

**Emergency / Disaster Preparedness
And Planning
PHC 6185**

FALL 2003 SYLLABUS

Instructor:

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Instructor Office Hours:

By Appointment

Chat Sessions

Tuesday 8:00 pm

Required Texts

Managing Disaster: Strategies and Policy Perspectives

Textbook info: ISBN 082230816-9

Author: Louis Comfort (about) \$27 Jan 88

Publisher Web Site: <http://www.duke.edu/web/dupress/>

Disaster Response: Principles of Preparation and Coordination. (Online at no cost).

<http://coe-dmha.org/> (click on the link - *Disaster Response Outline*)

<http://216.202.128.19/dr/flash.htm>

Emergency Preparedness USA (Online at no cost)

Independent Study 2 (IS 2) from Federal Emergency Management Agency (FEMA)

<http://www.fema.gov/emi/crslist.htm>.

<http://training.fema.gov/emiweb/IS/crslist.asp>

Course Description:

Emergency Preparedness and Planning provides an introduction to preparedness strategies, emergency planning and assessment of hazards and resources. This course provides intermediate level direction and builds upon planning concepts learned in Fundamentals of Emergency Management. Studies include in-depth planning and analytical framework, hazard/vulnerability analysis, and management. Areas covered include:

Legal Authority, Emergency Operation Plans, Mutual Aid, Succession, Emergency Support Functions, Emergency Operation Center, Resource Inventory, Plan Testing and Maintenance.

This class is primarily oriented to the public sector, but includes private, business and industrial emergency management activities. This class includes concepts of personal disaster preparedness and emphasizes the importance of personal preparedness.

Emergency management is a growing field that requires practitioners with a broad knowledge from many specialized fields to develop and coordinate a coherent disaster management strategy.

The course is designed to encourage independent and self-initiative actions by the student. Completing extra credit and classroom participation is highly encouraged.

Course Objectives:

By the end of the course participants will be able to:

- Organize a planning team to develop a comprehensive, risk-based Emergency Operations Plan.
- Explain the all hazard emergency management process that integrates the resources of local, State, and Federal governments and voluntary and business assets.
- Explain the local, State, and Federal roles in emergency planning.
- Explain how to develop a citizens emergency response Team (CERT) and how citizens can protect themselves in emergencies.
- Develop/revise the jurisdiction's EOP, including:
 - Jurisdiction profile.
 - Risk index.
 - Basic plan.
 - Annex and appendices.
 - Implementing documents
- Develop and management a planning team
- Recognize the different planning types, Basic, ESF
- Develop an Emergency Operations Plan.
- Test that plan.

Assignments: (All Assignments *must be dated and timed (on the email) before midnight on or before due date*)

BRIEFING PAPER (DUE SEPT 30th)

Briefing paper, two to three pages. You are the new emergency/disaster program manager, and are requested by your supervisor to brief on the hazards which affect your region.

Describe what types of hazards exist and what planning measures you would propose to keep the region safe and capable of coping with any incident. Outline and describe the process you would follow to develop a hazard/vulnerability analysis, develop, exercise, train and maintain the emergency operations plan. List who should be part of the process and why. Be brief but cover the essentials.

MID-TERM (DUE OCT. 17):

The mid-term grade is satisfied by completing the Federal Emergency Management Agency Preparedness: USA (IS-2). Present a certificate of completion or e-mail verification prior to October 17th.

FINAL-PAPER (DUE NOV. 26):

A 10 to 15 page critique of a national or state plan. Prior approval from instructor is **required** before you begin your research.

FINAL EXAM (DUE DEC 10)

A 25 question multiple-choice exam will be posted on black board at midnight on December 6th. Students will have until midnight on December 10 to complete the final exam. General Emergency/Disaster Preparedness and Planning Concepts will be covered.

Student Paper Format Requirements:

All Student papers must be typed or completed using a laser or inkjet printer when not emailed to instructor. Using spell check and Grammatik will greatly improve your grade.

Format and Criteria for Evaluation of Papers

Format: The publication Manual of the American Psychological Association is recommended. (Although not required, it will ensure a consistent writing style) Papers will be typed, double spaced, and contain title and reference pages (not included in page count). Use no less than 10 and no more than 14-point fonts. Using graphics if encouraged only if it enhances your point. You must document your work with footnotes and include a reference page.

Clarity: Grammar, syntax, and spelling are fundamental requirements. Proofreading is a virtue. No paper can overcome the ravages of poor grammar, incorrect spelling and/or typographical errors.

Validity: Never sacrifice substance, logic or accuracy in your comments or analysis. The reader knows only what you write, not what you think.

Creativity: Make it yours. Be original. Too many papers are just copied, don't fall into that trap.

Support: Use references and cite all sources as supporting material to validate your work.

Integration: Relate the paper directly to the course content.

Conclusions: Conclude the paper with a succinct summary paragraph. All papers consist of three parts, (a) tell them what you are going to tell them, (b) tell them, and (c) tell them what you told them.

Class Schedule:

LESSON ONE:

Course Introduction, Purpose, Objectives, Review The Role and Context of Preparedness Within Emergency/Disaster Management.

What is Preparedness?

Why is it Important?

The Four Phases of Emergency Management

Enroll, download or order Emergency Preparedness USA (FEMA IS-2)
<http://training.fema.gov/EMIWeb/IS/crslst.asp> (Note: This is available to download from the FEMA website however it is very large. You are better off requesting the book direct from FEMA)

LESSON TWO: Role and Responsibilities of Local, State, Fed. Govts.

Role and Responsibility/Legal Authority for Emergency Management

Review "The Robert T. Stafford Disaster Act and Chapter 252 Florida Statute

The Robert T. Stafford Disaster Assistance Act.

Other Laws that Affect Emergency Operations

LESSON THREE:

Introduction to Emergency Planning : Why Plan?

What Hazards and Disasters are Likely in the 21st Century - Natural Hazards
Research and Applications Information Center

Read about Hurricane Andrew and cycle taken to implement preparedness initiatives and the setbacks.

Overcoming myths

LESSON FOUR:

Pre-Planning Requirements (Data Collection & Analysis)

Review of Existing and Neighboring Jurisdictional Plans

Review of Lower and Higher Jurisdictional Plans

Review of Exercise Critiques

Community Assessment

Assignment: Managing Disasters, Designing Policy for Action pages 3-21

LESSON FIVE:

Assignment: Managing Disasters, page 126-146

Memo Due by end of Week 5.

Hazard Analysis and Capability Assessment

Hazards and Risk Assessments

Natural and Technological Hazards

Hazardous Locations

Conducting Hazards Research

Conducting a Risk Assessment

Resource Assessment

Purpose of Resource Assessment

Resource Assessment by Hazard

LESSON SIX:

Assignment: Managing Disasters, page 111-125

Many Jurisdictions have Criteria to Evaluate or Crosswalk Emergency Plans.

Extra:

NFPA 1600 This book is another criteria source disaster plans. NFPA 1600: Recommended Practice for Disaster Management, 1995 Edition NFPA 1600 establishes minimum criteria for disaster management for the private and public sectors in the areas of effective disaster mitigation, preparedness, response, and recovery. (16 pp., 1995)

LESSON SEVEN:

What is a disaster plan?

Browse and compare the table of contents of the Federal Response Plan and the Florida EOP What differences and similarities do you find? How is the FRP different from a state EOP?

Compare the Twelve Emergency Functions with the Emergency Support Functions.

The Federal Response Plan, Emergency Support Functions, Twelve Emergency Functions

Comparing ESFs with Functional Areas Read this Extract from the State and Local Guide 101 [Guide for All-Hazard Emergency Operations Planning SLG 101](#). Full text document, Online www.fema.gov

LESSON EIGHT:

Assignment: [Managing Disasters](#), page, 163-179

Fixed site or mobile Emergency Operations Centers are critical facilities used to manage a disaster from. This lesson covers the concept of a mobile EOC.

Guidance on managing a Mobile Emergency Operations Center.

Canadian Guidelines for the Design and Construction of Mobile Command Posts and Similar Emergency Response Vehicles

LESSON NINE:

Assignment: [Managing Disasters](#), page, 180-214

Mutual Aid Pacts

The southeastern United States have entered into a compact which allows the streamlining of mutual aid between state jurisdictions. Review the Emergency Management Assistance Compact entered into by Delaware, Florida, Georgia, Louisiana, Maryland, Mississippi, Missouri, Oklahoma, South Carolina, South Dakota, Tennessee, Virginia, and West Virginia.

LESSON TEN:

Special Planning Considerations

Read the Canadian Emergency Preparedness Guidelines for Mass Crowd – Intensive Events

Special Populations include the elderly, incarcerated, school children, etc. Here is an article on some of the planning aspect to consider when planning for these special groups.

Refuge of Last Resort

LESSON ELEVEN:

Exercising the Plan and Evaluation
Exercising the Plan
Evaluating the Exercise for Planning Modifications
Critique of an existing plan
FEMA Exercise Program
Plan Revision
Impact of Community Growth and Development

LESSON TWELVE:

Personal and Family Preparedness
American Red Cross
CERT

LESSON THIRTEEN:

TERM PAPER DUE

LESSON FOURTEEN:

Weapons of Mass Destruction (WMD) Planning

Key Dates:

| | |
|----------------|---|
| August 25 | USF classes begin |
| August 26* | First chat session 8: 00 pm |
| September 30 | Briefing Paper Due |
| October 17 | Mid-Term Due (FEMA IS-2) |
| October 31 | Last day to drop and receive a grade of "W" |
| November 11 | Veteran's Day, No Classes |
| November 26 | Final Paper Due |
| November 27-28 | Thanksgiving Holidays, No classes |
| December 2 | Last Chat session |
| December 6-10 | Final Exam Due |
| December 18 | Final Grades Available |

* Chat sessions are not mandatory. Each chat session will begin at 8 pm and the instructor will sign off at 9pm however, students may remain on line.

Reading assignments: Please do not read each word of your reading assignments. The amount of information is in this course massive. Know the concepts and where

to obtain the information. The field of national and international emergency management is constantly changing. Knowing how and where to obtain information and resources is the emergency manager best resource.

Papers must be dated and timed (on the email) before midnight on or before due date.