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Developed by:...SWA
Reviewed by: SWA, LK
Approved by:...LK
Date:05/18;12/18;4/19

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Planner, Campus Preparedness/Office of Emergency Management (OEM)
DIVISION: Administration and Finance (Public Safety)
REPORTS TO: Assistant Director, Public Safety
GRADE: 9
SUPERVISES: Student interns and temporary workers

BASIC FUNCTION:

Support the vision and mission of the Office of Emergency Management (OEM) by developing plans and preparedness projects that reflect the unique environment of a higher education campus, and respond to the diverse needs of students, faculty, staff, and visitors. This includes development of emergency plans such as the University-wide Emergency Operations Plan; Emergency Public Information and Warning Plan; Preparedness, Outreach, and Education Strategy; Hazard Mitigation Plan; Business Continuity Plan, Recovery Plan; and Multi-Year Training and Exercise Plan. Develop and maintain emergency preparedness and business continuity plans for departments and programs across the University, as well as develop and implement preparedness and outreach programs and activities to all stakeholder groups at the University.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Assistant Director of Public Safety, and in coordination with other URI departments and offices and team members within OEM, develop and maintain foundational emergency management plans for the University including, but not limited to, the Emergency Operations Plan; Emergency Public Information and Warning Plan; Preparedness, Outreach, and Education Strategy; Hazard Mitigation Plan; Business Continuity Plan; Recovery Plan; and Multi-Year Training and Exercise Plan.

Under the direction of the Assistant Director of Public Safety, and in coordination with other URI departments and offices and team members within OEM, develop and maintain emergency preparedness and business continuity plans for URI's departments and programs.

Coordinate extensively with, and provide support to, faculty, staff, and student groups in their emergency preparedness and continuity efforts. Lead the development of emergency preparedness conferences, instructive seminars, presentations, speeches, and other outreach activities for the URI community and external partners. Prepare information for public releases and present public awareness programs to the URI community.

Design, develop, and distribute relevant public information and education materials on emergency preparedness to enhance URI community awareness of hazards that may have an adverse effect on lives, property, and the environment.

Provide support at OEM meetings, events, and exercises including facilitation, preparing minutes and reports, and collecting and analyzing data.

Following events and incidents that impact URI, conduct after action reviews and develop after action reports using the Homeland Security Exercise and Evaluation Program (HSEEP) format.

Write compelling, clear, and concise plans, procedures, and other program documents in styles appropriate to respective sectors of the URI community using correct spelling, punctuation, and grammar.

Assist with the maintenance, operation, activation, and staffing of the URI Emergency Operations Center (EOC).

Assist in stakeholder engagement, document collection, policy development, and other tasks related to achieving and maintaining accreditation of the University by the Emergency Management Accreditation Program (EMAP).

Assist with the management and dissemination of emergency notification messages during tests and actual incidents using URI's emergency notification system.

Assist with OEM's social media campaign as needed, including updating social media venues with frequent and appropriate posts.

Assist with the duties of the other team members within OEM when necessary and required, as guided by the Assistant Director of Public Safety.

Support the Assistant Director of Public Safety on special projects as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

Respond to emergency incident(s) in the field and participate in the management of those incidents with local jurisdictions; as necessary, serve in a command, support, or supervisory role to provide direction for emergency and non-traditional responders in a fashion consistent with National Incident Management System (NIMS) guidelines and also to manage and/or coordinate resources as appropriate.

Liaise with and maintain communication with local, state, federal, national, regional, nonprofit, and private agencies, institutes, centers, and organizations as necessary.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software. Microsoft Office; Emergency communications and EOC equipment.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in emergency management, business continuity, communications, English, public health, public administration or a related field; Minimum two years full-time professional experience in emergency planning and preparedness; Demonstrated experience developing and maintaining plans and procedures; Demonstrated experience developing and implementing community preparedness programs; Demonstrated knowledge of emergency management and business continuity principles; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated public speaking skills; Demonstrated organizational skills and attention to detail; Demonstrated proficiency in the use of the Microsoft Office Suite (including Word, Excel, Publisher, and PowerPoint); Demonstrated experience in creating visual presentations for a variety of audiences; Demonstrated ability to take technical information and put it into a format that can be understood by various audiences; Demonstrated training in the Incident Command System (ICS) 100, 200, and National Incident Management System (NIMS) 700, 800; Demonstrated ability to work effectively under difficult and trying circumstances and during changing conditions (e.g. during an emergency or disaster); Demonstrated ability to work independently; Demonstrated ability to maintain confidentiality; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in a related field or advanced certification in an emergency management-related field; Minimum three years full-time professional experience in emergency planning and preparedness in a higher education environment; Demonstrated training in the Incident Command System (ICS) 300, 400; Demonstrated familiarity with operating and maintaining emergency

communications equipment and EOC equipment, supplies, and technology; Certified Emergency Manager (or enrolled in the program); and, Certified business continuity practitioner (or enrolled in the program).

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.