

Boone County
Office of Emergency Management
2145 E County Drive
Columbia, MO 65202

Emergency Management **INTERNSHIP GUIDE**

INTERNSHIP INSTRUCTIONS

Please read over the contents of this internship guide carefully to familiarize yourself with our organization, goals, mission, and to ensure that you meet the internship qualifications.

ABOUT THE PROFESSION OF EMERGENCY MANAGEMENT

No public or private entity is immune to disasters and no single segment of society can meet the complex needs of a major emergency or disaster on its own. Emergency management works to create effective partnerships in advance of disasters through the development of relationships, education, training, and comprehensive emergency operations planning.

The profession of emergency management has existed in the United States since 1803, when the Federal government first passed legislation providing relief funds to Portsmouth, New Hampshire after a devastating fire. Over the next century, ad hoc legislation was passed more than 100 times to provide relief after hurricanes, earthquakes, floods, and other disasters.

Emergency management has grown to be a formalized field of study that encompasses five phases: prevention, mitigation, preparedness, response, and recovery. Some of the tasks within each of the phases are listed below.

Mitigation

- Hazard Assessment
- Risk Reduction Activities
- Community Resilience Programs / Planning
- Insurance

Prevention

- Evacuation planning
- Environmental plans
- Design standards

Preparedness

- Planning and procedure development
- Training
- Exercising plans and procedures
- Public outreach and education

Response

- Coordination of response operations
- Interagency communication
- Public information and warning
- Emergency response
- Sheltering and mass care
- Debris management
- Intelligence gathering

Recovery

- Economic stabilization
- Emergency permitting and repairs
- Financial assistance
- Unmet needs coordination
- Long term recovery initiatives

During a disaster, response and recovery efforts are coordinated from an Emergency Operations Center (EOC) staffed by paid and volunteer personnel from all emergency service departments, non-profits, faith-based organizations, private, and public agencies involved in disaster and post-disaster recovery operations.

ABOUT THE BOONE COUNTY OFFICE OF EMERGENCY MANAGEMENT

Our Mission is to provide a comprehensive and integrated emergency management system that coordinates community resources to protect lives, property and the environment through mitigation, preparedness, response, and recovery from all natural and man-made hazards that may impact our county.

The Boone County Office of Emergency Management (BCOEM) coordinates county planning, response, support, and recovery efforts before, during and after large-scale events and emergencies. BCOEM is responsible for developing and implementing county-wide programs and projects that promote disaster planning, training, mitigation, response, prevention, and recovery for all types of hazards. Our agency manages an Emergency Operations Center and coordinates numerous local and regional projects involving local, state, regional and federal partners.

The Boone County Office of Emergency Management is looking for individuals from multiple disciplines and diverse areas of interest such as:

Communications	Emergency	Graphic Design
Community	Management	Planning
Preparedness	Fire Rescue	Political Science
Computer Science	Homeland Security	Public
Criminal Justice	Journalism	Administration
GIS/mapping	Law Enforcement	Social Media

Students who intern with our office will be able to use the experience they gain to build resumes, gain valuable experience in emergency management principles, and enter the emergency management or public administration field.

INTERN DUTIES AND RESPONSIBILITIES

The primary duty of the emergency management intern will be to provide technical and administrative assistance on emergency management projects. These projects may involve exercise design and development, the preparation of incident action plans, editing emergency management documents and helping conduct public information and outreach. Duties may also include assisting staff with day-to-day operations within BCOEM, researching assignments and special projects, working in the Emergency Operations Center, and attending meetings or community events that may occur outside normal work hours.

INTERNSHIP BENEFITS

An emergency management internship with Boone County OEM provides an opportunity for students and graduates to explore career options, apply academic knowledge and skills to a workplace, gain real world experience, build resumes and network with local, regional, and state emergency management professionals. While working in OEM, interns may get to:

- Complete a variety of training and education courses.
- Complete a community outreach or engagement activity.
- Participate in a planning activity.
- Attends emergency management meetings and network with emergency management and public safety professionals.
- Prepare for and/or participate in an exercise (tabletop, functional, or full-scale).
- Learn about the role of local government as it relates to state, regional and federal partners.
- Gain real world experience within public safety.

SKILLS, TRAINING AND QUALIFICATIONS

The ideal candidate would be able to work independently, be detail-oriented, and possess excellent written and oral communication skills. Experience with Microsoft Office Suite is required. Knowledge of social media platforms and previous office work experience are both preferred but not required.

EDUCATIONAL REQUIREMENTS

Internship positions can be tailored to high school students over the age of 18, college undergraduates, graduate students, or graduates with a background in emergency management, homeland security, public safety, public administration, or related fields. The ideal candidate will possess a strong interest in the field of emergency management or a related public safety profession. Candidates must possess a GPA of 2.5 or higher to be considered.

INTERNSHIP DETAILS

Pay: Interns will be paid at the Boone County internship hourly rate

Duration: Spring, Summer, or Fall Semester (six-week blocks)

Spring Semester

- Application Dates
 - Open: March 1st
 - Close: March 15th
- Employment Dates
 - Start Date: April 1st
 - End Date: May 10th

Summer Semester

- Application Dates
 - Open: June 1st
 - Close: June 15th

- Employment Dates
 - Start Date: July 1st
 - End Date: August 6th

Fall Semester

- Application Dates
 - Open: September 1st
 - Close: September 15th
- Employment Dates
 - Start Date: October 1st
 - End Date: November 8th

Time Commitment: Interns are required to commit to working at least 15 - 20 hours per week during regular business hours of Monday through Friday between 8:00 a.m. and 5:00 p.m. Interns may be required to work outside of normal business hours for special events or during a disaster response when the Emergency Operations Center is activated.

Dress Code: A professional appearance is required per current Boone County Office of Emergency Management policy.

Code of Conduct: All interns are subject to the same policies and guidelines as Boone County employees. Interns are expected to:

- Adhere to county work hours and all county policies and procedures.
- Adhere to county policies governing the observation of confidentiality and the handling of confidential information.
- Assume personal and professional responsibility for his/her actions and activities.
- Maintain professional relationships with county employees, Boone County residents, and local stakeholders.
- Relate and apply knowledge acquired in the academic setting to the professional setting.
- Be consistent and punctual in the submission of all work assignments.
- Academic Credit: Contact your academic advisor for requirements and gain course credit.

Background Check: Because our building handles Criminal Justice Information Services (CJIS) information, applicants must be able to pass a background check and complete the required CJIS training course.

INTERNSHIP APPLICATION REQUIREMENTS

Please note incomplete applications will not be reviewed. A completed application will contain the following:

- Copy of resume or CV
- 500-word essay: How will this emergency management internship help you in your future career?

- College transcripts (unofficial is acceptable)
- Background check and fingerprints (conducted pending internship offer)

Please submit all application materials to:

Boone County Office of Emergency Management
ATTN: Internship Program
2145 County Drive Columbia, MO 65202

Applications can also be submitted by email here: em@boonecountymo.org.

Boone County Office of Emergency Management Internship
Program Application

Name: (Last, First, MI) _____

Address: _____

City/State/Zip Code: _____

Cell Phone: _____ Email: _____

High School: _____

Undergraduate College/University: _____

Major: _____ GPA: _____

Graduate College/University: _____

Major: _____ GPA: _____

How did you hear about our internship program? _____

References: Please list two people other than a relative who would be willing to act as a reference.

1. Name: _____ Relationship: _____

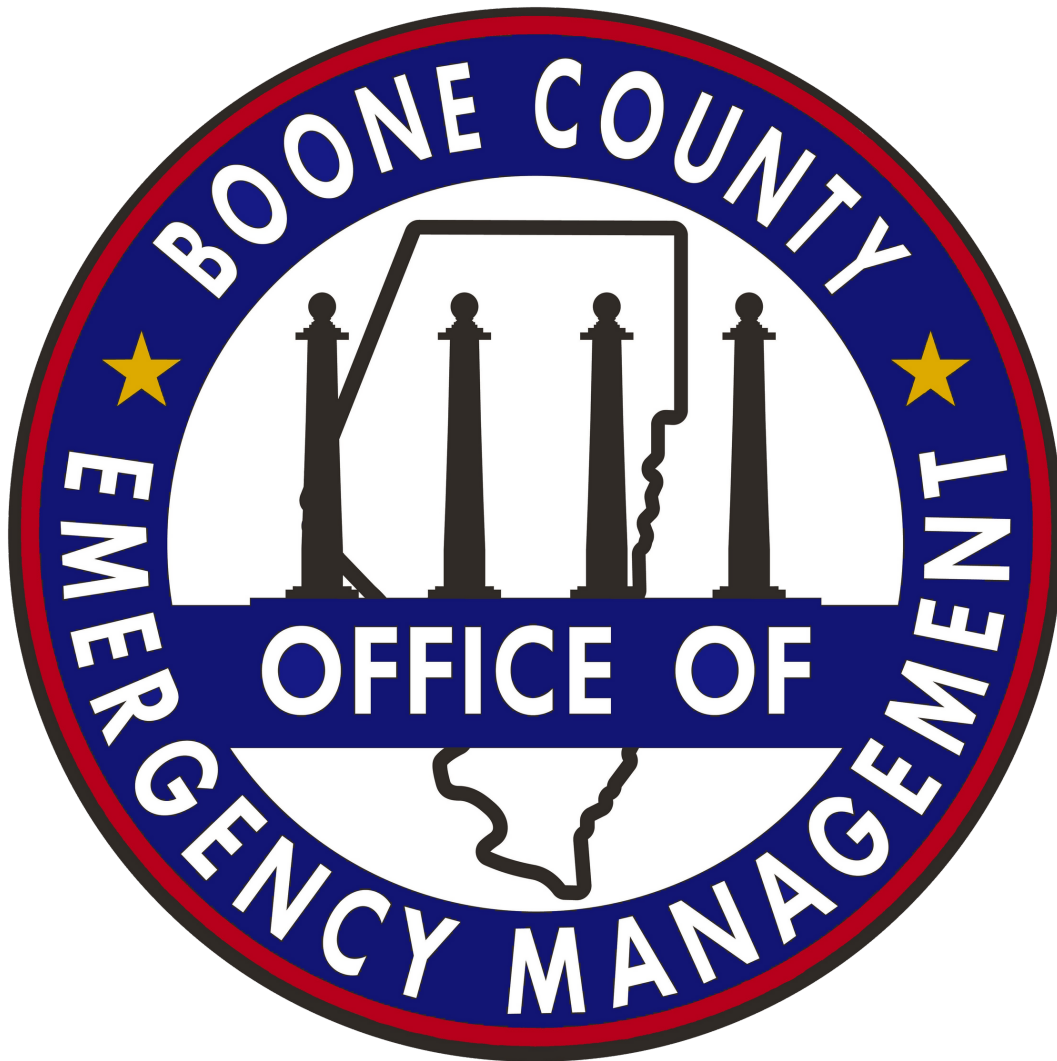
Address: _____

Cell Phone: _____ Email: _____

2. Name: _____ Relationship: _____

Address: _____

Cell Phone: _____ Email: _____



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<https://www.showmeboone.com/oem/>