

NYC SUMMER INTERNSHIP PROGRAM 2010

NYC OFFICE OF EMERGENCY MANAGEMENT

Planning and Preparedness/Plan Management
165 Cadman Plaza East
Brooklyn, NY 11201

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AGENCY DESCRIPTION

Established in 1996, the New York City Office of Emergency Management (OEM) plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information.

To accomplish this mission, OEM maintains a disciplined unit of emergency management personnel, including responders, planners, watch commanders, and administrative and support staff, to identify and respond to various hazards.

OEM develops contingency plans that guide New York City's response to natural and man-made emergencies, from extreme weather to labor disputes. Each plan focuses on three components of a disaster: preparedness, initial response, and recovery. The purpose of these plans is to keep New York City safe and, following a disaster, to return residents to their daily routines as quickly as possible.

When a plan is activated, OEM coordinates the skills of City, state, federal, and non-governmental agencies, to ensure the plan is effectively carried out. Large-scale citywide emergencies, like a transit strike or a coastal storm, can require the collaboration of dozens of agencies and thousands of emergency responders. Smaller incidents, such as localized power outages or water main breaks, may only require a handful of agencies to complete restoration.

OEM reviews, tests, and revises these plans as intelligence and resources change. The agency enlists subject matter experts from all City agencies, including the Police and Fire Departments, and other non-city groups to advise on aspects of each plan.

The following links highlight the City's guidelines to handle a few possible emergencies:

- 2009 Hazard Mitigation Plan
- Coastal Storm Plan
- Geographic Information Systems (GIS)
- A New York City Population Analysis
- Utilities Disruptions Guide
- Emergency Flash Flood Plan

UNIT DESCRIPTION

Planning and Preparedness develops contingency plans that guide New York City's response to natural and man-made emergencies, from extreme weather to labor disputes. Each plan focuses on three components of a disaster: preparedness, initial response, and recovery. The purpose of these plans is to keep New York City safe and, following a disaster, to return residents to their daily routines as quickly as possible. Plans coordinate the skills of City, state, federal, and non-governmental agencies, to ensure the plan is effectively carried out.

POSITION TITLE

Planning Research and Evaluation Program (PREP) Intern

INTERNSHIP RESPONSIBILITIES

The PREP interns will work with members of Plan Management on projects including:

- Identifying and compiling best practices and industry standards on particular emergency management topics, including WMD and radiological emergency response

- Surveying websites and online courses from various organizations and governmental entities
- Conducting research on risk analysis and providing recommendations to Planning & Preparedness Division
- Determine research gaps in emergency management and present findings to relevant stakeholders
- Write briefing memos and proposals
- Additional responsibilities as required

The Planning Research and Evaluation Program (PREP) team will work collaboratively to analyze large amounts of information and present various topics to Planning and Preparedness. The PREP team will begin focusing efforts on CBRNE and building a collection of standards and protocols.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Research experience
- Quantitative and data analysis skills
- Interest in emergency preparedness
- Strong writing and verbal communication skills
- Ability to work well in group settings
- Strong level of professionalism
- Strong attention to detail and organization•

APPLICATION PROCESS

Please email resume and cover letter (in MS Word format) to:
jobs@oem.nyc.gov

or

Mail to:
HR Coordinator
NYC Office of Emergency Management
165 Cadman Plaza East
Brooklyn, NY 11201

SALARY RANGE

Unpaid

ADDITIONAL INFORMATION / COMMENTS

Please include 1-2 writing samples.