



Vermont Emergency Management
Vermont Department of Public Safety
45 State Drive
Waterbury, VT 05671-1300

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<http://vem.vermont.gov>

TO: Local Emergency Management Directors, Local Emergency Management Coordinators, and
Emergency Management students

FROM: Erica Bornemann, Director, Vermont Emergency Management

DATE: November 29, 2022

RE: Updated Emergency Management Director Certification Program

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Erica Bornemann
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In 2018, Vermont Emergency Management announced the implementation of a new Emergency Management Director (EMD) Certification program. To date, this program has recognized 38 individuals who have achieved this honor. This program provides an opportunity for local emergency managers to achieve training and qualification standards to prepare for disasters in Vermont. This certification is voluntary and is recommended for all appointed local Emergency Management Directors and Emergency Management Coordinators.

In the last 5 years, there have been changes which necessitate modifications to the program. Specifically, those changes include:

- Updates to the estimated hours for on-line trainings.
- Instructor led training now includes the option to complete American Red Cross Shelter Fundamentals or FEMA Shelter Field Guide Training for State and Local Communities.
- Practical application now requires participation in one exercise or completion of Homeland Security Exercise and Evaluation Program training.

These changes go into effect on January 1, 2023, and are included on the following page.



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Under 20 V.S.A. § 6, each Vermont town and city must establish a local organization for emergency management that is in compliance with the state's emergency management plan and program. The Certified EMD program is designed to provide leaders within emergency management organizations with fundamental knowledge and skills to effectively manage local disasters. Effective January 1, 2023 the updated EMD Certification Program includes 60-75 hours of blended learning curriculum as described below.

On-line

- ICS 100 Introduction to Incident Command System
(2 hours)
- ICS 200 Incident Command System for Single Resources and Initial Action Incidents (4 hours)
- IS-120a An Introduction to Exercises (3 hours)
- IS-230d Fundamentals of Emergency Management (6 hours)
- IS-235b Emergency Planning (5 hours)
- IS-240b Leadership and Influence (3 hours)
- IS-241b Decision Making and Problem Solving (2 hours)
- IS-242b Effective Communication (8 hours)
- IS-244b Developing and Managing Volunteers (4 hours)

Instructor-led

- Local Emergency Management Director Course (8 hours)
- American Red Cross Shelter Fundamentals (3 hours) or FEMA Shelter Field Guide Training for State and Local Communities (10 hours)
- G-191 Incident Command System-Emergency Operations Center Interface (6 hours)

Practical Application

Participate (as a planner, player, evaluator or observer) in one Table Top Exercise (TTX) or Operations-based exercise delivered at the state or local level (3-8 hours) or Complete L0146 Homeland Security Exercise and Evaluation Program (HSEEP)

Upon completion of all the curriculum requirements, individuals will be:

- Presented with a State of Vermont Emergency Management Director Certificate
- Highlighted as Certified Vermont Emergency Management Directors on the Vermont Emergency Management website and recognized at the annual Vermont Emergency Preparedness Conference.
- Eligible to receive the Federal Emergency Management Agency's Professional Development Series Certification.

Trained, professional Emergency Managers are the cornerstone of effective local emergency management organizations. If you have questions about the EMD Certification Program, please reach out to the Vermont Emergency Management State Training Administrator by email at: DPS.EMHSTraining@vermont.gov or by phone at 800-347-0488.