



MEMS Practicums

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 certificate process, **the Practicum is understood to be an accumulation of the experiences of and by that individual student who is submitting the Practicum.**

Practicum submissions should be considered, reflective documents that examine response actions of the Incident Command principles. Where circumstances allow, identified areas for improvement should include suggestions on how the situation could have been improved. 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 organization.

Suggestions for Agencies that sponsor Emergency Management training and or exercises:

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, hospitals, accredited universities – many have their own emergency management programs and officials.
- American Red Cross.
- Your State Military Department.
- Your State Guard MEMS Academy State Director.
- 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.
- Multi-agency exercise involving EOC or Incident Management Teams.
- Participation at an EOC during a major planned event (i.e., parades, major festival, concert, etc.).
- Maritime organizations that may be providing FTX that you are able to participate with is the US Coast Guard, USCG/National SAR programs, USCG Operations Systems Center USCG Rescue 21, USCG Auxiliary, USCG Marine Safety Teams (MST)

For FEMA and EMI resident emergency management courses held at Emmitsburg, MD, contact FEMA directly.

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MEMS Practicum Format

Overleaf is the template you must follow for the MEMS Basic, Senior, and Master level Practicums; Each MEMS Practicum level of will require a separate Practicum, reflecting a different incident and, as the student proceeds up the MEMS ladder, more detailed responses and a higher level of understanding of the Emergency Management process. 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. It is mandatory that you use this format for all your MEMS

The concept of a Practicum is to be able to demonstrate your level of knowledge and experience with NIMS/ICS in relation to either a real-world disaster response or a planned exercise, ideally lasting between 8 to 16 hours. Provide your personal insights; if part of the response was ineffective, identify why and provide commentary on what might have been implemented to effect change. You may, and should, add any other observations that occurred during the incident.

It is strongly recommended that you copy and paste the Practicum questions into a Word document and then provide your answers. Avoid one-word answers. One-page Practicums will not fully document your knowledge and experience during a response or exercise and will be rejected.

Provide supporting documentation in the form of sign-in sheets, incident documentation, or letters from a supervisor documenting your participation and assignment. Where available, include additional information such as maps, Incident Action Plans, and After-Action Reports (AARs). Documentation of other personnel's participation is acceptable as it relates to the accomplishment of the writer performance and understanding of the exercise. Any documentation submitted will not be shared outside of the SGAUS.

Email the completed Practicum form and supporting evidence to your MEMS Academy State Director for review.

Practicum submissions must be submitted in their entirety, containing all the information outlined in the curriculum descriptions.

There may be some categories that do not pertain to the exercise or activation that you participated in; mark N/A on that line.

Practicum Template

This document is in the Word format so you can cut and paste your responses.

Begin entering your Practicum submission information from here through page 20.

Please state your name, rank, position title, assigned unit or organization you represented during this event.

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?

Practicum Background

- How long did the Practicum take? To qualify for a passable Practicum, it is strongly recommended that the exercise or incident/event lasts for:
 - **Basic MEMS** Practicum your participation in the activation or exercise should be 4 to 6 hours minimum.
 - **Senior MEMS** Practicum your participation in the activation or exercise should be 6 to 8 hours minimum.
 - **Master MEMS** Practicum your participation in the activation or exercise should be around 8 to 12 hours minimum or more.

Note: If your participation is less than the minimums you may not be able to accumulate enough information or experience to write and submit a passable Practicum.

- Explain in summary format what you did during the exercise, whether you achieved your objectives, and the work you accomplished?
- Explain in detail how will this experience assist you in future activations.
- How beneficial has your Basic MEMS training and certification help you in your civilian or military career?
- Can you see the benefit of continuing to the Senior and Master MEMS certifications?
- For Senior MEMS applicants: How will your Senior MEMS Training assist you in your career.
- For Master MEMS applicants: How will your Master MEMS certification assist you in furthering your emergency management career?
- In your organization how can the MEMS training program reach out to members of your organization?
- What kind of suggestions do you have to improve the MEMS Program and make it more visible?

Practicum Details

1. Describe in detail the situation you participated in (e.g. fire, tsunami, earthquake, flood, biological/chemical/radioactive response). Identify whether it was a real-world incident/event, or a full-scale exercise/tabletop exercise). Include the specific location of the event and your assignment. If you have a variety of events that you participated in please use the simplest one for your Basic MEMS Practicum, then a more intense event for your Senior and the most comprehensive and most detailed one for your Master level Practicum.
2. What was your title? Provide detail on your assigned duties?
3. If you were involved in a SAR (Search and Rescue) include the operational details.
 - a. Document the time spent at the SAR, when deployed, time in transit, on the scene and time to demobilize the vessels, vehicles, or Air units.
 - b. Document the use of communications at the SAR whether VHF, cell phones or land lines.
 - c. If you participate in the SAR and a person/s were rescued, were they medically treated at the scene, by whom and how transported.
4. Describe how you were activated (e.g. call, text, email) and the steps you were required to accomplish before being activated. Wills and trusts, next of kin assignment, clothes and prescriptions meds for an extended period of time.
5. When you arrived on-site, were you required to sign in and provide identification before entry?
6. Was a Safety Officer or Deputy assigned to the response?
 - a. If so, did you receive a Safety Officers briefing at check-in?
 - b. What did the Safety Officer's briefing include?
 - c. Describe in detail what kinds of safety procedures were explained.
7. Describe the briefing you received upon your arrival, from whom, and for each change of shift.
8. Where was the Incident Command Post located in relation to the incident/event and were you assigned to the ICP in what position?
 - a. What was the location of the ICP in relation to the event?
 - b. How many personnel were present at the Incident Command Post, and what positions were you assigned?
9. Describe the layout and organization of any Incident Command Post, Emergency Operations Center, or Joint Operations Center that you observed or were assigned to.
10. If you were aware of the objectives of the Incident Action Plan (IAP) for the Operational Periods you worked or ICS-201 (single operational period of at least 8 hours)?
 - a. Did they change during your deployment?
 - b. If so, why?
11. What was the length of the Operational Period for this incident?
12. Did you observe a Tactics, Planning or Operations meeting?
 - a. If so, how effective was it?
 - b. What do you think could have been done better?
13. Describe your actual assignment in detail and, if it changed, how it changed to the assignment you received during your activation.
14. Were you a member of the Command Staff or General Staff?

15. Do you maintain a “go bag” (emergency preparedness bag that is packed in advance with key items for an extended period of time away from home).
 - a. If so, was your bag up-to-date?
 - b. What personal equipment (PE) did you deploy with?
16. Who was designated as the Incident Commander?
 - a. Was Unified Command operating?
 - b. If so, were the responding agencies working together and within their area of responsibility?
17. Was there a Logistics Section activated?
 - a. What support did they provide?
 - b. What did the Logistics Section provide to you relative to your job and personal needs?
18. Were you ever ‘Out of Service’ during your assignment (i.e. time spent when not working)?
 - a. If so, what were you allowed to do during your out of service time?
19. Was there any form of behavioral/mental health support/spiritual care provided to responders during the activation?
20. Provide detail on how you briefed your relief at shift change.
21. Describe any camp(s) and/or staging area(s) resources you passed through (e.g., Incident Command Post, Emergency Operations Center, Tactical Operations Center, Joint Operations Center, REOCC, CMOCC, etc.) that were functioning during this event.
22. Where any Presidential /Robert T. Stafford Act Declarations made relative to the incident (theoretically, if this was an exercise)? If so, list the declarations.
23. Name other agencies that contributed resources to this incident.
 - a. Were they contributing or supporting agencies?
 - b. What support did they provide?
24. Provide your observations of the actions, roles, and responsibilities of at least two of the following positions that were functioning during this event that you may have observed?
 - a. Basic MEMS applicants provide observations on:
 - 1) Incident Commander
 - 2) Safety Officer
 - 3) Liaison Officer
 - b. Senior MEMS applicants provide observations on:
 - 1) Operations Section Chief
 - 2) Planning Section Chief
 - 3) Logistics Section Chief
 - c. Master MEMS applicants provide observations on:
 - 1) Finance/Administration Section Chief
 - 2) Public Information Officer
25. Was there a Liaison (LNO) Officer/Team activated for this event?
 - a. Was the LNO an Agency Representative and for what organization?
 - b. Were any other LNO assisting/cooperating organizations part of the response?
 - c. If so, who?
26. Were you aware of what types of social media were actively used during the response? If so, was it effectively used?
27. What agency did you represent, if responding outside of your home agency (i.e. as a member of an Incident Management Team)?

28. What were your agency concerns or issues that you were able to add during your activation? Where these issues addressed by you and taken care of within the Operational Period?
29. In your position, did you communicate any concerns or issues to the Incident Command Post, Emergency Operations Center or Joint Operations Center?
30. What were your primary methods/channels of communication (e.g., radio, phone, email, text and/or runner)? Was there communications resiliency (i.e. backup options in case of failure)?
31. Please provide an example of 'clear message' you received or sent.
32. What form(s) of communication did you utilize during your assignment? (ICS-214/Sit Rep) Explain each and whether it was effective.
33. What does the acronym PPE stand for? Explain why PPE may have been necessary during your event and were you provided with PPE at the event.
34. What paperwork did you complete as part of your assignment (e.g., FEMA log)? Include copies of those documents with this Practicum.
35. Did you complete any standard Incident Command System forms (e.g. ICS-213)? What were they, why were they completed, and were you able to complete them in a timely manner?
36. Was medical care provided for responders? If so, what agency was charged with providing the medical resources?
37. What Non-Governmental Organizations provided resources to this incident? What support did they provide?
38. Was mutual aid support provided? If so, provide examples of mutual aid that took place during this situation.
39. Describe how your response adhered to the major components of:
 - a. NIMS
 - b. Incident Command System
 - c. Management Preparedness
 - d. Resource Management
40. Based on your observations, describe the roles of the following participating agencies:
 - a. City
 - b. County
 - c. State Division of Emergency Management/Office of Emergency Services
 - d. Civilian Agencies
 - e. US Coast Guard
 - f. FEMA
 - g. Red Cross
 - h. Salvation Army
 - i. National Guard
 - j. Homeland Security
 - k. Other Non-Government Organizations
41. What Emergency Support Functions (ESFs) you observe in action or via reports that occurred during this exercise? What support did they provide?
42. How many people did you work with during your assignment?

43. Where you a supervisor?
 - a. If so, what was your span of control?
 - b. If you operated beyond the recommended span of control (3-7 personnel, with 5 being optimal), what difficulties did this create and how did you manage them?
 - c. What were the responsibilities of your team?
 - d. How did you grade their participation?
44. What was the status of the incident upon your demobilization? What did you do for check out at demobilization? Please explain.
45. If you worked a Post-Disaster Assessment, please include what your position was, the length of time for the assessment and a brief explanation of the report submitted.
46. Was any Critical Incident Stress Management offered to responders?
47. Did your complete a After Action Report and include a copy with your Practicum.

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