

## **CONTRACT INSTRUCTOR CRITERIA**

### **Course Title        E/L 0131 Exercise Evaluation**

This program specifically is directed at improving the capabilities of emergency management personnel involved in all aspects of emergency management exercises. This 1-week course provide a comprehensive array of classroom and hands-on experiences designed to improve the individual's ability to manage and administer exercise programs and design/develop, conduct, and evaluate emergency management exercises.

Course graduates are expected to contribute substantially to the quantity and quality of emergency management grant funded and non-funded exercises conducted at the local, State, and Federal levels of government.

### **Criteria for Contract Instructor Selection:**

Applicants must meet the following criteria to be considered. Those not meeting the basic criteria outlined in the general requirements section of this document will not qualify for consideration. Application packages from individuals meeting the basic criteria will be reviewed based on:

Documented knowledge and experience in subject area:

- Successfully served at least 5 years in the area of emergency management, fire, police, public works, emergency medical services, military and/or an allied profession, with documented experience producing, evaluating, observing and building the HSEEP spectrum of exercises.
- Demonstrated knowledge of FEMA activities with regard to emergency management
- Successfully completed ICS-100, Introduction to the Incident Command System, ICS-200, Incident Command for Single Resources and Initial Action Incidents, ICS300, Intermediate ICS for Expanding Incidents, and ICS400 Advanced ICS Command and General Staff – Complex Incidents
- IS-700, NIMS, An Introduction and IS-800, National Response Framework

Demonstrated effectiveness instructing at the fully professional level in an active training environment:

- Provide course description, objectives, and syllabus of emergency management training material delivered
- Provide evaluations from all participants in a course delivery for which you received a minimum score of 3.5 or better on a scale of 1 to 5, 5 being the highest score.
- Provide two references from individuals in outside organizations, where you have delivered assisted in exercise development and evaluation. Do not include staff members or contract instructors from the National Emergency Training Center as these organizational representatives.

## **Education:**

All degree requirements for each course (Associate's, Bachelor's, Master's, etc.) must be from an institution that is accredited by a nationally recognized Regional Accrediting Organization for Higher Education and may require transcripts.

### *Minimum:*

- Demonstrated experience equivalent to a degree in emergency management or an associated field of study.
- Completion of the following courses PRIOR to application for becoming an instructor:
  - ICS100 – Introduction to the Incident Command System
  - ICS200 – Incident Command for Single Resources and Initial Action Incidents
  - ICS300 – Intermediate ICS for Expanding Incidents
  - ICS400 – Advanced ICS Command and General Staff
  - IS700 – National Incident Management System – An Introduction

## **Demonstrated Subject Experience**

### *Preferred:*

- Extensive (more than 10 years) experience in government in the area of emergency management, fire, police, public works, emergency medical services, and/or an allied profession to include the following activities:
  - Successfully participated in an emergency response either for the Incident Command on-scene or in an activated Emergency Operations Center
  - Have had responsibility for writing and maintaining a plan(s) or participated on a team to develop a plan for emergency operations, preparedness, recovery, hazard mitigation or continuity of operations.
  - Had responsibility for producing, or as a member of an exercise design team that completed a minimum of 5 full scale exercises, or 15 functional exercises that covered emergency operations, preparedness, recovery, hazard mitigation or continuity of operations.
  - Graduate of EMI MEP program
  - Experience in specialized grant-funded preparedness, training, and exercise, and/or exercise programs can be substituted for the emergency management community preparedness/exercise requirement.
  - Background in the development and implementation of exercise related policies, programs, and procedures, including safety.

### *Minimum:*

- Seven years in the area of emergency management, fire, police, public works, emergency medical services, and/or an allied profession include the following activities:
  - Successfully participated in an emergency response either for the Incident Command on-scene or in an activated Emergency Operations Center
  - Have had responsibility for writing and maintaining a plan(s) or participated on a team to develop a plan for emergency operations, preparedness, recovery, hazard mitigation or continuity of operations.

- Had responsibility for producing, or as a member of an exercise design team that completed a minimum of 1 full scale exercise, or 25 functional exercises that covered emergency operations, preparedness, recovery, hazard mitigation or continuity of operations.
- Graduate of EMI MEP program
- Experience in specialized grant-funded preparedness, training, and exercise, and/or exercise programs can be substituted for the emergency management community preparedness/exercise requirement.
- Background in the development and implementation of exercise related policies, programs, and procedures, including safety.

### **Interview**

All instructor candidates will be interviewed via telephone by a panel of experienced Curriculum instructors and the Course Manager.

### **Probationary Period**

All new instructors will be on a probationary status until they have successfully completed two (2) course deliveries at EMI and achieved an average score of 3.0 or better on a scale of 1 to 5 for all units taught for those deliveries. During this probationary period they will be mentored by select experienced instructors. They will not be considered for an off-site delivery until they have successfully completed this probationary period unless it is deemed necessary by the course manager to waive this requirement.

### **Selection Process**

Applicants must meet the subject matter experience requested above as well as having teaching experience. Selection for courses will be through a bid process conducted by the Emergency Management Institute. Selected applications will be scheduled to attend an offering of the course as an instructor. In order to provide the optimum quality and flexibility for EMI as an instructor, you will be required to eventually be able to teach all units within the course for which you have submitted a bid to instruct.

### **Contract Instructor Performance Requirement**

Contractors whose Statements of Work include the presentation of materials must maintain a cumulative minimum rating of 3.5 on a Likert scale rating of 1-5 on student evaluations in the “Quality of Instruction” category. In addition, those contractors acting in classroom and exercise support roles will be evaluated in the following areas:

- Knowledge of subject
- Encouraging student participation
- Fostering collaborative team-based learning
- Presenting engaging lectures
- Providing relevant and accurate responses to student questions
- Supplementing course materials with current examples of issues/trends
- Facilitating exercises in a manner that enhanced development of students skills

- Supporting the course with relevant and appropriate experiences
- Adherence to assigned unit objectives, the Instructor Guide and timelines
- Timely submission of materials for review prior to conduct of the course (if applicable)
- Timely submission of required materials after the course concludes (including applications, evaluations, sign-in sheets, or anything else requested by the Course Manager)
- Adherence to Instructor Guidelines
- Adherence to NETC Code of Conduct, EMI Human Dignity Statement, as well as any other performance or rating criteria set forth by the Course Manager.

NOTE: Because an Adjunct Instructor is a representative of FEMA and EMI during a course delivery, no instructor may use an EMI course delivery to solicit work, endorse, or solicit support of any private or non-profit organization. Instructors will also present a neutral opinion on FEMA and its policies and will defer to FEMA personnel who are present in the classroom or refer participants to the FEMA Regional Tribal Liaison for answers to questions about FEMA policy.

Sustainable allegations of violations of the Agency, NETC, EMI or Course Manager Standards of Conduct is a basis for removal from the Qualified Bidder's List.