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GOVERNOR

# STATE OF ALABAMA EMERGENCY MANAGEMENT AGENCY

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BRIAN E. HASTINGS  
DIRECTOR

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## Alabama Emergency Management Agency Certified Local Emergency Manager (CLEM) Basic Information

In accordance with Act 2007-462, as passed by the Alabama legislature and signed into law by Governor Bob Riley, the following procedures are to be used in certifying local emergency management directors. Any individual not currently a local director that has been granted the CLEM certification prior to October 10, 2013 will now be deemed CLEM eligible. Persons with CLEM eligible designation will be considered CLEM certified when applying for state emergency management positions.

To be deemed CLEM eligible, see the attached memo of October 10, 2013.

The following list outlines the documentation required for validation:

1. Two years of college level education (64 semester or 96 quarter hours). These hours do not have to be on a transcript, only applicable to a transcript at an accredited institution of higher education. (Any person serving as a local emergency management director on the date of passage of this act shall be deemed to satisfy the college requirement providing he or she has a minimum of five years' work experience as a local emergency management director).  
**Proof of compliance:** Transcript or a degree path showing courses as requirements. A letter concerning any foreign school credits should be attached.
2. Three years of work experience in emergency response, emergency management, or qualified military service.  
**Proof of compliance:** A letter on official letterhead from the agency acknowledging your employment/involvement with the agency; or proper documentation from branch of the military stating service and or deployment assignments and the length of service.
3. Two hundred hours of course work in emergency management, as established by the Alabama Emergency Management Agency Director (See attachment A).  
**Proof of compliance:** A copy of course certificates or transcript with courses listed.

Requirements are subject to change as determined by the governing board of the Alabama Local Government Training Institute established in Section 11-3-44, Code of Alabama 1975.

Signed,

Brian E. Hastings, Col.(Ret.), USAF  
Director, Alabama Emergency Management Agency

## ATTACHMENT A

Credit for the two hundred hours of coursework in emergency management can be accomplished by the completion of the following courses:

Course	Hours
IS-5.a: An Introduction to Hazardous Materials	10
IS-8.a: Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699	10
IS-10.a: Animals in Disasters: Awareness and Preparedness	4
IS-26: Guide to Points of Distribution	4
IS-29.a: Public Information Officer Awareness	7
IS-30.b: Mitigation eGrants System for the Subgrant Applicant	3
IS-42: Social Media in Emergency Management	3
IS-75: Military Resources in Emergency Management	2
IS-100.c: Introduction to ICS	2
IS-120.c: An Introduction to Exercises	5
IS-139.a Exercise Design and Development	2
IS-200.c: ICS for Single Resource and Initial Action Incidents	4
IS-201: Forms Used for the Development of the Incident Action Plan	2
IS-230.d: Fundamentals of Emergency Management	6
IS-235.c: Emergency Planning	5
IS-240.b: Leadership and Influence	3
IS-241.b: Decision Making and Problem Solving	2
IS-242.b: Effective Communication	8
IS-244.b: Developing and Managing Volunteers	4
IS-288.a: The Role of Voluntary Agencies in Emergency Management	1
E/L/G0300: ICS-300 - Intermediate ICS	21
IS-317.a: Introduction to CERT	2
IS-324.a: Community Hurricane Preparedness	10
IS-362.a: Multi-Hazard Emergency Planning for Schools	3
IS-366.a: Planning for the Needs of Children in Disasters	6
IS-368: Including People with Disabilities & Others with Access & Functional Needs in Disaster Operations	2
IS-393.b: Intro to Hazard Mitigation	2
E/L/G0400: ICS-400 - Advanced ICS	16
IS-403: Introduction to Individual Assistance	1
IS-405: Overview of Mass Care/Emergency Assistance	1
IS-520: Introduction to Continuity of Operations Planning for Pandemic Influenza	1
IS-522: Exercising Continuity Plans for Pandemics	8
IS-552: The Public Works Role in Emergency Management	2
IS-559: Local Damage Assessment	2
IS-632.a: Introduction to Debris Operations	2
IS-633: Debris Management Plan Development	6

## ATTACHMENT A

IS-662: Improving Preparedness and Resilience through Public-Private Partnerships	2
IS-700.b: NIMS, An Introduction	4
IS-772: IA PDA Orientation	1
IS-800.d: National Response Framework, an Introduction	3
IS-907: Active Shooter: What You Can Do	1
IS-909: Community Preparedness: Implementing Simple Activities for Everyone	1
IS-1000: Public Assistance Program and Eligibility	8
IS-2200 Basic Emergency Operations Center Functions	4
Q-890: Intro to Emergency Response to Terrorism	6
<b>TOTAL HOURS</b>	<b>202</b>

**\*NOTE: If a course is removed or is unavailable before the next scheduled update to this guidance, the State Training Officer may recommend a replacement course on a case-by-case basis**