

PRACTICUM

Rules and Guidelines

All Practicum exercises must have prior approval by the Academy State Director.

1. Complete a **Basic, Senior, and Master** Narrative for your Practicum. Each Practicum must be from a separate exercise. This should include, as indicated:
 - The title of the Narrative and Basic, Senior, or Master level.
 - Names and addresses of agencies with which the Practicum was performed.
 - Contact name and title of agency Points of Contact.
 - Rank, name, and contact information, including email, of the commanding officer or agency supervisor that approved this Practicum.
 - Dates of Practicum activities.
 - A detailed description of what you did and accomplished.
 - An assessment of how the training and experiences of this Practicum will assist you in future emergency management activation(s) with your unit/organization.
 - An assessment of how you will use MEMS qualification in your military/agency career.
 - Suggestions and recommendations to improve MEMS training.
 - Copies of all class notes and any course curricula from the training.
 - Copies of any orders you received, After Action Reports, and other documents relevant to the Practicum.

After completing the **Basic MEMS** curriculum, Participants will understand the principles of emergency management including the National Response Framework, National Incident Management System and Incident Command System, and have knowledge necessary to work within an incident response.

2. Complete a **Senior MEMS** Practicum approved by your ASD or your Proctor. This will be either:
 - A minimum of a Tabletop Exercise (4 to 6 hours recommended).
 - An event planned under Incident Command principles.
 - An incident controlled by Incident Command processes.
 - Students must have 6 months as a Basic MEMS to apply for Senior MEMS.
3. Complete a **Master MEMS** Practicum:
 - Participate in a full-scale exercise,
 - Be involved in a real-world incident command post, or
 - Complete a Table Top Exercise delineating your participation in the exercise.
 - Students must have 6 months as a Senior MEMS to apply for Master MEMS.

NOTE: A Practicum format is included and may be used to complete your Practicum assignment.

Disclaimer

The Practicum is the most important part of the MEMS certification process. The Practicum is an accumulation of your individual personal knowledge of your past experiences, completion of your FEMA courses, and your ability to document those past experiences after working in an actual or field training exercise. As the most important part of the MEMS certification process, the Practicum is understood to be an accumulation of the experiences of and by that individual Student who is submitting the Practicum. The Practicum marks the completion of each level of the MEMS Academy certification process and will be used to grant MEMS certification for the wearing of the MEMS badge. The Practicum will be graded on a Pass/Fail basis after the Academy State Director reviews the content of the information submitted. Violation of the MEMS Academy policy could result in your dismissal from the MEMS Academy and could result in a misconduct investigation by your State Defense Force.

Suggestions for MEMS Practicum Assignments

1. The following is a partial list of agencies you may contact for Practicum and/or training purposes:
 - Local emergency managers.
 - Local Fire and/or Police Departments – in many rural areas, emergency management falls under Police or Fire Departments.
 - County emergency managers.
 - County Sheriff or metropolitan Police Department – some states mandate that the Sheriff is responsible for emergency management.
 - State office of emergency management.
 - Large corporations or hospitals – many large corporations have their own emergency management programs and officials.
 - American Red Cross.
 - Your State Military Department.
 - Your State Guard.

Contact your State Academy Director for more suggestions.

2. The following is a partial list of suggestions you may want to consider for your Practicum:
 - Department of Homeland Security disaster drills.
 - Federal Emergency Management Agency (FEMA) disaster drills.
 - State, County, or Local Office of Emergency Preparedness (OEP) or EOC disaster exercises.
 - Fire Department disaster exercises.
 - Local hospital disaster exercises.
 - Accredited university-level disaster or emergency exercises.
 - Participation in a civilian or military emergency management training exercises.
 - Multi-agency exercise involving EOC or Incident Management Teams.
 - Participation at an EOC during a major planned event (i.e., major festival, concert, etc.).
3. For FEMA and EMI resident emergency management courses held at Emmitsburg, MD, contact FEMA directly.
4. As a last resort, and used for those Students who have exhausted all of the above options, there is an online Virtual Tabletop Exercise (VTTX) series sponsored by the Federal Emergency Management Agency's (FEMA), Emergency Management Institute (EMI) as a series of virtual exercises designed to bring various organizations together in a collaborative environment.

MEMS Practicum Format

This is a suggested format for the MEMS Basic, Senior, and Master level Practicums. Each level of study should reflect how the Student has progressed with their knowledge of the Emergency Management System. You will be graded (Pass/Fail) on your knowledge and progressive experience in this field.

Additional information may be included such as maps, Incident Action Plans, and After Action Reports (AARs). The Practicum shall be an accumulation of your personal observation and experiences. Documentation of other personnel's participation is acceptable as it relates to the accomplishment of the writer performance and understanding of the exercise. The following is only a format for you to follow, you may and should add any other observations that occurred during the incident.

Please state your name, rank, and assigned unit.

What was the name of the exercise or incident you participated in? If it was an actual activation, what was the FRAGO/Operational Order number?

What is the name, title, and address of the agency you represented?

Email the completed Practicum form for approval to your:

Academy State Director

Practicum Background

- **How long did the Practicum take? To qualify for a passable Practicum, you must work at an exercise or incident for at least 8 to 16 hours. Anything less than that, you will not be able to accumulate enough information or experience to complete a passable Practicum.**
- **Explain in summary format what you did during the exercise and what was accomplished?**
- **Explain in detail how will this experience assist you in future activations?**
- **How will you use your MEMS qualification in your military career?**
- **What steps will you take to complete the Senior and Master MEMS qualifications?**
- **How will you let others know about the MEMS Program?**
- **What kind of suggestions do you have for the MEMS Program?**

Practicum Details

- Describe in detail the Incident/Exercise you participated in (Fire, Tsunami, Earthquake, Flood, Biological, Radioactive, FTX, TTX) including the specific location of the event and your duty assignment.
- What were your title and duties?
- What shift did you work?
- Describe your arrival and the mobilization/demobilization process provided.
- What did the Safety Officer's briefing include at check-in? Describe in detail what kinds of safety procedures were explained.
- Describe the briefing you received upon your arrival, from whom, and for each change of shift.
- Where was the Incident Command Post located, how many personnel were present, and what positions were assigned?
- Describe your assignment in detail.
- Were you a member of the Command Staff or General Staff?
- What personal equipment (PE) did you deploy with?
- Who was designated as the Incident Commander?
- What did the Logistics Section provide to you relative to your job and personal needs?
- Were you ever 'Out of Service' during your assignment, and if so, where were you during this time, and what were you doing?
- How did you transition your job to others at shift change?
- In detail, what kind of briefing did you do on shift change?
- Describe any camp(s) and/or staging area(s) resources you passed through (e.g., ICP, EOC, TOC, JOC, REOCC, CMOCC, etc.).

- **What Presidential Declarations were made relative to the incident (theoretically, if this was an exercise)?**
- **Name at least four agencies contributing resources to this incident.**

- **Describe the layout and organization of any ICP, EOC, or JOC that you observed or were assigned to.**

- **Provide your observations of the exercise actions, roles, and responsibilities of at least two of the following positions that you observed?**
 - **Incident Commander**
 - **Operations Section Chief**
 - **Planning Section Chief – Logistics Section Chief**
 - **Finance/Administration Section Chief**
 - **Public Information Officer**
 - **Safety Officer**
 - **Liaison Officer**

- **What was the mission of the Liaison (LNO) Officer/Team?**

- **What agency did you represent?**

- **What agency concerns or issues did you communicate?**

- **In your position, what concerns or issues did you communicate back to the agency from the ICP, EOC, or JOC?**

- **As an LNO, what were your primary methods/channels of communication (e.g., radio, phone, and/or runner)?**

- **Please provide an example of a 'clear text message' you communicated?**

- **What does the acronym PPE stand for? Explain.**

- **What paperwork did you complete as part of your assignment (e.g., FEMA log)? Include copies of those documents with this Practicum.**

- **Did you complete any standard Incident Command System forms, and what were they?**

- **What agency was charged with providing the medical resources for disaster workers in your ICP, EOC, TOC, or JOC?**

- **What were the objectives of the Incident Action Plan (IAP)?**

- **What form of communication did you utilize during your assignment? Explain each.**

- **What was the length of the Operational Period for this incident?**
- **What Non-Governmental Organizations provided resources to this incident?**
- **Provide examples of mutual aid that took place during this exercise.**
- **Describe how this exercise complements the major components of:**
 - **NIMS**
 - **Incident Command System**
 - **Management Preparedness**
 - **Resource Management**
- **Based on your observations, describe the roles of the following participating agencies:**
 - **City**
 - **County**
 - **State OES**
 - **Other States (Non-California)**
 - **FEMA**
 - **Red Cross**
 - **Salvation Army**
 - **National Guard**
 - **Homeland Security**
 - **Other NGO**
- **What Emergency Support Functions (ESFs) did you observe in action or observe via reports during this exercise?**
- **How many people did you supervise during your assignment, what were their responsibilities, and how did you grade their participation?**
- **What was the status of the incident upon demobilization and what did you do for check out at demobilization? Please explain.**

