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# Example of Emergency Management Job Description

Our company is growing rapidly and is looking to fill the role of emergency management. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for emergency management

* Ensure timely completion and tracking of contract deliverables and provide status reports to the NYC DOHMH project manager as needed
* Develop and present power point presentations and educational material lead multi-agency grant project meetings
* Assist in the annual review and development of comprehensive Emergency Operations Plan (EOP) as needed
* Assist in conducting an annual Hazard Vulnerability Analysis (HVA) and training activities
* Perform independent and directed research as required to support the disaster resiliency and preparedness
* Of the campus
* Develop and implement training classes and drills in preparation for bioterrorism emergencies
* Coordinates techniques and protocols for emergency response and mitigation
* Oversight and coordination of all security-related services District-wide
* The creation and implementation of Standard Operating Procedures

## Qualifications for emergency management

* Air Force Incident Management Course
* Nuclear Emergency Nuclear Emergency Teams Operations (NETOPS)/Radiological Emergency Teams Operations (RETOPS)
* NETOP-Primer distance learning course (DNWS IR-101DL)
* First Responder Awareness DoD HAZMAT Certification
* First Responder Operations DoD HAZMAT Certification
* DoD HAZMAT Technician Certification