

**EMERGENCY MANAGEMENT COORDINATOR**  
**Selection Process I.D. #2029/0123**  
**EXAMINATION PLAN**

Multiple choice exam – 50 items equally weighted  
 Weight = 100%  
 Pass = 70% or better  
 Time Limit = 2 hours  
 Hand-held calculator permitted

Content Area	# of Items	Percentage
Emergency Management Principles & Responsibilities	9	18
Basic Computer/Technology Knowledge	10	20
Composing Correspondence from Rough Draft	5	10
Interpersonal Skills	6	12
Math Calculations and Data Interpretation	5	10
Principles of Time Management	3	06
Proofreading Information	5	10
Records Management	4	08
Report Writing and Presentation Concepts	3	06
TOTAL	50	100%

**Reference Sources:**

Arizona Revised Statutes. <https://www.azleg.gov/arstitle/> (Titles 26 and 41).

Federal Emergency Management Agency (FEMA) *Integrated Public Alert and Warning System (IPAWS)*, <https://www.fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system>.

Federal Emergency Management Agency (FEMA) IS 234.e: *Fundamentals of Emergency Management*, [https://emilms.fema.gov/is\\_0230e/curriculum/1.html](https://emilms.fema.gov/is_0230e/curriculum/1.html)

Federal Emergency Management Agency (FEMA) IS 1300: *Introduction to Continuity of Operations* [https://emilms.fema.gov/is\\_1300/curriculum/1.html](https://emilms.fema.gov/is_1300/curriculum/1.html)

Federal Emergency Management Agency (FEMA) IS 247.b: *IPAWS for Alert Originators*, [https://emilms.fema.gov/is\\_0247b/curriculum/1.html](https://emilms.fema.gov/is_0247b/curriculum/1.html)

Fulton-Calkins, Patsy and Karin M. Stulz, *Procedures & Theory for Administrative Professionals*, 6<sup>th</sup> Ed., South-Western Cengage Learning, 2009.

Oliverio, Mary Ellen, William R. Pasewark, Bonnie R. White; *The Office - Procedures and Technology*, 5<sup>th</sup> Ed., South-Western Cengage Learning, 2007.

Sabin, William A. *The Gregg Reference Manual*. Tribute 11th Ed. New York: McGraw-Hill, 2011.

Strunk, William Jr. *Elements of Style*. Ithaca, N.Y.: Priv. print. [Geneva, N.Y.: Press of W.P. Humphrey], 1918; Bartleby.com, 1999. [www.bartleby.com/141/strunk5.html](http://www.bartleby.com/141/strunk5.html). 2009.

*The Gregg Reference Manual*. The McGraw-Hills Companies, Inc., 2011. Web. 28 June 2013. <http://www.gregg.com/>

Arizona State Response and Recovery Plan (SERRP). [https://dema.az.gov/sites/default/files/publications/EM-PLN\\_SERRP.pdf](https://dema.az.gov/sites/default/files/publications/EM-PLN_SERRP.pdf)