

EASTERN MICHIGAN UNIVERSITY

Catalogue Description

An introduction to emergency planning, including assessment of community hazards and resources, for students responsible for civil defense or emergency preparedness tasks. Provides a planning and analytical framework, hazard/vulnerability analysis, that can be applied to the local comprehensive emergency management context. Prereq: None.

Course Goals and Objectives

The course focuses on the needs of public safety officials who have responsibility for emergency preparedness planning and response. It begins by describing the context of emergency planning—legal and jurisdictional; responsibility for planning and responding to emergencies; different types of emergencies, and an approach to planning that can be applied to emergency situations. The course then addresses specific issues associated with the planning process, including the role of the manager, the necessity for multi-agency involvement, various analytical techniques employed in planning, different levels of emergency planning, and different elements of the plan. The course incorporates discussion of numerous cases and ends with attention to a computer-aided planning technique.

Text

A coursepack will be used employing material from several governmental publications as well as recent published material.

Course Content

- I. Introduction to Emergency Planning
 - A. Fact Gathering for Emergency Planning
 1. Why Plan
 2. Assessing Hazards
 3. Assessing Resources
 4. Legal Basis for Planning
 5. The Chief Executive Officer and Emergency Planning
 - B. Multijurisdictional Character of Planning
 1. Comprehensive Functional Approach to Emergency Management Plans
 2. Integrating Private-/Public-Sector Organizations into the Planning Process
 3. Involving the Private and Public Sectors
 - C. Emergency Planning Format Rationale
 1. Use of Planning Format
 2. Contents of a Plan

- D. Basic Plan
 - 1. Introduction to the Basic Plan
 - 2. Annexes of the Basic Plan
 - 3. Discussion of Functional Area Matrix
 - 4. Comparison of Communities' Functional Assignments

- II. The Planning Process
 - A. Leadership for Emergency Planning
 - 1. Planning Concepts
 - 2. Leadership Style Evaluation
 - 3. Strength Deployment Inventory

 - B. The Need for Team Building
 - 1. Assessment for Individual Team Building Capacity
 - 2. Group Decision making
 - 3. Improved Team Building

 - C. Action Planning
 - 1. Introduction to Action Planning
 - 2. Planning for Change
 - 3. Initiating Change
 - 4. Coordination and Networking
 - 5. Goals and Objectives
 - 6. Wilkes-Barre Case Study

- III. Advanced Planning Techniques
 - A. Developing the Basic Plan
 - 1. Introduction to Advanced Planning Techniques
 - 2. Use of Plan Evaluation Instrument
 - 3. Evaluating the Hazard/Vulnerability Analysis
 - 4. Organizational Involvement
 - 5. Sections of the Plan

 - B. Annex Development
 - 1. Introduction to the Annexes
 - 2. Inter-local Agreements
 - 3. Introduction to Job Aids
 - 4. "McHenry County Emergency Medical Service Functional Annex"
 - 5. Review of a Job Aid

 - C. Practical Exercise and Evaluation
 - 1. Use of Table Top Exercises in Emergency Planning
 - 2. Emergency Planning Exercise and Evaluation

Course Content

- A. Psychology of Command and Communication
 1. elements of effective command behavior at a complex fire scene
 2. designing a good communication system

- B. Addressing Jurisdictional Issues
 1. agency jurisdiction and mutual aid
 2. identifying key public departments and private groups with whom the fire service interfaces during large-scale operations
 3. regional approaches to disaster preparedness
 4. interagency coordination and planning

- C. Pre-Incident Planning
 1. gathering and utilizing pre-fire information
 2. types of information, nature of information systems
 3. alternative planning methodologies
 4. linking planning, information and communication systems

- D. Setting Up The Command Post
 1. identifying the components of a complex fireground command post
 2. detailing the sequence of procedures to set up a command post

- E. Managing The Command Post
 1. logistics of a complex fire scene
 2. managing a complex fireground command post
 3. applying Management by Objectives, M.B.O., principles to complex fire operations
 4. coordinating across agency lines

- F. Simulating Major Incidents
 1. given a scenario, a previously completed pre-plan for location, and an acetate overlay for sectoring and fire scene design, students will design a strategy for handling incidents
 2. students will create a case study of a complex fire situation (design phase)
 3. students will resolve (command phase) major incident cases

Bibliography and Resource Material

Municipal Public Safety: A Guide for the Implementation of Consolidated Police-Fire Services, Berenbaum, Esai. Springfield, IL: Charles C. Thomas, 1977.

Managing Fire Services, Bryan and Picard, eds. International City Management Association, 1979.

Winning the Fire Service Leadership Game, Caulfield, H. Fire Engineering, 1985.

Truck Company Fireground Operations Study Guide, David Dunay, Alabama State Fire College: Davis Publishing Co., 1987.

Incident Command System, International Fire Service Training Association: Fire Protection Publications, 1983.

Fire Department Management: Scope and Method, Gratz, David, Macmillan, 1972.

Leadership in the Fire Service, Robert Hamm, International Fire Service Training Association: Fire Protection Publications, 1989.

Hazardous Materials and Natural Disaster Emergency Incident Action Guidebook, Lancaster, PA: Technomic Publishing Co., 1984.

Fire Officer Series: Managing People, Henry, Kenneth C. and Shurtleff, Morton D., eds. International Society of Fire Service, 1987.

Pre-Emergency Planning, William Jenaway, International Society of Fire Service, 1986.

Organization for Fire Services, National Fire Protection Association, 1971.

Effective Company Command, Page, James, National Fire Protection Association, 1974.

Small Community Fire Departments: Organization and Operations, National Fire Protection Association, 1982.

Management in the Fire Service, K. Tower and A. Dean, eds, National Fire Protection Association, 1977.

Firefighting Strategy and Leadership, Walsh, Charles V. and Marks, Leonard, McGraw-Hill, 1976.

How to Manage Your Police Department: A Handbook for Citizens, City Officials, and Police Managers, Hanna, Charles C. Thomas, 1987.

The Police and Society: An Environment for Collaboration and Confrontation, Johnson, and Misner, Prentice-Hall, 1982.

Police and the Media: Bridging Troubled Waters, Kelly, Patricia, Charles C. Thomas, 1987.

Police Accountability, Richard Larson,, Lexington MA: D.C. Heath, 1978.

Police-Community Relations and the Administration of Justice, Mayhall, Pamela D. Wiley: New York, 1985.

Police, Government, and Accountability, Oliver, Ian. Sheridan, 1986.

Control in the Police Organization, Punch. MIT Press: Boston, 1983.

The Police and the Community, Radelet, Louis A. Macmillan, 1986.

Police Organization and Management, Roberg and Kuykendall, Brooks/Cole Publishing: Pacific Grove, 1990.

Two Cultures of Policing: Street Cops and Management Cops, Reuss-Ianni, E, Transaction Books, 1983.

Holding Government Bureaucracies Accountable, Bernard Rosen, New York: Praeger, 1989.

Community Crime Prevention: Does It Work?, D. Rosenbaum, ed., California: Sage Publishing, 1986.

The Public and the Police, Earl Sweeney, Springfield IL: Charles C. Thomas, 1982.

Dynamics of Correctional Administration, J. Truitt and D. Brewer, Cincinnati: Anderson Publishing Co., 1981.

The Managing of Police Organizations, Whisenand and Ferguson, Prentice-Hall: New Jersey, 1989.

Fire Prevention, Lawrence Whitman, New York: Nelson-Hall, 1979.

Catalogue Description

An examination of the relationship between public safety agencies and the larger community, with particular emphasis on administrative and policy dimensions; the role of public safety agencies, the community's involvement in establishing that role, police-community relations programs, relationships with the media, and professionalization and accreditation movements in public safety agencies are addressed. Prereq: None.

Course Goals and Objectives

The course focuses on the relationship between the public safety agency—police, court, corrections, fire—and the larger community. An historical framework of the public safety role and an ecological model of the environment of public safety agencies is provided as background. The course then focuses on the development of community-oriented programs in public safety agencies, including attention to neighborhood service units, citizen advisory councils, complaint handling procedures, and the role of an agency ombudsman. A significant element of the course addresses relations with the media, since the media become one of the primary intermediaries between the public safety agency and the community. Specific objectives include:

- provide a background on the role of public safety agencies in American society throughout history
- explain an ecological model of agency-environment relations
- examine agency strategies for improving relations with the environment
- identify specific 'stakeholders' in the community, and assess relations with the public safety agency
- examine the nature and operation of the news media
- develop an understanding of and skill in dealing with members of the news media.

Course Format and Requirements

The class utilizes a lecture/discussion format, with ample use of case discussions, exercises and simulations. Student attendance is expected since practical exercises will be employed throughout the course, and assigned readings should be completed prior to class. The class focuses on the perspective of the agency manager, providing an understanding of the history and environment influencing public safety agencies as well as the needs of agencies to develop effective working relations with various constituencies.

Grading is based on three equally weighted noncumulative examinations (75%), including objective as well as essay and short answer questions, and a class project (25%).

Text

Charles McDowell, *Criminal Justice: A Community Relations Approach*, Cincinnati: Anderson Publishing Co., 1984.

Course Content

- A. Public Safety Role, Past and Present
 - 1. historical perspective on police, fire and correction functions
 - 2. the contemporary mission and objectives
 - 3. allocation of resources to various objectives within contemporary public safety and correction departments
 - 4. the role of the community in determining agency mission
 - 5. the meaning of professionalization

- B. The Environment of Public Safety
 - 1. defining the environment of public safety
 - 2. open systems, interdependence and constraints
 - 3. legal
 - 4. political
 - 5. technological
 - 6. economic
 - 7. cultural
 - 8. task
 - 9. an ecological model of agency-environment relations

- C. Agency-Community Relations
 - 1. the political nature of the public safety manager's role
 - 2. dealing with elected officials
 - 3. special interest groups
 - 4. related agencies and service providers

- D. Service Delivery and Accountability issues
 - 1. handling citizen complaints, the ombudsman concept
 - 2. citizen control issues; police commissions, citizen review boards, and other mechanisms
 - 3. pro-active strategies; e.g., community policing, fire prevention programs, Criminal Justice Councils, advisory boards
 - 4. the role and impact of judicial review

- E. Innovations in Service Delivery; Community-based Programs
 - 1. origins, elements and obstacles
 - 2. examples from corrections, police, fire
 - 3. command issues
 - 4. evaluating public safety programs

- F. Relations with the Media
 - 1. dealing with the media; understanding different needs
 - 2. perceptions, images
 - 3. mass media and mass communication
 - 4. media representatives
 - 5. the role of public relations/information staff
 - 6. preparing news releases/holding news conferences
 - 7. agency media policy

- G. Professionalism in Public Safety; Standards and Accreditation
 - 1. historical efforts by public safety agencies to upgrade and establish standards
 - 2. current efforts by the Commission on Accreditation for Law Enforcement Agencies (CALEA); the American Correctional Association (ACA); the National Fire Protection Association (NFPA)

Bibliography and Reference Material

Evaluating Alternative Law Enforcement Policies, R. Baker and F. Meyer, ed., New York: Lexington Books, 1979.

Crises in Police Administration, Bopp, William V. Charles, C. Thomas, 1984.

Managing Fire Services, J. Bryan and R. Picard, Washington, D.C.: International City Management Association, 1979.

1990 Standards Supplement, Commission on Accreditation for Corrections Staff, American Correctional Association Monograph, Washington, D.C., 1990.

Standards For Law Enforcement Agencies, Commission on Accreditation for Law Enforcement Agencies (CALEA), 1983.

Police Professionalism: The Renaissance of American Law Enforcement, Deakin, Thomas J. Charles C. Thomas, 1988.

Police-Community Relations: Crisis in Our Time, Earle, Howard. Charles C. Thomas, 1980.

Partnership for Neighborhood Community Policing, J. Feis, J. Petelson and E. Rovetech, U.S. Department of Justice, National Institute of Justice, 1983.

Local Government Police Management, Garmire, Bernard L., ed. Intl. City Management Association, 1982.

Police Leadership in America, Geller, Crisis and Opportunity. Praeger, 1985.

Controlling Bureaucracies, Judith Gruber, Berkeley: University of California Press, 1987.

Leadership in the Fire Service, Robert Hamm, Oklahoma: International Fire Service Training Association, 1989.

- D. Computer Aided Management to Emergency Operations (CAMEO)
 - 1. Use of Technology for Planning Purposes
 - 2. CAMEO and Overview

Bibliography and Reference Material

Site Emergency Planning, Emergency Management Division, Michigan State Police, EMD PUB 602, 1988.

Emergency Planning, Federal Emergency Management Agency, SM-61, 1983.

Computer Aided Management to Emergency Operations, U.S. Department of Commerce, National Oceanic and Atmospheric Administration, 1989.

Hazardous Materials for First Responders, Fire Protection Publications, Oklahoma State University, 1988.

Hazardous Materials Emergency Planning Guide, National Response Team, 1988.

Emergency Medical Systems Analysis: The Planning and Evaluation of Services, T. Willemain and R. Larson, Lexington MA: D.C. Heath, 1978.

Catalogue Description

The study of complex fire situations, including analysis of pre-fire planning, establishing and managing the command post, and effective management of complex fireground operations. Emphasizes the study of multiple company response and the efficient utilization of available and prospective resources in handling major fires. Prereq: PLS 450 Managing Public Safety Agencies of Departmental Permission.

Course Goals and Objectives

The course focuses on the problems posed for fire department management from large scale incidents or natural disasters, including the particular problems associated with multiple company response and involvement of multiple jurisdictions. These characteristics impose significant demands on management, including the necessity for pre-planning, the development of communication and information and data-retrieval systems, and attention to leadership and decision-making approaches appropriate for crisis situations. The course incorporates a simulation requiring students to develop plans for and respond to specific complex fire situations. The objectives of the course are to:

- identify the characteristics of a complex fire situation
- examine the administrative problems posed by multiple jurisdiction in providing disaster-related services
- describe the elements of an effective communication system
- describe the requirements for pre-incident planning, including data requirements and planning methodologies
- examine management approaches at a complex fire scene
- link theory with practice by completing a simulation.

Course Format and Requirements

The class utilizes a lecture/discussion format, with ample use of case discussions, exercises and simulations. Student attendance is expected and assigned readings should be completed prior to class. Grading is based on three equally weighted noncumulative examinations (75%), including objective as well as essay and short answer questions, and a class project (25%).

Text

Incident Command, Federal Emergency Management Agency, Washington, D.C.: U.S Fire Protection Administration, 1980.

COURSE OUTLINE

COURSE TITLE: NATURAL HAZARD MITIGATION

COURSE NUMBER: INDT-312

CREDIT HOURS: 3 HOURS UNDERGRADUATE

PREREQUISITE: NONE

TEXT: COURSE PACK

CATALOG DESCRIPTION:

The purpose of the Natural Hazard Mitigation is two fold: to introduce the concepts and skills and mitigation and recovery planning to the students and to relate natural hazard mitigation processes to disaster planning.

The course begins with an understanding of hazard and risk analysis, how to develop mitigation strategies for successful mitigation and recovery activities while addressing the political, economic, and legal issues involved in the implementation of a community wide program.

COURSE OBJECTIVES:

The student will be able to:

1. Describe generally the four phases of comprehensive emergency management (mitigation, preparedness, response, and recovery) and the distinguishing characteristics of each;
2. Explain the concepts of mitigation and recovery as related to natural hazards events;
3. Describe the inter-relationships between mitigation and recovery;
4. Describe the difference between risk and vulnerability and their relationship;
5. Identify methods and sources that support determination of risk and vulnerability;
6. Explain the concept of acceptable risk and factors that influence this determination;
7. Describe the role and identity methods of risk communication in hazard mitigation;
8. Identity potential biases in risk perception;
9. Describe in detail the concept of hazard mitigation;

10. Identify the common features of mitigation strategies and some specific approaches for natural hazards mitigation;
11. Describe the legal factors that affect mitigation and recovery planning at the local level.

COURSE OUTLINE

- I. Natural Hazard Mitigation
 - A. Comprehensive Emergency Management
 - 1. Breaking the Cycle
 - 2. The four phases of comprehensive emergency management and the distinguishing characteristics of each;
 - 3. The concepts of mitigation and recovery as it relates to natural hazardous events.
 - 4. The inter-relationships between mitigation and recovery.
 - B. Hazard and Risk Analysis
 - 1. The difference between risk and vulnerability and their relationship.
 - 2. The concept of acceptable risk and the factors that influence this determination.
 - 3. The role and identifying methods of risk communication in hazard mitigation.
 - 4. Identify potential biases in risk perception.
 - C. Hazard Mitigation - Case Study
 - 1. The concept of hazard mitigation.
 - 2. Identify the common features of mitigation strategies and some specific approaches for natural hazards mitigation.
 - 3. The potential conflicts in mitigation strategies related to different natural hazards.
 - 4. The process for developing a hazard mitigation plan.
- II. Disaster Recovery
 - A. Disaster Recovery Planning
 - 1. The concept of disaster recovery as related to natural hazards disasters.
 - 2. The basis for integrating mitigation and recovery planning process.
 - B. Political and Community Power Influences
 - 1. Identify at least two political and/or community factors that could affect the mitigation and recovery processes.
 - 2. Identify two means whereby political and community power influences can be taken into account in developing mitigation and recovery strategies.

C. Presidential Disaster Declaration

1. The Presidential Disaster Declaration process.
2. Legal Issues.
3. Legal factors that affect local mitigation and recovery decisions.
4. Examples of a successful disaster recovery effort that incorporates local mitigation strategies with recovery roles.

GRADING REQUIREMENTS

- | | | |
|----|------------|-----|
| 1. | Quiz 1 | 15% |
| 2. | Quiz 2 | 15% |
| 3. | Quiz 3 | 15% |
| 4. | Final Exam | 30% |
| 5. | Paper | 25% |

BIBLIOGRAPHY

1. *Managing Disasters*, Louis K. Comfort, Duke University Press, Durham, 1988.
2. *Mitigation Program Development Guidance*, Federal Emergency Management Agency (FEMA) 122, 1987.
3. *Natural Hazard Risk Assessment and Public Policy: Expecting the Unexpected*, William J. Petak and Arthur A. Atkinson, Springer-Verlag, New York, 1982.
4. *Disaster Planning: Preservation of Life and Property*, Harold D. Foster, Springer-Verlag, New York, 1980.
5. *Practical Mitigation: Strategies for Managing Disaster Prevention and Reduction*, James W. Morentz, Hugh C. Russell, and Judith A. Kelly, Research Alternatives, Maryland, 1982.
6. *Emergency Management: Principles and Practice for Local Government*, International City Management Association (ICMA) Thomas E. Drabek, Ph.D., University of Denver, and Gerard J. Hoetmer, ICMA, 1991.
7. *Hazard Mitigation Planning*, Instructor Guide, Federal Emergency Management Agency (FEMA).
8. *Societal Response to Hazards and Major Hazard Events: Comparing Natural and Technological Hazards*, Public Administration Review, Roger E. Kasperson, and K. David Pijawka, 1985.
9. *Societal Response to Hazards and Major Hazard Events: Comparing Natural and Technological Hazards*, Public Administration Review, Roger E. Kasperson, and K. David Pijawka, 1985.

Videos:

- a. Great Weather Catastrophes, The Weather Channel
- b. Urban Disaster: Chicago Flood

CRM Films:

- a. Breaking the Cycle, FEMA
- b. The Inspection Process: Disaster Application Centers

COURSE OUTLINE

COURSE TITLE: ISSUES IN EMERGENCY PROGRAM MANAGEMENT

COURSE NUMBER: INDT-306

CREDIT HOURS: 3 HOURS UNDERGRADUATE

PREREQUISITE: NONE

TEXT: William J. Petak. *Emergency Management: A Challenge for Public Administration*. Public Administration Review, 1985.

Tom Drabek. *The Professional Emergency Manager: Structures and Strategies for Success*.

CATALOG DESCRIPTION:

This course is designed for emergency managers to explore strategies in management and organizational development for improving skills and understanding of an effective emergency management organization. It is comprised of five key areas: Legal Issues, Strategic Management, Executive Skills, Service Quality in the Public Sector, and Stress Management. The course focuses on management problems and on solutions involving traditional and innovative management techniques.

COURSE OBJECTIVES:

At the conclusion of this course, students should be able to:

1. Recognize individual differences in personal values and interpersonal styles and form generalizations about their impact on leadership behavior in emergency management situations.
2. Explain the need for decision making and problem solving skills in emergency management.
3. Assess their own styles of influencing others in the local emergency management setting.
4. Identify factors and styles that have an impact on decision making.
5. Develop solutions for organizational problems in terms of work motivation, interpersonal relations, and group dynamics.
6. Discuss use of the seven-step model for the decision making and problem solving process.

7. Integrate knowledge about the different styles of leadership and influence and understand their impact on behavior in an emergency management context.
8. Identify stress management and methods used to employ this process.
9. Describe legal issues common in emergency management.

COURSE OUTLINE

- I. Laws in Emergency Management
 - A. Legal and liability issues in emergency management.
 - B. Liability Issues in Emergency Response
 - 1. Negligence Requirements
 - 2. Potential Defense
- II. Personal Style of Leadership
 - A. Interpersonal Communication
 - 1. Working with outside agencies
 - 2. During the crisis
 - B. Attributes of effective decision making
 - 1. The seven step model for decision making and problem solving process.
 - 2. Decisions prior to an emergency
 - 3. Decisions after emergency occurs
 - C. Challenges rather than obstacles
- III. Situation Leadership
 - A. Situation Leadership
 - 1. Identity leadership styles he or she tends to use most often.
 - 2. Identity key issues and problems they are currently experiencing.
 - 3. Program implementation
 - B. Motivation
 - 1. Factors that motivate people's behavior in emergency management.
 - 2. Identity contemporary philosophies and approaches.
- IV. Total Quality Management
 - A. Fundamentals of probability
 - 1. Basic concepts
 - 2. Implementation of TQM.
 - 3. Define the team power.

4. Describe the seven primary power bases; and
5. Explain the relationship of power base to the development leader of followers.

V. Stress Management

- A. Define stress and list three basic symptoms relating to the emergency program manager.

GRADING REQUIREMENTS

1.	Quiz 1	15%
2.	Quiz 2	15%
3.	Quiz 3	15%
4.	Final Exam	30%
5.	Paper	25%

BIBLIOGRAPHY

1. *The Art of Leadership*, Lin Bothwell, Ph.D., Prentice Hall Press, 1988.
2. *Emergency Management, A Challenge of Public Administration*, American society for Public Administration, William J. Petak, 1985.
3. *Liability Issues in Emergency Management*, Federal Emergency Management Agency, 1992.
4. *Decision Making as a Social Process*, Decision Sciences, Vroom, V.H. and A.G. Jago, 1974.
5. *Some Emerging Issues in Emergency Management*, Thomas E. Drabek, Ph.D., University of Denver, 1986.
6. *Organized Behavior in Disaster*, Russell R. Dynes, Lexington Books, 1970.
7. *Managing Disaster: Strategies and Policy Perspectives*, Louise Comfort, Duke University, 1988.
8. *Emergency Management, The Human Factor*, Thomas Drabek, Ph.D., University of Denver, 1985.
9. *Course Handouts*, Instructor Developed.
10. *Videos: CRM Films*
 - a. *Leadership & the One-Minute Manager*, Ken Blanchard, Ph.D.
 - b. *The Leadership Milanese*, Tom Peters
 - c. *Group Think: Decision Making*
 - d. *Creative Problem Solving*
11. *Decision Making and Leadership & Influence*, Instructor Guide, Federal Emergency Management Agency.
12. *Course Instruments:*
 1. *Power Perception Profile-Perception Instrument*
 2. *Introduction to type: Briggs Myers*

COURSE OUTLINE

COURSE TITLE: CURRENT TRENDS IN EMERGENCY MANAGEMENT

COURSE NUMBER: INDT-452

CREDIT HOURS: 3 HOURS UNDERGRADUATE

PRERRQUISITE: NONE

TEXT: Drabek, Thomas E., *Emergency Management: Principles and Practice for Local Government*, International City Management Association (ICMA)

CATALOG DESCRIPTION:

This course was designed to provide students the knowledge of emergency management and the philosophy of emergency planning for community, business and industry. Students will develop a management perspective on issues, concerns, and constraints effective to emergencies that responders must think about today. The students will explore (SARA), Title III. Superfund Amendments and Reauthorization Act, and implement the integrated emergency management system with emphasis on man-made, natural, and technological disasters.

COURSE OBJECTIVES:

The student will be able to:

1. Cite the fundamentals of emergency planning and the Comprehensive Emergency Management (CEM) concept.
2. Explain the reason why the planning process is essential to effective community emergency response.
3. Recognize some basic environmental legislation, hazardous material planning and employee protection.
4. Describe the major components of Title III Superfund Amendments and Reauthorization Act (SARA).
5. Describe the fundamentals of the emergency management system
6. Differentiate the organizational structure of the Local Emergency Planning Committee (LEPC) and the State Emergency Response Commission (SERC).
7. Explain why both government and the business community should form a partnership in dealing with emergencies.

COURSE OUTLINE

- I. Introduction to Emergency Planning and Title III
 - A. The Need For Emergency Planning
 - 1. Overview
 - 2. Need for Planning
 - 3. Common Pitfalls in Planning
 - B. The Comprehensive Emergency Management (CEM) Approach
 - 1. Overview
 - 2. Comprehensive Emergency Management Factors
 - 3. Functional Approach to CEM
 - C. Understanding Super Fund Reauthorization Act (SARA/Title III)
 - 1. The Legislative Base of Title III
 - 2. Other Title III Provisions
 - 3. Organizational Structure, Member Selection, and Role Definition for the LEPC and SERC
 - D. Community Awareness And Public Responsibility
 - 1. What is Involved in Community Right-to-Know
 - 2. What Preventive Measures Can the Community Take to Avoid a Disaster
- III. The Assessment Phase of Contingency Planning
 - A. Hazard Analysis
 - 1. Development of Data Using Hazards Analysis
 - 2. Identification and Classification of Hazardous Materials
 - 3. Vulnerability Analysis
 - 4. Risk Analysis
 - B. Capability Assessment
 - 1. Transportation Capability Assessment
 - 2. Fixed-Site Capability Assessment

III. The Planning Phase of Contingency Planning

A. Introduction to Hazardous Materials Contingency Planning

1. Essential SARA Planning Requirement
2. Effective Methods of Coordination and Group Management

B. Determination of The Appropriate Response Level

1. Response levels for Three Basic Types of Emergency Conditions
2. Evacuation as a Protection Action
3. Limitations of Evacuation
4. Other Protection Actions

C. Coordination With Plans of Other Agencies and Organizations

1. Mechanisms of Communication
2. Importance of Coordinating Plans
3. OSHA/EPA Requirements and CAER Standards

IV. The Implementation Phase of Contingency Planning

A. Integrating Other Response Plans

1. Overview
2. OSHA Regulation and SARA/Title III
3. Industry Emergency HAZMAT Planning

B. Legislation

1. Overview of Federal Regulation
2. State and Local Codes

C. Using the Media to Educate the Community

1. Planning the Education Program
2. Public Information Officer

D. Risk Communication

1. Public Perceptions
2. Risk Communication Strategy
3. Common Approaches to Risk Communication

V. The Evaluation Phase of Contingency Planning

A. Evaluating Your Plan Through Exercises

1. Developing the Exercise
2. Conducting the Exercise
3. Evaluating the Exercise
4. Exercise Follow-up

GRADING REQUIREMENTS

- | | | |
|----|------------|-----|
| 1. | Quiz 1 | 15% |
| 2. | Quiz 2 | 15% |
| 3. | Quiz 3 | 15% |
| 4. | Final Exam | 30% |
| 5. | Paper | 25% |

BIBLIOGRAPHY

Hazardous Materials Contingency Planning, Student Manual. FEMA/EPA/DOT, SM 311. June 1995.

Integrated Emergency Management, Student Manual, Federal Emergency Management Agency (FEMA).

The Michigan Right to Know Law. MIOSHA Handout, Michigan Department of Labor. Michigan Department of Public Health.

Hazardous Materials Emergency Planning Guide. National Response Team, Federal Emergency Management Agency, 1988.

Emergency Management Principles and Practice for Local Government, International City Management Association, Washington, D.C., 1992 T.E. Drabek.

Emergency Management Concepts: For Industry and Business. Todd Publications, John C. Hayen, 1988.

Disaster Planning Guide for Business and Industry, Federal Emergency Management Agency (FEMA) 1987.

Disaster Mitigation Guide for Business and Industry. Federal Emergency Management Agency (FEMA) 1990.