Emergency Contingency Planning (HMSY 1339) Online

Credit: 3 semester credit hours (3 hours lecture)

Prerequisite/Co-requisite: Complete the Online Orientation and answer yes to 7+ questions on the Online Learner Self-Assessment: http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx

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. This course is time-bound, structured, and completed totally online.

Required Text and Materials
- FEMA Online Emergency Manager http://training.fema.gov/EMIWeb/IS/is1.asp
- Planning and Disaster Recovery - http://www.disasterplan.com/
- Notebook
- 2GB Flash Drive

Course Objectives
Upon completion of this course, the student will be able to:
1. Develop an Emergency Contingency Response Plan
2. Conduct an emergency drill based on the Emergency Response Plan
3. Modify an existing emergency plan according to changing technologies and threats.

Course Outline
A. Emergency Manager
   1. Comprehensive Emergency Management
   2. The Emergency Program Manager
   3. Mitigation
   4. Preparedness
   5. Response
   6. Recovery
   7. Managing Emergency Management
B. Introduction to Emergency Planning
   1. Emergency Disasters and Catastrophes
   2. The Work of Emergency Management
   3. The Public Policy Context
   4. The Inter-government Systems
   5. Hazards Management Policy
   6. Adopting and Implementing Environment Hazard Policy
   7. Terrorism
C. The Emergency Planning Process
   1. Planning Practice
   2. Public Jurisdictions
   3. Planning Industry
   4. Emergency Operations Centers
   5. Evaluating Training, Drills, and Exercises

Approved 12/ 2015
D. Analyzing and Selecting
   Protective Actions
   1. Critical Elements to
      Include in the Planning
      Process
   2. Hazard Exposure
   3. Physical Vulnerability
   4. Social Vulnerability
   5. Agricultural
      Vulnerability
   6. Structural Vulnerability
   7. Social Vulnerability
   8. Analysis Supporting
      PARs
   9. Selecting PARs

E. The Content and Format of
   Emergency Plans
   1. Understanding and
      Producing the EOP
   2. The Relationship
      between the Plan and the
      Planning Process
   3. The Content of an EOP
   4. Mission, Goals, and
      Objectives
   5. Plan Authority and
      Termination
   6. Plan Activation and
      Termination
   7. Increased Readiness
      Conditions
   8. Plan Assumptions
   9. Concept of Operations
   10. Plan Annexes and
       Supporting Analyses
   11. Functional Annexes
   12. Hazard-Specific
       Annexes
   13. Supporting Analyses

F. Continuity of Operations
   Plans
   1. Government Continuity
      Plans
   2. Guidance for Creating
      and Maintaining
      Continuity of Operations
      Plans
   3. Continuity of Operations

4. Critical Continuity of
   Operations Plan
   Elements
5. Essential Functions
6. Security
7. Operation and
   Maintenance of
   Continuity of Operations
   Plans
8. Business Continuity
   Plans
9. Self-Check

G. Milestones That Structure
   Emergency Planning
   1. Strategic Analysis
   2. Operational and
      Resource Analysis
   3. Steps for Escalating
      Crisis or Emergency
      Response

H. Population Warning
   1. Protective Action Decisions
   2. The Protective Action Decision
      Model
   3. Factors Influencing Protective
      Action Decision Outcomes
   4. Warning Compliance and
      Spontaneous Response
   5. Planning Applications of
      Decision-Making Studies
   6. Community Warning System
      Structure
   7. Elements of Issuing Population
      Warning

I. Planning for Hazard Adjustment
   1. The Concept of Hazard
      Adjustment
   2. The Dimensions of Hazard
      Adjustment
   3. Risk Communication and Hazard
      Adjustment
   4. The Local Context for Risk
      Communication
   5. Leveraging Hazard Adjustment
   6. Communication Model and
      Evaluation
   7. Information Source and Their
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Course Syllabus

 characteristics
8. Information Channels and Their Characteristics
9. Message Construction
10. Characteristics of Information Receivers
11. Social Psychology of Messages
12. Practical Implications for Risk Communication
13. Strategy for Risk Communication
14. Structuring Risk Communication

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:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Unit Tests</td>
<td>40%</td>
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<tr>
<td>Assignments</td>
<td>40%</td>
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<tr>
<td>Final</td>
<td>20%</td>
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</tbody>
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Course Policies
1. You must log onto Blackboard and access this course a minimum of three times per week.
2. Cheating of any kind will not be tolerated.
3. If you wish to drop a course, the student is responsible for initiating and dropping the course.
   If you stop logging-in to the course and do not complete the course drop process, then you will receive an “F” grade for the course
4. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.

Technical Requirements (for courses using Blackboard)
The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at: https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/015_Browser_Support/015_Browser_Support_Policy A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

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 online resource: http://www.lit.edu/depts/stuserv/special/defaults.aspx
Student Code of Conduct Statement
It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu) or obtained in print upon request at the Student Services Office.