

Emergency Contingency Planning (HMSY 1339)



Credit: 3 semester credit hours (3 hours lecture)

Prerequisite/Co-requisite: None

Course Description

Procedures for developing, implementing, and updating an Emergency Contingency Plan that outlines public agencies and private industry responses, recovery, and mitigation. Includes types of aid available to individuals and communities after a disaster. Also covers interagency and intergovernmental emergency preparedness, planning, training, and exercises are included.

Required Textbook and Materials

1. Emergency Planning, John Wiley & Sons, Inc., Ronald W. Perry and Michael K. Lindell. 1st edition, ISBN-13: 9780471920779.
2. IS-1 Emergency Manager: An Orientation to the Position
<http://training.fema.gov/EMIWeb/is/is1.asp>
3. IS-15.a Special Events Contingency Planning for Public Safety Agencies
<http://training.fema.gov/EMIWeb/IS/IS15a.asp>
4. Notebook
5. Package of Scantrons & #2 pencil
6. 2GB flash drive

Course Objectives

Upon completion of this course, the student will be able to:

1. Develop an Emergency Contingency Response Plan (SCANS: F1.5, F2.5, F6.5, F8.5, F12.5, C5.5, C7.5)
2. Conduct an Emergency Drill Based on the Emergency Response Plan (SCANS: F1.5, F2.5, F6.5, F8.5, F12.5, C5.5, C7.5)
3. Demonstrate a Working Knowledge of Development and Maintenance of Emergency Plans (SCANS: F1.5, F2.5, F6.5, F8.5, F12.5, C5.5, C7.5)

SCANS Skills and Competencies

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies.

Course Outline

- A. Introduction
 - 1. Introduction of faculty and students
 - 2. Review Syllabus
 - 3. Review Class Policies
 - 4. Review Group Project Assignment
- B. IS-1 Emergency Manager: An Orientation to the Position
 - 1. Emergency Management Setting the Stage
 - 2. Emergency Management Understanding Your Role
 - 3. Mitigation
 - 4. Preparedness
 - 5. Response
 - 6. Recovery
- C. Emergency Planning
 - 1. Emergency Management Context
 - 2. The Public Policy Context
 - 3. The Local Jurisdictional Context
- D. The Emergency Planning Process
 - 1. Planning Practice
 - 2. Guidelines for the Emergency Planning Process
- E. Patterned Human Behavior in Disasters
 - 1. Myths about Human Response to Disasters
 - 2. Expected Human Behavior in Emergencies
- F. Fostering Successful Emergency Planning
 - 1. Successfully Implementing the Planning Process
 - 2. Transitioning from Plans to Action
- G. Classes of Protective Action Recommendations
 - 1. In Place Protection
 - 2. Expedient Respiratory Protection
 - 3. Evacuation
- H. Analyzing and Selecting Protective Action
 - 1. Critical Elements to Include in the Planning Process
 - 2. Analysis Supporting PARs
 - 3. Selecting PARs
- I. The Content and Format of Emergency Plans
 - 1. Understanding and Producing the EOP
 - 2. THE Content of an EOP
 - 3. Plan Annexes and Supporting Analysis
- J. Continuity of Operations Plans
 - 1. Government Continuity Plans
 - 2. Critical Continuity of Operations Plan Elements
 - 3. Business Continuity Plans
- K. Milestones That Structure Emergency Planning
 - 1. Strategic Analysis
 - 2. Operational and Resource Analysis
 - 3. Steps for Escalating Crisis or Emergency Response
- L. Population Warning
 - 1. Protective Action Decisions
 - 2. Planning Applications of Decision-Making Studies
- M. Planning for Hazard Adjustments
 - 1. The Concept of Hazard Adjustment
 - 2. Hazard Awareness Programs
 - 3. Practical Implications for Risk Communication
- N. Structures for Managing Emergency Response
 - 1. Emergency Operation Centers
 - 2. Incident Management Systems
- O. Selected Federal Emergency Planning Mandates
 - 1. Centralized Planning and Response Initiatives
 - 2. Terrorism-Related Initiatives

HMSY 1339
Course Syllabi

- | | |
|--|--|
| P. Emergency Planning,
Professionalism and the Future | 2. Opportunities for Education
and Training |
| 1. Picturing Emergency
Planning | 3. Exploring the Future and
Management |

Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Course Evaluation

Final grades will be calculated according to the following criteria:

- | | |
|-----------------------------|-----|
| 1. 2 Unit Tests | 20% |
| 2. 2 FEMA Online Exams | 20% |
| 3. Comprehensive Final Exam | 10% |
| 4. Course Assignments | 5% |
| 5. Course Project | 45% |

Course Requirements

1. Orally present a weekly current event pertaining to the present chapter topic.
2. Participate in students-to-instructor discussions pertaining to the studied chapter assignments.
3. Work in groups of four or five students to research, write and develop a YouTube presentation on a topic assigned by the course instructor. The research paper requirement will be presented to the instructor. Each of the partners will submit identical papers and will receive the same grade.
4. Participate in student-to-student discussions regarding articles included in selected chapters.
5. Complete the following FEMA courses: IS-1 Emergency Manager: An Orientation to the Position and IS-15a Special Events Contingency Planning for Public Safety Agencies.

Course Policies

1. No food, drinks, or use of tobacco products in class.
2. Beepers, telephones, headphones, and any other electronic devices must be turned off while in class.
3. Do not bring children to class.
4. No late assignments will be accepted.

HMSY 1339

Course Syllabi

5. Tests. Students that miss a test are not allowed to make up the test. Students that miss a test will receive a grade of '0'.
6. Attendance Policy. Two absences are allowed. If a student is tardy to class or departs early three (3) times, it will be equal to one (1) absence. Each absence beyond two absences will result in a 5 point deduction from your final grade.
7. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

Course Schedule

Week	Topics
1	(R) Overview Chapter 1 Introduction to emergency planning pp. 1-32, Complete Review Questions p. 30 in class.
2	(T) MLK Day (R) Current event, review the role of the Emergency Manager
3	(T) IS-1 Emergency Manager: An Orientation to the Position http://training.fema.gov/EMIWeb/is/is1.asp online (R) Current Events, go over IS-1.
4	(T) Chapter 2 The Emergency Planning Process pp. 33- 62 & Complete Review Questions p.60 online (R) Current event, discuss chapter
5	(T) Chapter 3 Patterned Human Behavior in Disasters pp. 63-90 & Complete Review Questions p. 88 online (R) Current event, discuss chapter
6	(T) Chapter 4 Fostering Successful Emergency Planning pp. 91-115 & Complete Review Questions p. 113 online (R) Current event, discuss chapter
7	(T) Chapter 5 Classes of Protective Action Recommendations pp. 116-147 & Complete Review Question p. 145 online (R) Current event, discuss chapter, Test 1 – Chapters 1-4
8	Spring Break March 8-12
9	(T) Chapter 6 Analyzing and Selecting Protective Actions pp. 148- 181 & Complete Review Questions p. 179 online (R) Current event,
10	(T) Chapter 7 The Content and Format of Emergency Plans pp. 182-219 & Complete Review Questions p. 217 online (R) Current event, discuss chapter

HMSY 1339
Course Syllabi

Week	Topics
11	(T) Chapter 8 Continuity of Operations Plans pp. 220-265 & Complete Review Questions p. 263 online (R) Current event, discuss chapter
12	(T) Chapter 9 Milestones That Structure Emergency Planning & Population Warning pp. 266-297 & Complete Review Question p. 295 online (R) Current event, chapter review, Test 2 Weeks 6-11
13	(T) IS-15a. Special Events Contingency Planning for Public Safety Agencies http://training.fema.gov/EMIWeb/IS/IS1 online (R) Current Event, discuss IS.15a.
14	Term Paper & Power Point DUE - Presentations Begin
15	Complete Presentations
16	Final Exam Review Final Exam