



# Internship Program

## Student Guidance Sheet

Welcome to the Hazard Mitigation Planning Internship Program! The Student Guidance Sheet provides information about intern responsibilities and expectations, and highlights hazard mitigation and disaster recovery planning resources that may assist students during their internship. Please direct any specific questions regarding assignments and your responsibilities to your supervisor.

### Intern Responsibilities

**Adhere to rules and regulations:** The supervisor and intern will discuss organization policies and procedures, such as the code of conduct or ethics, safety regulations, compliance, and security protocol on the first day of the internship. Supervisors will provide interns with the organization handbook, and other relevant documents, on their first day. Interns must review and adhere to policies, rules, and regulations; any violation of these may result in termination. Interns are also expected to adhere to policies, rules, and regulations set forth by their academic institution.

**Complete necessary documentation:** Interns must complete time logs and any paperwork that is required by the county or university. Universities may have additional administrative requirements that must be met for an internship to qualify for academic credit. Interns should consult their faculty advisors or internship coordinators to determine these requirements as early as possible.

**Work with your supervisor to develop a schedule:** Interns should work with supervisors to develop an appropriate work schedule. The supervisor will be considerate of accommodating the intern's class schedule and potentially other employment opportunities. Students are to notify their supervisors well in advance, when possible, of any deviations from the established schedule.

**Demonstrate a high level of professionalism:** Interns should arrive to the workplace on time and follow organization policies and procedures. Interns should also arrive appropriately dressed; a dress code may be communicated by the supervisor prior to the first day of the internship.

**Communicate with your supervisor:** Supervisors and interns will discuss the overall project, specific objectives and goals, communication expectations, and job responsibilities on the first day and throughout the internship. Interns must work with their supervisors to address any concerns they have with these expectations and responsibilities. Interns should also view their supervisor as a mentor that can provide guidance and career advice.

**Embrace constructive criticism:** Interns should not take critiques of their work personally. Interns are encouraged to accept critiques of their work, apply suggestions, and view the internship program as a learning experience and opportunity for growth. Supervisors are encouraged to discuss strengths and development areas with interns, and provide recommendations to help them improve and develop professionally.

**Do your best:** Interns should strive to work their hardest in carrying out assignments, being productive, and contributing to the county's work. Time spent on non-internship related business should be minimized while in the office.



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## Key Terms

**Resiliency** is the ability of the Commonwealth, its communities, organizations, and citizens to prepare for and rebound from shocks and stresses, recover quickly, and be able to sustain and enhance our strength. *Hazard mitigation* and *disaster recovery planning* are essential components of resiliency.

**Disaster recovery** includes activities to restore services and systems impacted by disasters.

**Hazard mitigation** is the effort to reduce loss of life and property by lessening the impact of disasters.

**Hazard mitigation plans (HMPs)** are community-driven, living documents that communities use to reduce their vulnerability to hazards. Counties and communities develop hazard mitigation plans to assess their risk to hazards, develop a prioritized action plan to mitigate impacts of identified hazards, and create a strategy to implement those actions. Having an approved hazard mitigation plan also makes communities eligible for certain Federal Emergency Management Agency (FEMA) programs. Each county must update its hazard mitigation plan every five years.

## Professional Development Resources

The following organizations may be valuable to students interested in pursuing careers in hazard mitigation or recovery planning.

**[American Planning Association \(APA\)](#)**: APA is a nationwide professional organization of planners. APA's functions are to act as a forum for planners to exchange ideas, serve as a professional development resource, provide networking opportunities, and administer the **[American Institute of Certified Planners \(AICP\)](#)** program, which is a national certification program for planners. APA hosts the **[Hazards Planning Center](#)**, which includes research and resources related to projects and policies focusing on hazard mitigation, post-disaster recovery, and climate change adaptation. APA can be a useful resource for students to learn more about planning and meet professionals in the field. The Hazard Mitigation Planning Internship Program could also potentially count toward the professional planning experience needed to obtain AICP certification, which can range from two to eight years, depending on an applicant's level of education. For more information about the Pennsylvania Chapter of the APA, please contact Susan Elks, Professional Development Officer, at [selks@chesco.org](mailto:selks@chesco.org) or 610-344-6285.

**[Association of State Floodplain Managers \(ASFPM\)](#)**: ASFPM is an organization of professionals involved in floodplain management, flood hazard mitigation, the National Flood Insurance Program (NFIP), and flood preparedness, warning, and recovery. ASFPM organizes training and education, provides networking opportunities, and administers the **[Certified Floodplain Manager \(CFM\)](#)** program. The Hazard Mitigation Planning Internship Program can introduce interns to information that may be on the CFM exam and could provide relevant experience to include on the CFM application. The **[Pennsylvania Association of Floodplain Managers](#)** can also be a valuable resource for students interested in careers in floodplain management.

**[Pennsylvania Silver Jackets](#)**: The Pennsylvania Silver Jackets are an interagency team dedicated to working with the Commonwealth of Pennsylvania and other stakeholders to develop and implement solutions to flood hazards by combining available resources. The Pennsylvania Silver Jackets provide a variety of **[flood risk management resources](#)** and can serve as another professional development resource for students interested in hazard mitigation planning, recovery planning, and floodplain management. For more information about the Pennsylvania Silver Jackets, please contact David Bollinger at [david.bollinger@fema.dhs.gov](mailto:david.bollinger@fema.dhs.gov) or 215-931-5561.



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## Resources

The following hazard mitigation and planning resources may also be valuable to interns to assist with hazard mitigation planning and disaster recovery work, and to learn more about these topics and professional development opportunities.

### *Organizations*

[American Planning Association \(APA\)](#)

[American Planning Association \(APA\) Hazard Mitigation and Disaster Recovery Division](#)

[American Planning Association \(APA\) Pennsylvania Chapter](#)

[Association of State Floodplain Managers \(ASFPM\)](#)

[Pennsylvania Association of Floodplain Managers](#)

[Pennsylvania Silver Jackets](#)

[Pennsylvania Silver Jackets – Floodplain Management and Mitigation Success Stories in Pennsylvania](#)

### *Pennsylvania and County Information and Contacts*

[Commonwealth of Pennsylvania Standard State All-Hazard Mitigation Plan](#)

[County Emergency Management Coordinators](#)

[Pennsylvania Department of Community and Economic Development \(DCED\) – Disaster Recovery](#)

[PEMA – Hazard Mitigation Planning](#)

[PEMA – All-Hazard Mitigation Planning Standard Operating Guide](#)

### *Federal Planning Information and Guidance*

[FEMA – Building Codes Toolkit: An Introduction to Building Codes for Property Owners](#)

[FEMA – Community Rating System \(CRS\)](#)

[FEMA – Integrating Disaster Data into Hazard Mitigation Planning](#)

[FEMA – Integrating Historic Property and Cultural Resource Considerations into Hazard Mitigation Planning](#)

[FEMA – Local Mitigation Planning Handbook](#)

[FEMA – Mitigation](#)

[FEMA – Mitigation Best Practices Portfolio](#)

[FEMA – Mitigation Planning](#)

[FEMA – Mitigation Ideas: A Resource for Reducing Risk to Natural Disasters](#)

[FEMA – National Disaster Recovery Framework](#)

[FEMA Region III – Plan Integration: Linking Local Planning Efforts](#)

[FEMA Training – IS-318: Mitigation Planning for Local and Tribal Communities](#)

[National Flood Insurance Program \(NFIP\)](#)

### *Hazard Mitigation Planning Resources*

[Association of Dam Safety Officials](#)

[Centers for Disease Control and Prevention \(CDC\)](#)



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[Data.gov](https://data.gov)

[Federal Railroad Administration \(FRA\) – Office of Safety Analysis](#)

[National Drought Mitigation Center](#)

[National Oceanic and Atmospheric Administration \(NOAA\) – Climate Data Portal](#)

[National Oceanic and Atmospheric Administration \(NOAA\) – Office for Coastal Management](#)

[National Oceanic and Atmospheric Administration \(NOAA\) – National Centers for Environmental Information \(NCEI\)](#)

[National Oceanic and Atmospheric Administration \(NOAA\) – National Integrated Drought Information Systems \(NIDIS\)](#)

[National Oceanic and Atmospheric Administration \(NOAA\) – National Weather Service](#)

[National Oceanic and Atmospheric Administration \(NOAA\) – Storm Prediction Center](#)

[Pipeline and Hazardous Materials Safety Administration \(PHMSA\) – National Pipeline Mapping System](#)

[National Transportation Safety Board \(NTSB\) – Aircraft Accident Database](#)

[Pennsylvania Department of Conservation and Natural Resources \(DCNR\) – Areas of Pennsylvania Susceptible to Landslides](#)

[Pennsylvania Department of Conservation and Natural Resources \(DCNR\) – Sinkholes in Pennsylvania](#)

[Pennsylvania Department of Conservation and Natural Resources \(DCNR\) – Wildfire in Pennsylvania](#)

[Pennsylvania Department of Transportation – Crash Information Tool](#)

[U.S. Census Bureau – American Fact Finder](#)

[U.S. Geological Survey \(USGS\) – Earthquake Hazards Program](#)

[U.S. Geological Survey \(USGS\) – Landslide Hazards Program](#)

## *Disaster Recovery Planning Resources*

[American Planning Association \(APA\) – Planning for Post-Disaster Recovery: Next Generation](#)

[FEMA – Disaster Declarations for Pennsylvania](#)

[FEMA – Effective Coordination of Recovery Resources for State, Tribal, Territorial, and Local Incidents](#)

## *GIS Resources*

[FEMA – Flood Map Service Center](#)

[FEMA – National Flood Hazard Layer \(Official\)](#)

[FEMA – Using HAZUS-MH for Risk Assessment: How-To Guide](#)

[Pennsylvania Department of Conservation and Natural Resources \(DCNR\) – Interactive Map](#)

[Pennsylvania Spatial Data Access \(PASDA\)](#)

[U.S. Census Bureau – TIGER Products](#)

[U.S. Geological Survey \(USGS\) – Maps, Imagery, and Publications](#)