Office of Emergency Management Internship Opportunity

Project Name: Emergency Management
Number of weeks: 10 weeks with the ability to extend to 12 weeks
Number of hours: 32-40 per week
Location: 600 Maryland Ave. SW, Washington

PURPOSE OF SF INTERNSHIPS AT THE SMITHSONIAN

The primary purposes of the Smithsonian Facilities (SF) Office of Emergency Management internship is to provide a practical learning experience in the field of emergency management. This internship opportunity will provide hands-on experience in the creation of effective policies, plans, and procedures that govern emergency response and recovery actions at a world class Institution.

PROJECT DESCRIPTION

The intern will learn about emergency planning and how to entice folks who are not inclined to see the importance of pre-planning into the process. The intern will be involved in a new process of scripting actionable plans, which will lead to better preparedness through an active exercise program. The intern will receive a working knowledge of the similarities and differences of emergency planning and operational procedures.

STUDENT RESPONSIBILITIES

Students will engage in activities which contribute to the smooth functioning of the specific internship experience. Depending on the internship experience, students will be expected to demonstrate competencies from among the following: oral and written communication, leadership, initiative, and self-monitoring; motivating coworkers, subordinates, and senior staff.

SUPERVISORY RESPONSIBILITIES

Supervisor will provide students with assignments and activities which will provide the opportunity for the student to learn about, and participate in a professional capacity in the management of the creation of emergency plans and procedures. Supervisor is also responsible for identifying the expectations of the project and the provision of opportunities to participate in all aspects of the emergency management process here at the Smithsonian Institution.

PROJECT OUTCOMES

1. Working with the unified staff of one of the major Smithsonian Institution facilities in Washington, DC the intern will customize template Emergency Operations Procedures (EOPs) for use during a variety of future emergency scenarios
2. Presentation to SF senior staff of final project (including process used, results obtained, benefits to SF and suggested follow-on work)

LEARNING OBJECTIVES

1. Create EOPs for weather, security, and technological hazards for a specific Smithsonian facility with the guidance of a member of the OEM staff
2. Demonstrate successful communication skills while facilitating EOP planning meetings with facility staff
3. Demonstrate a positive attitude with strong self-motivational actions

Visit our website for more information. | E-Mail: SFinternship@si.edu