

## EMERGENCY MANAGEMENT PLANNER I

This is professional analytical work in the Division of Emergency Management in developing plans for preparedness, response, recovery, and hazard mitigation as related to emergency and disaster events. Work may also involve responsibility for developing, implementing, and evaluating plans, policies and procedures for special emphasis emergency programs or services provided by the division. Under the administrative and technical supervision of a branch supervisor or an Emergency Management Assistant Director, employees research and write plans of response for specific disaster situations such as hazardous material spills, severe weather situations, search and rescue activities, nuclear accidents, and terrorist attacks. Employees incorporate these plans into the comprehensive plan for the State, review the emergency plans developed by local government, and participate in major response and recovery operations. Based on the analysis of operations during an emergency situation, employees make appropriate changes to existing plans and consult with local officials on the plans.

### I. DIFFICULTY OF WORK:

Variety and Scope – Assigned duties vary in nature due to the many emergency situations requiring planning and the particular location within the state. Emergency situations vary from minor spills to major evacuation efforts; locations range from small communities to large metropolitan areas and from mountain areas to coastlines that determine the characteristics unique to the planning effort. The review of plans developed by local government varies from simple reviews to providing step-by-step guidance depending on the size and capabilities of the unit. All assignments contribute to the comprehensive state plan, which outlines activities found in all disaster and emergency situations and identifies activities specific to a given situation.

Intricacy – Work requires the analysis of individual situations to identify potential problems and detail the response and recovery efforts required. Although all assignments require the same basic duties, the location within the state and the particular emergency situation determines the specifics of the plans. Communities with larger populations require in-depth planning as to evacuation routes, traffic control, or shelter capacities. The severity and potential danger of the emergency makes planning for evacuation, food, health needs, or physical cleanup more difficult to detail.

Subject Matter Complexity – Work requires an understanding of emergency situations, the activities involved in response and recovery, and the resources or services available through state and local agencies. Work requires familiarity with planning procedures and the guidelines of the Federal Emergency Management Agency (FEMA).

Guidelines – Guidelines include Federal and State laws, regulations, and procedures that pertain to emergency management. Professional publications and reports from other states or the FEMA are used as references. Guidelines apply to most situations.

### II. RESPONSIBILITY:

Nature of Instructions – Employees receive general instructions and scheduling details for long-range projects. Employees schedule the day-to-day activities within the projected deadlines and goals. Involvement with new or special projects require discussion with the Emergency Management Planner II or branch supervisor in evaluating existing priorities and rescheduling activities.

Nature of Review – Work is reviewed in progress through general discussions with the Emergency Management Planner II or branch supervisor on specific problems. Final plans are reviewed by other planners, operations personnel, and immediate supervisor for technical accuracy and by management for conformance to division policies.

Scope of Decisions – Plans and recommendations resulting from assignment primarily affect local government and their emergency management plans and emergency agencies and the efficiency and effectiveness of their services. State and local agencies identified for response or recovery participation are affected during emergency situations. The general public is affected by the plans during relocation and protection activities.

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Consequence of Decisions – Errors in the analysis of the needs required during an emergency could result in delay, confusion, or discomfort to the public. Incorrect evacuation routes, shelter capacities, or rescue activities can cause additional risk and danger to affected communities.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts – Work requires contact with State and local planners, officials, and community representatives in local government that range from large emergency management staffs to one position operations with responsibility for the entire program. Contact is also with State and local agencies identified for participation in emergency situations.

Nature and Purpose – Primary purpose of contacts is to explain or clarify planning procedures and guidelines. Revisions in plans require additional contact to explain what is required and make recommendations on revisions.

IV. OTHER WORK DEMANDS:

Work Conditions – Most work is conducted in a typical office setting; however, during activation of the Emergency Operations Center and the State Emergency Response Team (SERT), relocation or visits to emergency or disaster sites may be required during response and recovery involvement.

Hazards – Work requires some travel to local government offices, which causes exposure to inclement weather and driving hazards. Involvement in response and recovery operations may also require travel to sites of the operations where potential hazards vary depending on the particular situation.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities – Knowledge of the analytical planning techniques applied in the research and analysis of information pertaining to governmental programs and operations. General knowledge of the services offered by State and local agencies. Ability to communicate effectively in oral and written form. Ability to work under pressure for extended periods of time. Ability to establish and maintain effective working relationships.

Minimum Training and Experience Requirements – Graduation from a four-year college or university and two years of specialized emergency management planning, research, analysis, community services or emergency services experience; or an equivalent combination of training and experience.

Minimum Training and Experience for Trainee Appointment – Graduation from a four-year college or university; or an equivalent combination of training and experience.

Degrees must be received from appropriately accredited universities.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.