

## Internship Description: Ops & Training

**Internship Title:** Exercise & Training Intern

**Department/Staff:** Emergency Management Coordination/Jeff DuVall

### **Student objectives of internship:**

Provide assistance to the Sonoma County Department of Emergency Management, specifically with a focus on Operations and Training, plan development, and table-top exercises (management, review, and revisions), while developing, establishing, and maintaining relationships with internal and external stakeholders.

### **Duties, responsibilities, projects to be performed for the agency\*:**

The Intern will provide assistance to the Sonoma County Department of Emergency Management's Emergency Management Coordinators in the form of reviewing and revising currently existing emergency exercises performed by the Department. The Intern shall also undertake the task of researching existing exercises performed outside of the Department (FEMA, CALOES, Haywired) to bolster the Department's exercises, and develop and maintain an annotated synopsis of tabletop exercises. The Intern will participate in tabletop exercises by having an active role in the exercise, partake in-person or virtual presentations of after-action reports, as well as perform further in-depth review, evaluation, and maintenance/updates to exercises following after-action reports. Opportunities to participate in functional exercise(s) may also be afforded to the Intern, during which the Intern shall assist in designing, developing, and executing the exercise(s), and after-action review and evaluation.

\*In the event of an active emergency situation in Sonoma County, the Intern may be required to shift their responsibilities and duties from the aforementioned Duties, responsibilities, projects to be performed for the agency to providing support and assistance to the Emergency Operations Center. The Intern may be required to participate in gathering information which will be dispersed to the public, assist in crafting language for Sonoma County's social media platforms about the emergency situation, provide hotline support by answering phones and providing information to callers as requested, or participate in any other duties and activities as assigned by the Supervisor during the emergency situation.

### **Training/orientation provided by the agency:**

Introduction to the Department of Emergency Management of Sonoma County's emergency management coordination team's goals, procedures, and operation and training logistics. The Department shall also provide resources and opportunities for the Intern to review regarding previously conducted exercises. One-on-one mentorship with a Department Supervisor shall provide the Intern with professional development in emergency management coordination.

**Process of evaluation by supervisor including approximate number of site visits:**

Work must be completed in a hybrid manner due to the nature of tabletop and functional exercises: remote and on-site visits to be determined by the Department, Intern, and Staff Supervisor. Within the first week of internship, the Intern shall determine with the specific project deadlines and deliverable dates with the Supervisor. The Intern will be wholly evaluated based on this agreement, as well as periodically throughout the internship during agreed upon remote or face-to-face meetings between the Intern and Supervisor.

**Required Skills/Attributes**

High school diploma or equivalent; currently enrolled in a Bachelor's degree program (or higher); excellent composition and interpersonal skills; interest in emergency management operations; interest in training development, documentation, and reporting; proficient with Microsoft Suite applications.

**Preferred Skills/Attributes**

Interest in quantitative and qualitative research; self-starter work ethic; effective time management capabilities; curiosity, enthusiasm, and discipline; strong communication skills

**Student Intern General Responsibilities:**

- Adhere to Sonoma County work hours, policies, procedures, and rules governing professional behavior
- Adhere to Sonoma County policies governing confidentiality and handling of confidential materials and/or information
- Assume personal and professional responsibilities for the student's actions and activities
- Maintain professional relationships and professional conduct with peers, managers, and the public
- Utilize courteous, enthusiastic, critical approaches to policies and procedures outlined by Sonoma County
- Prepare for and utilize opportunities for learning afforded by Sonoma County
- Ensure consistent and punctual submission of work assignments or designated duties to the student's supervisor or coordinator
- Provide periodic progress reports to or attend periodic meetings with the student's supervisor or coordinator
- Be comfortable with a self-directed, autonomous work environment