solutions. Create effective emergency plans and procedures; identify areas for improvement based on accepted standards and best practices. Identify and analyze the effects of natural and man-made hazards that may potentially threaten the campus environment. Observe, compare, and monitor data included in management reports to determine compliance with standard operating procedures and protocols. Secure technical and financial assistance available through state and federal programs and grants. Develop and maintain working relationships and coordination with private, local, state and federal officials. Gather pertinent facts, make thorough analyses, and arrive at sound conclusions. Create concise and practical written emergency response and disaster preparation plans. Create and execute effective emergency response training programs and drills.

**Work Schedule**

The regular hours for this full time position are 8:00 a.m. to 5:00 p.m., Monday–Friday. Holiday, weekend and evening work hours may be required. Regular hours may vary due to needs of the organization or business unit.

**ADA/OSHA**

This job description defines the essential job duties of this position. Claremont University Consortium expects that employees hired for this position can perform the essential functions of this job without imposing risk of substantial harm to the health or safety of themselves or others. It may also include marginal functions, generally defined within Title I of the Americans with Disabilities Act (ADA) and the Occupational Safety and Health Administration (OSHA).

**Disclaimer**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. When duties and responsibilities change and develop, Claremont University Consortium will review this job description and make changes of business necessity.
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