CALIFORNIA STATE UNIVERSITY–LOS ANGELES

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

5151 STATE UNIVERSITY DRIVE, LOS ANGELES, CA 90032-8629

OFFICE OF CONTINUING EDUCATION (213) 343-4900

February 21, 1995

Mr. B. Wayne Blanchard, Training Specialist
Federal Emergency Management Agency
National Emergency Training Center,
Emmitsburg, Maryland 21727

Dear: Mr. Blanchard:

Enclosed is the information you requested concerning our introduction and planning courses. We request periodic updates from the instructors, but the formal documentation does not change unless there are major revisions.

Please call me, if you have additional questions. (213-343-4915)

Sincerely,

Denis E. Mc Grath, Ph.D.
Coordinator, Emergency Management Certificate Program

Cal State L.A.
COURSE PROPOSAL FORM

1. Check one box:		
NEW COURSE PROPOSAL (Fill in all pages)	☒	
COURSE MODIFICATION (Fill in pages 1, 2, 5, and 6 plus page 4 if resource impact. Complete only those sections you propose to change.)	☐	
COURSE DELETION (Fill in pages 1, 5, and 6)	☐	

(Do not write in this block)

ACTION SUMMARY:

Received by AVPAA–P&R   Date _____

Forwarded to ☐ USS ☐ GSS ☐ TES   Date _____

If NEW course, date on GREEN SHEET _____

Subcommittee Action _____   Date _____

EPRC Action _____   Date _____

2. Course Abbreviation (e.g., ANTH, NURS) T E   C H

Submit 16 copies of this form and 2 sets of consultation sheets. See *Curriculum Handbook* for detailed instructions.

3. COURSE NO.	4. COURSE TITLE	5. TITLE ABBREVIATION (17-space limit)*
EXISTING		☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ *one letter in each space*
PROPOSED TECH 457D	Disaster Planning	D I S A S T P L A N N I N G *one letter in each space*

6. UNITS	(fill in all that apply)	7. STAFFING FORMULA (e.g., C2, C16)	8. ENROLLMENT LIMIT (dictated by staffing formula)
EXISTING	LECT / ACT LAB / SEM REC / SUPV		
4 units PROPOSED	LECT X / ACT LAB / SEM REC / SUPV	C–2	40

9. PROPOSED CATALOG DESCRIPTION (Not to exceed 30-word limit)

Do not include course title/number.

Include prerequisite(s)/corequisite(s), restrictions and repeatability, time distribution between lecture/lab, nontraditional grading. Follow accepted catalog format.

Prerequisite: TECH 356 or equivalent. Principles of disaster planning: developing disaster plans and promoting inter-agency planning; emergency operation centers: roles of local, state, and federal emergency management agencies. Principles of exercising emergency management staff in both public and private sectors.

(Photocopy the current catalog description and display)

10. FOR COURSE MODIFICATION:

10a. Nature of the change (check all that apply)

☐ Title   ☐ Number   ☐ Staffing and enrollment limits

☐ Description   ☐ Suffix   ☐ Title abbreviation

☐ Units   ☐ Expanded content

10b. Justification (why the change is necessary) Give the reason for each change listed above in 10a. For course deletion, include statement describing how students in program(s) requiring this course will be accommodated.

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11. EXPANDED COURSE DESCRIPTION IN OUTLINE FORM Be as brief as possible, but attach additional sheets if needed. Line-in/line out optional for a course modification.

    I.   HISTORY OF EMERGENCY PREPAREDNESS
    II.   CALIFORNIA STATE MUTUAL AID PLAN AND HOW IT WORKS
    III.   HISTORY OF INCIDENT COMMAND SYSTEM; PURPOSE AND APPLICATION TO SINGLE INCIDENT
    IV.   ORGANIZATION OF INCIDENT COMMAND SYSTEM (ICS); APPLICATIONS; RESOURCES THROUGH MUTUAL AID
    V.   INCIDENT COMMAND AND MULTI AGENCY PROBLEMS; HAZARDOUS MATERIALS (HAZMAT)
    VI.   STATE REQUIRED DISASTER PLAN; INTRODUCTION
    VII.   DEVELOPING THE DISASTER PLAN; EMERGENCY OPERATIONS CENTER (EOC); EVACUATION; RESOURCES
    VIII.   HOW ICS AND MULTI-COORDINATION CENTER FITS WITH DISASTER PLAN
    IX.   PRESENTATION BY STATE FIRE MARSHAL, OFFICE OF EMERGENCY SERVICES, STATE OF CALIFORNIA (OES) AND FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
    X.   REVIEW OF DISASTERS
    XI.   APPLICATION OF INCIDENT COMMAND SYSTEM TO VARIOUS EMERGENCY SITUATIONS

12. BIBLIOGRAPHY (attach additional sheets if needed)

Dynes, Russell R. and Quarantelli, E.L. *The Role of Local Civil Defense in Disaster Planning*. Washington D.C.: Government Printing Office. 1975.

Emergency Management Plan, City of South El Monte.

Federal Emergency Management Agency. *Local Government Emergency Planning*. CPG 1-8. Washington: FEMA, 1982.

Federal Emergency Management Agency. *Disaster Planning Guide*. Washington: FEMA, July 1981.

Federal Emergency Management Agency. *Guide for the Development of State and Local Emergency Operations Plans*. Washington: FEMA September, 1990.

Multi-hazard Functional Planning Guide. State of California CES. 1985.

The California State University Multihazard Emergency Plan: Final Report. California State University, Los Angeles, 1989.

Other material as available from the state of California and local emergency response organizations.

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CSU-LA-3

13. NEW COURSE-JUSTIFICATION FOR THE COURSE
(include list of all programs that will include this course and whether it will be required or elective)

Considering the imminency of major emergencies in southern California, it is essential that steps be taken to prepare personnel to assume the role of emergency managers. This course in conjunction with the other nine courses in the proposed Emergency Management Certificate program will provide an effective means of meeting this objective. In addition, California State University, Los Angeles is currently offering courses in fire defense planning and fire disaster administration. The major focus of these fire protection courses is emergency management, and this course will be a complement to the Fire Protection Administration and Technology Program. This course is presently under consideration for inclusion in the Fire Protection Administration and Technology curriculum. Therefore, this course will have a dual application in the university.

This is a required course.

14. FACULTY AVAILABLE TO TEACH THIS COURSE

Ray Shackelford

Other selected Fire Technology Faculty

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COURSE PROPOSAL FORM

1. Check one box:

NEW COURSE PROPOSAL (Fill in all pages)	☒
COURSE MODIFICATION (Fill in pages 1, 2, 5, and 6 plus page 4 if resource impact. Complete only those sections you propose to change.)	☐
COURSE DELETION (Fill in pages 1, 5, and 6)	☐

(Do not write in this block)

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Subcommittee Action _____   Date _____

EPRC Action _____   Date _____

2. Course Abbreviation (e.g., ANTH, NURS)   T E C H

Submit 16 copies of this form and 2 sets of consultation sheets. See *Curriculum Handbook* for detailed instructions.

3. COURSE NO.	4. COURSE TITLE	5. TITLE ABBREVIATION (17-space limit)*
EXISTING		*one letter in each space
PROPOSED TECH 356	Introduction to Emergency Management	I N T R O E M E R G M g t *one letter in each space

6. UNITS (fill in all that apply)   **7. STAFFING FORMULA** (e.g., C2, C16)   **8. ENROLLMENT LIMIT** (dictated by staffing formula)

	LECT	ACT		
EXISTING	LAB	SEM		
	REC	SUPV		
4 units PROPOSED	LECT y	ACT	C-2	40
	LAB	SEM		
	REC	SUPV		

9. PROPOSED CATALOG DESCRIPTION (Not to exceed 30-word limit)

Do not include course title/number.

Include prerequisite(s)/corequisite(s), restrictions and repeatability, time distribution between lecture/lab, nontraditional grading. Follow accepted catalog format.

This course provides the foundation for Emergency Management and includes discussion on risk assessment, systems operation, and the role of government agencies and teamwork.

This is the entry course for the program. An Associate of Arts degree or its equivalent and/or verifiable work experience is required for admission.

(Photocopy the current catalog description and display)

10. FOR COURSE MODIFICATION:

10a. Nature of the change (check all that apply)

☐ Title	☐ Number	☐ Staffing and enrollment limits
☐ Description	☐ Suffix	☐ Title abbreviation
☐ Units	☐ Expanded content	

10b. Justification (why the change is necessary) Give the reason for each change listed above in 10a. For course deletion, include statement describing how students in program(s) requiring this course will be accommodated.

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11. EXPANDED COURSE DESCRIPTION IN OUTLINE FORM Be as brief as possible, but attach additional sheets if needed. Line-in/line out optional for a course modification.

    I.   The Need for Emergency Management
        A. Identify potential and actual community hazards
        B. Specify and describe the events concerning a variety of hazards on an Emergency Management System
        C. Form conclusions about the scope and importance of a hazard assessment at the community level
        D. Form conclusions about the implications of community hazards on an Emergency Management System
        E. Examine Emergency Management terminology

    II. Comprehensive Emergency Management
        A. Specify and describe the operational elements of a comprehensive emergency management system and explain the system's function in the context of mitigation, preparedness, response and recovery
        B. Examine the roles of individuals and organizations in a comprehensive approach to emergency management
        C. Define the difference between a traditional mode of operating an emergency response system and a comprehensive mode of emergency management

    III. The Team Approach to Emergency Management
        A. Examine the functions of a team in a local emergency management system

12. BIBLIOGRAPHY (attach additional sheets if needed)

Association of Bay Area Governments. *Hazards Evaluation for Disaster Preparedness Planning*, Berkeley: ABAG, 1975.

Crisis Intervention Programs for Disaster Victims in Smaller Communities, Disaster Research Center, United States Department of Health and Human Services.

Drabek, Thomas, and Hoctner, Gerard, Editors. *Emergency Management: Principles and Practice for Local Government.* Washington, D.C.: International City Management Association, 1991.

Dynes, Russell R., and Quarantelli, E.L. *Different Types of Organizations in Disaster Responses and Their Operational Problems.* Columbus: Disaster Research Center, 1977.

Dynes, Russell R. and Quarantelli, E.L. *The Role of Local Civil Defense in Disaster Planning.* Washington, D.C.: Government Printing Office, 1975.

Federal Emergency Management Agency. *Disaster Operations for Local Governments.* CPG 1-6, Washington: FEMA, 1981.

Federal Emergency Management Agency. *Emergency Communications.* CPG 1-18, Washington FEMA, 1981.

EXPANDED COURSE DESCRIPTION IN OUTLINE FORM CONTINUED

      B. Compare interactions within an emergency management team with interactions within teams having other missions.

      C. Examine the fundamental organizational characteristics of an emergency management team

      D. Specify and describe several types of inter and intra group conflicts

      E. Resolution of inter and intra group conflicts

IV. Developing a Personal Strategy for Emergency Management

BIBLIOGRAPHY CONTINUED

Federal Emergency Management Agency. *Emergency Management USA*. SS-2, Washington: FEMA, 1981.

Federal Emergency Management Agency. *Local Government Emergency Planning*. CPG 1-8, Washington: FEMA, 1982.

Federal Emergency Management Agency. *Local Program Status Profile Handbook*. CPG 1-56, Washington: FEMA, 1979.

Federal Emergency Management Agency. *Standards for Evaluating Local Civil Preparedness Programs*. CPG 1-5, Washington: FEMA, 1981.

Federal Emergency Management Agency. *Standards for Local Civil Preparedness: Summary for Public Officials*. CPG 1-4, Washington: FEMA, 1972.

Field Manual for Human Service Workers in Major Disasters, Institute for the Studies of Destructive Behaviors and the Los Angeles Suicide Prevention Center. United States Department of Health and Human Services, National Institute of Mental Health.

Field Operations Guide. Incident Command System Publication, 1990.

Fordyce, H.C., and Weil, R. *Managing With People*. Reading, Mass: Addison-Wesley, 1971.

Hazard Communication Handbook, Environmental Health and Safety, California State University, Los Angeles.

International City Management Association. *The Local Government Emergency Handbook Series*. Unpublished.

National Association of Counties. *Comprehensive Emergency Management: A Guide for County Officials*. Washington: NACOR, 1982.

National Governors' Association. *An Approach to Hazards Analysis in CEM*. Washington: NGA, 1982.

National Governors' Association. *Comprehensive Emergency Management: A Governor's Guide*. Washington: NGA, May 1979.

National Governors' Association. *Comprehensive Emergency Management: A Review Leader's Guide*. Washington: NGA, March 1981.

National Governors' Association. *Comprehensive Emergency Management Bulletin No. 2, Hazards Analysis—Where Do We Go from Here*. Washington: NGA, 1982.

BIBLIOGRAPHY CONTINUED

Research Alternatives, Incorporated. *Comprehensive Emergency Management, Unit 1.*
Rockville: Research alternatives, Incorporated, 1981.

Resources for Developing A Disaster Preparedness Program. California Grocers Association
June, 1989.

13. NEW COURSE-JUSTIFICATION FOR THE COURSE
   (include list of all programs that will include this course and whether it will be required or elective)

   This course provides the student with a basic understanding of Emergency Management Systems. Special attention will be devoted to an understanding of community hazards; mitigation, preparedness, response and recovery; organizational structure of emergency management teams, and the development of a personal strategy for emergency management. This is a required course for the Emergency Management Program.

14. FACULTY AVAILABLE TO TEACH THIS COURSE

   Elaine Kissil, B.S., Vice President and Manager of Emergency Planning, First Interstate Bank.

   Gerald Roach, A.A., Fire Chief-Retired, FEMA Certified, Los Angeles Area Representative for Sacramento and Washington D.C.

   Denis McGrath, B.A., M.B.A., Ph.D. and Chief Emergency Services-Retired, Los Angeles County Coroner, Coordinator, CSULA Emergency Management Program.

   Ray Shackelford, M.S.P.A., Fire Chief, Chino Valley Fire Department.

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