



Emergency Planning Society Membership Upgrade to Fellow

Introduction

The Emergency Planning Society is committed to encouraging the professional development of the individual member. By applying for an invitation to become a Fellow of the Society the applicant must fully understand that this is the highest grade of membership of the Society. It is not easily attained and that a substantial contribution to the profession of emergency planning or to the Society must be clearly demonstrated by the applicant. This form (below) must be completed fully to reflect the applicant's level of skills and knowledge that can then be measured against the standard required for an invitation to Fellowship. It is considered that, as with other professional bodies, educational qualifications alone are insufficient to meet the standards and that this has to be augmented by an extended period of experience and continuing professional development. Similarly any lack of formal educational qualifications will not to be considered a barrier to advancement, but has to be supplemented by addition experience and well evidenced development.

By attaining the highest level of membership, the member can then demonstrate to relevant stakeholders their individual confirmed competence and higher level of knowledge. These stakeholders are considered to be a Peer Group within the Society, Employers, both current and future, and both Central and Local Government.

To be considered for an invitation to Fellow the following are required:

- A completed application form in electronic format. Applications will only be accepted in this format.
- Payment of the administration fee of £100.00 for processing the application. Accepted forms of payment are by cheque (The Emergency Planning Society) or by credit card via Cardiff office. Applications will not be forwarded for assessment by the committee until payment is secured.

The application form should be sent via email to the Society's office at

membership@the-eps.org

The Office will register the application and acknowledge its' receipt. The application will then be forwarded to the Membership & Development Committee for assessment.

Under normal circumstances a provisional decision and precise date for interview will be communicated to the applicant within 56 days from date of receipt by Cardiff office. Interviews can be held at a central location in March and September. Any decision by the interview panel is subject to confirmation by the Board at its next quarterly meeting and the applicant will be informed accordingly. Full details of forthcoming interviews and Board meetings will be available on the Society website. Upon confirmation a successful candidate is entitled to use the post-nominal FEPS.

Once confirmed the following will be sent to the successful Society Fellow invitee.

- A new Membership Certificate
- A new membership card
- An invitation from the Director of Membership & Development



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Applicants will also be requested to provide the following information on the application form;

- Details of two sponsors/referees. These must be;
 - Two current Fellows of the Society
OR
 - One current Fellow of the Society and one full Member of not less than three years good standing.

Both will be required to provide further details of the candidate under separate cover. An interview date will not be confirmed until the information requested is received by the senior assessor.

- Details and contact information of the candidate's Director, Manager, Supervisor or Co-Director (or similar) for self-employed applicants, to confirm current professional status. These details to be entered in first section

Also required;

- Evidence of a minimum of 6 years experience in emergency planning or a closely allied discipline.
- 2 years as a full Member of the Society (MEPS)
- A fully evidenced minimum score of 1500 points on the below application form.
- Possible attendance at an interview panel of Society Fellows chaired by a senior member of the Membership & Development Committee. The interview will focus on contributions made to emergency planning or the Society by the candidate.

Applicants are allowed one application resubmission without further payment. Any subsequent resubmission will incur an additional administration fee.



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Explanatory Notes

Amount of time in Profession (Minimum 6 years)

You must have a minimum of six years experience in the profession or a closely allied discipline; if you are not fully employed within the field of emergency planning then please state percentage of time devoted to Emergency Planning.

Experience/Knowledge pertaining to Emergency Planning functions

The Emergency Planning Society recognises 8 central skill areas, as an emergency planning professional you should be able to demonstrate your competency in all of them.

In each skill area you are asked to specify your specific role. This could be as a chair of the group, a member, a plan writer, exercise planner or participant. These are only examples and the list is not exhaustive.

There may be other skill areas pertinent to your specific role. These should be included as evidence of your total knowledge base and experience.

The following descriptions within each skill are provided as examples of where Emergency Planning Professionals can meet the required criteria for membership. Again this list is not intended to be exhaustive.

| Subject | Title and Description |
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| 1 | Integrated Emergency Management/Co-ordination Experience within in this subject area can be demonstrated by your involvement in: a) Co-ordination and consultation work with other authorities/stakeholders b) Co-ordination and consultation with departments and divisions within your employing organisation. c) Membership and involvement with multi-agency and/or multi-disciplinary groups |

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| 2 | Risk Assessment/Risk Mitigation/Hazard Management A competency can be demonstrated in this subject area by having undertaken any or all of the following: a) Hazard identification, risk assessment and development of risk mitigation strategies (which can be demonstrated by the number and type of risk assessments carried out). b) Establishment of the controls needed to prevent or minimise the effects of the potential hazard. c) Production of a cost-benefit analysis to justify investment in controls to mitigate the effects of certain risks. |
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| 3 | <p>Plan Development Cycle (Writing/Validating/Maintaining/Exercising)</p> <p>Competency can be demonstrated within this area by involvement in any or all of the following:</p> <ul style="list-style-type: none">a) Designing, development and production of an incident response plan (generic, site or issue specific), disaster recovery plan, operational order, or standard operating procedures.b) Development of processes to maintain the currency of response procedures and emergency capabilities including providing for their continuous development and improvement.c) Verification of the effectiveness of procedures by comparison with a suitable standard and reporting the results.d) Planning, co-ordinating and/or delivering exercises to validate plans and procedures.e) Undertaking evaluation, documentation and dissemination of exercise results, including lessons learnt. |
| 4 | <p>Project management</p> <p>Competency within this area can be demonstrated by the involvement with the appropriate agencies in establishment and/or management of a specific project relating to emergency preparedness such as:</p> <ul style="list-style-type: none">a) The identification of the psycho-social needs of the victims of a disaster and the development of arrangements to meet these needs.b) Establishment of processes relevant to the management and treatment of fatalities.c) Establishment of the processes relevant to the management of the physical and/or environmental restoration phase of an incident.d) Verification of the effectiveness of a project by comparison with a suitable standard and production of the appropriate reports. |
| 5 | <p>Emergency operational response</p> <p>Competency can be demonstrated in this area by providing details of a response to incident and can cover any or all of the following:</p> <ul style="list-style-type: none">a) Implementation of procedures for responding to and stabilising the situation following an incident or event.b) Establishment and management of an emergency operations centre to be used as a command centre during the incident.c) Practical experience and involvement in dealing with a major incident.d) Experience in verifying the effectiveness of the response including the writing of reports, taking part in de-briefs, evaluating and documenting results, including lessons learnt.e) Undertaking the evaluation of the effectiveness of plans/procedures following an incident. |



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| 6 | <p>Delivery of training /presentations/ awareness raising/ briefings</p> <p>Competency can be demonstrated by providing details of experience in the delivery of any or all of the above within the following area's:</p> <ul style="list-style-type: none">a) The creation of corporate awareness and the enhancement of an organisation's skills in developing, implementing, maintaining, and executing an emergency response or business recovery strategy.b) Increasing organisational emergency preparedness and partnership working.c) Promoting the delivery of an effective co-ordinated responsed) Production of specific training programmes relating to emergency preparedness such as reception centre training, operations centre management, media training etc. |
| 7 | <p>Warning and Informing the Public (Community Resilience)</p> <p>Competency within this skill area would be demonstrated by involvement with any and/or all of the following:</p> <ul style="list-style-type: none">a) The development of protocols with local/national media for the issue/dissemination of warnings to the public during emergency situations.b) Develop, co-ordinate, evaluate, and exercise procedures for communicating with key customers, critical suppliers, owners/stockholders, and corporate management during emergencies.c) The development of protocols, memoranda of understanding, to ensure that all stakeholders are kept informed on an as-needed basis, before, during and after an incident |
| 8 | <p>Business continuity / disaster recovery</p> <p>Competency within this skill area would be demonstrated by involvement with any or all of the following:</p> <ul style="list-style-type: none">a) Determining the events and environmental surroundings that can adversely affect the delivery of your organisations core business.b) Determining and guiding the selection of alternative business recovery operating strategies for recovery of business and information technologies within recovery time objectives, while maintaining the organisation's critical functions.c) Develop procedures to maintain the currency of the business continuity processes within the organisation including providing for their continuous development and improvement.d) Development of business continuity strategies within the community. |



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Attendance at Emergency Planning Society events and meetings

The Emergency Planning Society supports and encourages its member's involvement within the various professional interest groups and branch activities. It recognises individual member's contribution towards such groups and activities and considers it as an essential part of the professional development of individuals. Therefore your membership of professional interest groups and/or undertaking Branch, Council or National duties should be recorded in this section.

Attendance at other Emergency Planning events, conferences and seminars

The Emergency Planning Society organises the annual conference and a number of study events. It also acknowledges other organisations such the Emergency Planning College, ACPO, Fire Service College, Local Government Association and the NHS in the delivery of training and awareness raising within the profession and considers the participation of its members in such events an important part of professional development. The Society also supports Category 2 colleagues, other training service providers and SMEs in the provision of training and awareness events. Therefore any attendance at these types of events should be recorded in this section.

Professional / Vocational Qualifications

Your professional and vocational qualifications should be included within this section; please provide details of the University and/or professional establishment where these qualifications were obtained, awarding body, and if appropriate, classification, and date obtained. Details of subjects covered should also be included. The qualification accruing the maximum score will be accepted for assessment.

For under and post graduate and professional please include subjects covered



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Criteria

A minimum of 1500 points are required to upgrade to Fellow

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| Amount of time in profession [Minimum 6 years] | 10 points per year of service |
| Experience/Knowledge pertaining to EP skill areas There are eight skill areas and you must be able to demonstrate your competency in these. Skill areas <ul style="list-style-type: none"> • Integrated Emergency Management/ Co-ordination • Risk assessment/risk mitigation/hazard management • Plan development cycle • Project management • Emergency operational response • Delivery of training/presentations/awareness raising/briefings • Warning and informing the public [Community Resilience] • Business Continuity, Disaster Recovery Other appropriate skill areas | Maximum points for an individual skill area is 250 Within each skill area up to <ul style="list-style-type: none"> • 15 points for each specific achievement |
| Emergency Planning Society – participation Member of National Council/Board Member of Branch Executive Member of PWG or similar group Attendance at branch meetings | 10 points per year of service 5 points per year of service 5 points per year of service 2 point per meeting |
| Emergency Planning – attendance at events Conference/Seminars/Training events | Non-Assessed 5 points per event Assessed 10 points per event |
| Professional/Vocational qualifications Undergraduate Undergraduate EP focus Postgraduate Postgraduate EP focus MPhil PHD Professional/Post Graduate Diploma Diploma Certificate/Vocational | 80 points 100 points 120 points 150 points 180 points 200 points Not less than 60 points 50 points Not less than 25 points |



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Experience/ Knowledge Pertaining to EP Skill Areas

| 1 | Integrated Emergency Management/Co-ordination | | |
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| Forum/Group | Key Partners/stakeholders | Position held | Date (from – to) |
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| Additional comments | | | |



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| 2 Risk Assessment/Risk Mitigation/Hazard Management | | | |
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| Task | Objective of task | Specific Role | Date (from – to) |
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| Additional comments | | | |



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| 3 Plan Development Cycle (Writing/Validating/Maintaining/Exercising) | | | |
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| Task | Objective of task | Specific Role | Date (from – to) |
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| Additional comments | | | |



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| 4 Project Management | | | |
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| Project Title | Objective of project | Specific Role | Date(from – to) |
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| Additional comments | | | |



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| 5 | Operational response | |
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| Incident/Event | Specific Role | Date (from – to) |
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| Additional comments | | |



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| 6 Delivery of Training/presentations/awareness raising/briefings | | | |
|--|------------------------|--------------|-------------------|
| Event | Theme/purpose of event | Participants | Date(s) Delivered |
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| Additional comments | | | |



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| 7 | Warning and Informing the Public (Community Resilience) | | |
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| Project/event | Aim/Objective of project/event | Specific Role | Date(from – to) |
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| Additional comments | | | |



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| 8 | Business Continuity, Disaster Recovery | | |
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| Project/Plan | Aim/Objective of project/plan | Specific Role | Date (from – to) |
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| Additional comments | | | |



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| 8 Other Relevant Skill Areas | | | |
|-------------------------------------|-------------------------------|---------------|------------------|
| Project/Plan | Aim/Objective of project/plan | Specific Role | Date (from – to) |
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| Additional comments | | | |



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| Emergency Planning Society – Participation – Branch/PWG/Nationally | | |
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| Group/Committee | Position(s) held | Date (from – to) |
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| Emergency Planning – Attendance at Events/Conferences/Seminars | | |
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| Conference/Seminars/Training Events | Organised by | Date(s) |
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| Professional/Vocational Qualifications | | | | |
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| | University/Professional Body | Classification | Subject Area | Date completed |
| Undergraduate | | | | |
| Post Graduate | | | | |
| PHD | | | | |
| Vocational | | | | |



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| Sponsors for Society Fellowship | | |
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| Name of Sponsors & Membership Details | Grade of Member | Date |
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| Contribution(s) to Civil Protection/Emergency Planning Society |
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| Give full details with dates and references |
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