

CONTRACT INSTRUCTOR CRITERIA

Course Title **E/L0133 - Exercise Program Management and Control Simulation
Emergency Management Master Exercise Practitioner Program
(EM MEPP)**

The Emergency Management Institute (EMI) created the certificate title Master Exercise Practitioner Program (MEPP) specifically to recognize those individuals who have completed prescribed training and demonstrated, through hands-on application, a high level of professionalism and capability in the arena of emergency management exercises. This program specifically is directed at improving the capabilities of emergency management personnel involved in all aspects of emergency management exercises. The 3 1-week courses in the MEPP Series 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. MEPP 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:

- Applicants must submit a resume with job history indicating level and extent of responsibility and authority.
- Applicants must provide two written letters of reference: one job-related reference and one from an organization for whom the applicant has provided instruction.
- Applicants must provide a digital Word document not to exceed three (3) pages addressing knowledge, skills, and abilities that demonstrate subject matter experience (as described below).
- Applicants must provide evaluations (source documents) from three previous instructional deliveries.

Demonstrated effectiveness instructing at the fully professional level in an active training environment. For a course in which you were the primary instructor:

- *Preferred:* Candidates should have successfully completed a recognized educational methodology course such as EMI's Master Trainer Program or equivalent.
- *Minimum:* Candidates must demonstrate successful instructional delivery to post secondary adult learners at local, regional, State, and/or Federal training programs. Candidates must demonstrate competencies and proficiency in the facilitation of intensive small work groups.

Education:

Candidates should possess a bachelor-level degree from an accredited academic institution of higher education.

Preferred:

- A bachelor's level degree from an accredited academic institution of higher education, such as academic degrees in public administration, education, emergency management, public health, emergency medicine, fire science, or the social sciences, etc.

Minimum:

- Consideration will be given to those candidates who do not meet the academic requirement, but who have broad progressive administrative and leadership experience related to the subject area. For this position this can include, but not be limited to, experience as an elected official, appointed official (city or county manager), emergency manager for local or State government, and individuals who have extensive experience in local, State, and/or Federal exercise programs as a program manager or other specialized roles in exercise development, conduct, evaluation, and improvement planning/corrective action programs.

Demonstrated Subject Experience

Preferred:

- Ten (10) years experience in exercise program management or in the fields of emergency management/emergency services with direct responsibilities for the implementation of exercise program plans in single or multi-jurisdictional environments. Management or command-level career experience is highly desirable.

Minimum:

- Seven (7) years minimum experience with community-based emergency management exercise design, development, conduct, evaluation, and improvement/corrective action planning at the local, State, Tribal Nation, Trust Territory, and/or Federal government level(s). 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.
- Experience in the conduct of exercise needs assessment/analysis for an agency/organization, emergency management system, or community.
- Excellent communication and interpersonal skills.
- An understanding of the liability and other legal issues associated with operations-based exercise conduct and evaluation.
- Course attendance at an IEMC course within the last two (2) years as a student or an IEMC contract instructor.
- Completion of the Master Exercise Practitioner Program (MEPP).

Selection Process

All E133 Lead Instructors must have successfully performed the task requirements of the E133 Instructor/Group Leader in a minimum of three (3) E133 courses.

All Lead Instructors must complete an Integrated Emergency Management Course (IEMC) Preparedness and Response (P&R) course. The IEMC P&R course(s) use operations-based exercise activities as a component of the course methodology.

Prior to being placed on the active source as an E133 Lead Instructor, EMI will convene a panel of at least two (2) IEM staff, who will conduct an interview which will focus on the Lead Instructor experience and insights into the performance of the E133 task requirements. The potential Lead Instructor must demonstrate an understanding of the linkage among the classroom training, the group learning tasks, and the performance-based activities conducted by the student teams.

If an individual successfully meets the requirements, their name will be added to the active E133 Lead Instructor source list as a Lead Instructor.

Contract Instructor Performance Requirement

Contract Instructors whose Statements of Work (SOWs) include a classroom presentation must maintain a cumulative average rating of 3.0 (Likert scale rating of 1–5) on student evaluations in the “Quality of Instruction” categories for the course/module taught. In addition, Contractor Instructors acting in classroom and exercise support roles will be evaluated by the Course Manager in the following areas:

- Knowledge of subject.
- Attainment of student participation.
- Fostering of collaborative, team-based learning.
- Presentation of engaging lectures.
- Provision of relevant responses to student questions.
- Facilitation of exercises in a manner that enhances development of student’s skills.
- Adherence to assigned unit objectives, the Instructor Guide, and agenda timelines.
- Timely submission of materials for review prior to conduct of course (as applicable) specified in the Scope of Work.
- Adherence to NETC Instruction 1100.1, “Conduct on the NETC Campus” and U.S. Fire Administration Human Dignity Statement.

Contract Instructors who fall below minimum standards will be evaluated by a review board to determine future eligibility. This board will consist of at least three IEM Training Specialists.

Sustainable allegations of violations of FEMA, NETC, EMI, or Course Manager standards of conduct is a basis for removal from the Qualified Bidder’s List.