

**SAINT JOSEPH'S UNIVERSITY,
GRADUATE PUBLIC SAFETY
PROGRAMS**

GRADUATE
PUBLIC SAFETY
PROGRAMS

MASTER OF SCIENCE IN
PUBLIC SAFETY

MASTER OF SCIENCE IN
ENVIRONMENTAL PROTECTION
AND SAFETY MANAGEMENT

SAINT JOSEPH'S UNIVERSITY
PHILADELPHIA

GRADUATE PUBLIC SAFETY PROGRAMS

M.S. IN PUBLIC SAFETY

M.S. IN ENVIRONMENTAL PROTECTION AND SAFETY MANAGEMENT

Vincent P. McNally, Jr., Ph.D.

Director, Graduate Public Safety Programs

The combined effects of population, growth, technological change and socio-economic development have combined to greatly increase the scope and range of hazards to the human and physical environment. Responding to these complex set of risk plans is one of the most significant challenges facing management at all levels in the public, private and non-profit sectors.

The overall goal of the two degrees offered by graduate Public Safety Programs is to develop the managerial skills and functional expertise of professionals involved in the protection of lives, property and the physical environment. Both programs provide a comprehensive overview of the ethical, legal, political and managerial challenges and responsibilities in these related fields.

The M.S. in Public Safety develops the administrative and functional expertise of police, fire, emergency management, and other government officials involved in public safety service provision at the Federal, State, and local level.

The M.S. in Environmental Protection and Safety Management concentrates on management education for students working in the private, non-profit and government agencies whose careers involve the specialized areas of environmental protection and occupational safety and health.

The curriculum of both Graduate Programs consists of twelve courses and is designed for the needs of part-time students. Courses are offered either one night each week or in five-day blocks.

Additionally, the Graduate Public Safety Programs provides additional opportunities for continuing education in the areas of public safety, emergency management, environmental protection and occupational safety through the development and/or presentation of non-credit seminars and training programs. These courses focus on emerging problems, new managerial techniques and developing trends in each of these fields and are designed to meet the needs of specific industries, organizations or professions. These educational activities also allow the Programs to provide a variety of other support, contact and liaison functions for organizations and individuals in the various related fields.

GRADUATE PUBLIC SAFETY PROGRAMS

ADMISSIONS REQUIREMENTS AND PROCEDURES :

Students applying for admission to the Public Safety or Environmental Protection and Safety Management Programs must have a baccalaureate degree from an accredited college or university. Applicants should submit or have sent to the Director of the Public Safety Graduate Program the following:

- A completed application form accompanied by a non-refundable application fee.
- Complete and official transcripts of all coursework from each undergraduate and graduate school attended, and
- Two letters of recommendation, at least one of which should be from a former teacher, appraising the applicant's capacity for graduate studies.

International students should consult additional requirements described in International Students under Academic Policies and Regulations.

M.S. IN PUBLIC SAFETY DEGREE REQUIREMENTS

A total of twelve (12) courses are required for the degree of M.S. in Public Safety. They are broadly grouped into a Public Safety and an Administrative component.

Public Safety Component (eight courses)

ADM 4005	Fire Department Organization and Management
ADM 4015	Fire Protection and Emergency Service Master Planning
ADM 4025	Methods of Public Safety Research
ADM 4305	Law Enforcement Management
ADM 5555	Environmental Protection Management
ADM 5565	Disaster Planning and Management
ADM 5575	Occupational Safety and Hazard Administration
ADM 6005	Case Study in Public Safety

Administrative Component

MGT 4025	Organizational Behavior (Prerequisite: MGT 3025)
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and three of the following:

ADM 4315	Emergency Medical Services Management
ADM 5585	Seminar in Public Safety
ADM 5595	Independent Study in Public Safety
ACC 4015	Managerial Accounting (Prerequisite: ACC 3015)
HED 4625	Employee Assistance and Occupational Health
HED 4855	Stress and Crisis Intervention
MGT 5015	Human Resource Management
MKT 4015	Marketing Management (Prerequisite: MKT 3015)
SOC 4225	Systems in Private Security

It may be possible to substitute other management related courses with the approval of the Director.

POST-MASTER'S CERTIFICATE IN PUBLIC SAFETY

Students who already possess a Master's degree and complete the following courses will be awarded a Post-Master's Certificate in Public Safety:

ADM 4005	Fire Department Organization and Management
ADM 4015	Fire Protection and Emergency Service Master Planning
ADM 4305	Law Enforcement Management
ADM 5555	Environmental Protection Management
ADM 5565	Disaster Planning and Management
ADM 5575	Occupational Safety and Hazard Administration

M.S. IN ENVIRONMENTAL PROTECTION AND SAFETY MANAGEMENT DEGREE REQUIREMENTS

A total of twelve (12) courses are required for completion of the degree.

REQUIRED COURSES

- MGT 4025 Organizational Behavior
(Prerequisite: MGT 3025)
- MGT 5035 Business Law for Management
- ADM 4025 Methods of Public Safety Research
- ADM 5555 Environmental Protection Management
- ADM 5565 Disaster Planning and Management
- ADM 5575 Occupational Safety and Health Administration
- ADM 5705 Risk Analysis
(Prerequisite: ADM 4025)
- ADM 5715 Environmental Science for Management
- ADM 6015 Case Study in Environmental Protection and Safety Management

Students may choose any three (3) of the following courses:

- ADM 5725 Behavioral Aspects of Health and Safety Promotion
- ADM 5735 International Environmental Protection Issues
- ADM 5765 Seminar in Environmental Crime
- ADM 5775 Seminar in Occupational Safety & Health Policy and Issues
- ADM 5785 Seminar in Environmental Protection Policy and Issues
- ADM 5795 Independent Study in E.P.A. and Safety Management
- HED 4625 Employee Assistance and Occupational Health
- HED 4855 Stress and Crisis Intervention
- ACC 4015 Managerial Accounting
(Prerequisite: ACC 3015)
- MGT 5015 Human Resources Management

It may be possible to substitute other Management-related courses with the approval of the Director.

POST-GRADUATE CERTIFICATE IN ENVIRONMENTAL PROTECTION AND SAFETY MANAGEMENT

A total of six (6) course must be completed for the certificate:

- ADM 5555 Environmental Protection Management
- ADM 5565 Disaster Planning and Management
- ADM 5575 Occupational Safety and Health Administration
- ADM 5705 Risk Analysis
- ADM 5785 Seminar in Environmental Protection Policy and Issues
- ADM 6015 Case Study in Environmental Protection and Safety Management

COURSE DESCRIPTIONS

ADM 4005 Fire Department Organization and Management 3 Credits

An analysis of the administrative functions and responsibilities of fire departments, including fire suppression, fire prevention, and emergency medical services. It will apply the management techniques of planning, organizing, and controlling to specific fire department operations such as training, recruitment, and promotion. Finally, it will examine issues of public administration that influence the operation of the fire department, such as unionization, affirmative action, and residence requirements.

ADM 4015 Fire Protection & Emergency Service Master Planning 3 Credits

A focus on the environmental factors and processes involved in developing a comprehensive master plan for the provision of fire protection and emergency services. The course will focus on the broad social, political, and economic issues involved in emergency planning, such as arson, and other public and private sector agencies which will be included. Finally, the course will examine future possibilities for regionalization, inter-local cooperation, disaster management, and technological improvements.

ADM 4025 Methods of Public Safety Research 3 Credits

This course will stress the functions of concepts, hypotheses and theories for an empirical discipline; the operationalization of theoretical variables; the principles of research design and the problem of inference; and the application of quantitative techniques and statistical analysis to police and fire department management problems.

ADM 4305 Law Enforcement Management 3 Credits

An analysis of the principles and theories of the professional management and administration of law enforcement organizations. This course focuses on the execution and impact of policy decisions made by administrators in the courts, police departments, and other criminal justice agencies. It examines specific operational and staff functions, including budgeting, personnel, planning, and productivity measurement. Other topics include organizational development and information systems.

ADM 4315 Emergency Medical Services Management 3 Credits

Emergency medical services is the third side to the public safety triangle. EMS provides direct “hands on” personal care to those fallen victim to illness or injury. Though identical to the Fire Service’s use of paid and volunteer staff, EMS responds to higher call volumes, operates under scrutiny of the Department of Health, and receives reimbursement for services rendered. The seminar will address finance, delivery systems, specialized services, and patient/personnel relations needs in EMS. The seminar will also offer a year 2000 EMS projection.

**ADM 5555 Environmental Protection Management 3 Credits
(MGT 5555)**

This course analyzes the various managerial problems associated with the prevention, mitigation, and cleanup of environmental problems. It also focuses on an examination of the EPA and OSHA and state and local regulations involving hazard control. Finally, it attempts to provide a basic framework for planning a cost-effective response to technical and legal requirements of environmental issues.

**ADM 5565 Seminar in Disaster Planning 3 Credits
(MGT 5565) and Management**

The purpose of the seminar is to cover a broad range of topics, problems, and activities involved in developing a comprehensive yet flexible plan of response to a major life- and property-threatening emergency at the local level. Through lectures by professionals from a variety of fields and perspectives, the course will provide an overview of the managerial responsibilities and multi-dimensional skills necessary to properly coordinate and control a disaster situation. There will also be a review of past disasters to evaluate what went wrong in the attempts to cope with the crises. Finally, the seminar will focus on developing techniques and approaches that can be used to handle similar emergencies in the future.

**ADM 5575 Occupational Safety and 3 Credits
(MGT 5575) Hazard Administration**

An examination of the management problems as associated with occupational safety and hazards in industrial, commercial, and institutional organizations. It reviews techniques of prevention and control of life- and property-threatening incidents and procedures for compliance with Federal, State, and local regulations. Finally, it analyzes the role played by other organizations in safety management, such as police, fire, legal, insurance, and government agencies.

ADM 5585 Seminar in Public Safety 3 Credits

This seminar will address current trends and issues in Public Safety.

ADM 5595 Independent Study in Public Safety 3 Credits

ADM 5705 Risk Analysis 3 Credits

This course will provide an overview of the problems and challenges involved in risk identification and assessment. It examines the various physical, demographic, economic, technological, legal/political and socio-cultural factors that can threaten organizational stability or impede organizational change such as liability. Finally, it will explore strategies for calculating probabilities of risk and strategies to minimize uncertainty and respond to problems.

ADM 5715 Environmental Science for Management 3 Credits

This course will focus on the causes and effects of environmental pollution and the ways in which industry can prevent or minimize the damage caused by improper disposal of hazardous wastes. Principles of science, in particular, chemistry, that underlie environmental phenomena and environmentally related technology will be covered.

**ADM 5725 Behavioral Aspects of Health 3 Credits
and Safety Promotion**

Behavioral Approaches to Occupational Health & Safety: a critical examination of the physical and social work environment and its role in causing and preventing occupational accidents and disasters. This course focuses on the techniques and theory of Applied Behavior Analysis as the conceptual basis for developing measurement, recording, intervention, and evaluation strategies. Long-term maintenance, cost/benefit analyses, the roles of antecedents and consequences, and problem solving strategies are stressed.

**ADM 5735 International Environmental 3 Credits
Protection Issues**

This course evaluates the environmental protection issues and problems faced by organizations operating in an international or multi-national arena. It will review the regulatory policies of various countries and policies of super-national organizations such as the United Nations and the European Community. Finally, it develops strategies for achieving the dual goals of productivity and safeguarding both the human and physical world from a global perspective.

ADM 5765 Seminar in Environmental Crime 3 Credits

This course focuses on the growing problem of environmental crime and the challenge it presents to Federal, State, and local law enforcement agencies. It will examine the various types of environmental crime such as illegal dumping and negligence and analyze methods that can be used by police agencies to investigate and prosecute violations.

ADM 5775 Seminar in Occupational Safety 3 Credits
and Health Policy and Issues

This course will focus on specific issues and emerging trends in the occupational safety and health fields.

ADM 5785 Seminar in Environmental Protection 3 Credits
Policy and Issues

This course will focus on major issues and changing policy in environmental protection. It will focus on the major areas of governmental involvement and regulation and emerging trends as they influence decision making in the public and private sector. It will also examine the physical, political, legal, economic and technological factors that help shape and constrain environmental protection policy.

ADM 5795 Independent Study in Environmental 3 Credits
Protection and Safety Management

Requires permission of Program Director.

ADM 6005 Case Study in Public Safety 3 Credits

The application of a research project to a particular issue or problem of public safety. Requires permission of Program Director.

ADM 6015 Case Study in Environmental Protection 3 Credits
and Safety Management

The application of a research project to a particular problem or issue of environmental protection or occupational safety and health management.

INQUIRIES

Dr. Vincent P. McNally, Jr.
Director, Graduate Public Safety Program
610-660-1641
610-642-1820

ST. JOSEPH'S UNIVERSITY

**ADM/EPS 5705 - RISK ANALYSIS
COURSE SYLLABUS Spring, 1995**

**PUBLIC SAFETY
ADMINISTRATOR**

**ENVIRONMENTAL PROTECTION
AND SAFETY MANAGEMENT**

Course Description

This course focuses on the role of the Risk Manager in a corporate/business environment. The Risk Manager plays an integral part in the profit and loss of a business. He, or She, is responsible to protect the Company assets. The Risk Manager needs to be able to evaluate the risks to a Company and determine the best course of action to take to minimize the affects of those risks.

This course will review the Risk Management Process and discuss the steps to establish a Risk Management Program. Loss exposure analysis will be reviewed and different methods will be examined to accomplish a course of action that will provide the least possible risk for an organization. Federal regulations and process safety will be reviewed for the general industry sector.

Guest speakers will provide presentations on Risk Management in a corporate environment, the Federal regulatory requirements, and risk management in the Fire Service.

Course/Student Objective

Each student will be prepared to function in a corporate Risk Management environment. The students will be prepared to recognize regulatory requirements in risk analysis and process safety requirements.

Classroom Procedures

Classes will include lecture and discussion sessions on the assigned readings, and related topics. Students are responsible for all classroom lectures and discussions. In the event that a student is unable to attend a particular session, the student should make arrangements to secure the information presented. The Instructor will not provide class lecture notes, or discussion notes, unless an extraordinary reason prevented the student from attending class. Class attendance and participation is encouraged.

Each student is expected to be present for the scheduled Mid-Term and Final Exams. Any student with a legitimate reason for not being able to attend a scheduled exam should advise the instructor as soon as possible prior to the exam. When justifiable, arrangements will be made for a make-up exam.

Examinations

The Mid-Term Exam is tentatively scheduled for March 23, 1995. The Final Exam is scheduled for May 4, 1995.

Research Paper

A research paper is required. The paper must be on one of the following three topics:

1. The establishment of a Risk Management Program in a Chemical Manufacturing Company.
2. The establishment of a Risk Management Program at a College or University.
3. The establishment of a Risk Management Program in a Public Safety related organization.

The paper should include the elements discussed in class to design a program that will benefit the organization. For each of the above topics, you should consider the following:

1. The available funds for improvements are reportedly very low.
2. The losses are high for property, liability, and personal injury.
3. There is no program currently in place.

Your paper will need to convince the C.E.O. that a Risk Management Program is necessary. You should include how you would arrive at that conclusion, and why you say that such a program is necessary. As with most C.E.O's., he/she is very busy and will only read your Executive Summary. Therefore, your paper should be four (4) to six (6) pages in length and double spaced.

Academic Honesty

Official University Policy will prevail as stated in the St. Joseph's University Graduate Catalog. Each student should review the University Policy.

Student Evaluation Procedures

The Course grade will be determined as follows:

Research Paper	25%
Mid-Term Exam	35%
Final Exam	40%

Final course grades will be assigned in accordance with the grading criteria outlined in the St. Joseph's Catalog.

Course Evaluation

Each student will be asked to complete a course evaluation form at the completion of the course. Students are encouraged to speak with the Instructor to discuss any areas that they feel should receive greater emphasis.

Office Hours

The Instructor for this Course does not maintain a Campus office. However, Mr. Stump will be available 30 minutes prior to each scheduled class.

Class Cancellation

Severe weather cancellations will be announced over KYW Radio. The evening school code is 2104. You can also contact St. Joseph's University Security and Public Safety Department for closing information (Phone 215-660-1111).

Escort Service

The Security and Public Safety Department maintains an escort service. The Department is located at Barbelin 13. (Phone 215-660-1110).

Required Text

ESSENTIALS OF RISK MANAGEMENT, Volumes I and II, Head and Horn, INSURANCE INSTITUTE OF AMERICA, 1991, Second Edition.

The two volume text is available at the Bookstore.

ST. JOSEPH'S UNIVERSITY

ADM 5565 DISASTER PLANNING AND MANAGEMENT COURSE SYLLABUS

SUMMER, 1994

JEFFREY R. STUMP, M.S., C.S.P.

COURSE DESCRIPTION

This course covers a broad range of topics, problems, and activities involved in developing a comprehensive plan of response to a major life and property threatening emergency at the local level. Through lectures by professionals from a variety of fields and perspectives, the course will provide an overview of the managerial responsibilities and multi-dimensional skills necessary to properly coordinate and control a disaster situation. There will also be a review of past disasters to evaluate what went wrong in the attempts to cope with the crises. Finally, the course will focus on developing techniques and approaches that can be used to handle similar emergencies in the future.

COURSE/STUDENT OBJECTIVE

This course is designed to provide a broad overview of disaster planning and management within both the private and public sectors. Each student should be able to apply the course material in a framework for the preparation of a disaster plan, and recognize the necessity to involve all affected agencies in disaster planning. The student should be able to recognize the different stages in disaster planning and management. Finally, the student should understand that planning is not limited to the pre-event or event stage, but also to the post-event recovery stage.

COURSE REQUIREMENTS AND STUDENT EVALUATION

This is an intensive course with different lecturers each day. There is a heavy emphasis on note taking during the presentations. A formal research paper must be completed and submitted within 20 days of the course completion (postmarked by June 24, 1994). The student grade will be determined by the quality of the Research Paper, and class participation. Papers received after the due date may result in an "T" grade for the course. Students with special problems or emergencies should contact the instructor as soon as possible.

RESEARCH PAPER

Students are required to complete a comprehensive analytical research paper on some topic dealing with disaster planning and management. The paper can focus on preparing a disaster plan, the analysis and evaluation of a particular disaster, or an intensive analysis of a particular aspect or element of incident planning, operational control, or recovery. The papers will be graded in accordance with the degree of complexity of the topic, the application of material presented in class, organization, relevancy, clarity and presentation. The paper must be typed, and 6 to 8 pages in length (double spaced). The title page, footnote and/or bibliography pages are not a part of the 6 to 8 pages. Standard footnoting and bibliography is expected. Most published technical articles are no longer than six pages. Papers that are below, or above, the designated 6

to 8 pages may be penalized in grading. Students having questions should consult with Mr. Stump or Dr. McNally. We are interested in quality, not quantity.

REQUIRED TEXT

1. *Disaster Response: Preparation and Coordination*, by Eric Auf der Heide. Published by C. V. Mosby Company. This is available at the University Book Store.
2. A booklet of compiled disaster related articles is available for purchase at the University Press (next to the Bookstore).

READING ASSIGNMENTS

We will not assign readings for the course. You should review relevant chapters in the texts that will be applicable to the scheduled presentations.

PRESENTERS LIST

SEMINAR IN DISASTER PLANNING AND MANAGEMENT

Thursday, May 19, 1994

8:00 A.M.

Science Center 200

10:00 A.M.

James Dahlhamer
Research Associate
Disaster Research Center
University of Delaware
102 E. Main Street
Newark, Delaware 19716

1:00 P.M.

Mr. Jack Lippart
Administrator
AmbuCare
501 Bailey Road
Yeadon, PA 19050

2:30 P.M.

Mr. Robert C. Drennen
Battalion Chief
Philadelphia Fire Department
9527 Wistaria Street
Philadelphia, PA 19115

Friday, May 20, 1994

8:00 A.M.

Science Center 200

10:00 A.M.

Mr. Rob Jones, L.C.S.
Technical Director
CIGNA
2 Liberty Place
1601 Chestnut Street
P. O. Box 7716
Philadelphia, PA 19192-2090

Friday, May 20, 1994

1:00 P.M.

Science Center 200

John Comey
Director
PA Emergency Management Agency
801 Mandy Lane
Camp Hill, PA 17011

2:30 P.M.

Frank Richardson
Chairman
Department of Fire Science & Technology
Delaware Technical Institute
436 Orchard Road
Newark, Delaware 19711

Saturday, May 21, 1994

8:00 A.M.

Science Center 200

Mr. Thomas Seamon
Deputy Police Commissioner
City of Philadelphia
582 Livezey Street
Philadelphia, PA 19128

1:00 P.M. until 5:00 P.M.

Mr. Joseph Breslin
Deputy Chief
Avalon Fire Department
210 15th Street
Avalon, New Jersey 08202

Friday, June 3, 1994

8:00 A.M.

Science Center 200

8:15 A.M.

Mr. George Hill
Warden
Delaware County Correctional Institute
246 E. Springfield Road
Springfield, PA 19064

Friday, June 3, 1994

10:00 A.M.

Science Center 200

Lynn Kennedy-Ewing
Coordinator
Delaware County Critical Incident
Stress Management Institute
912 Surrey Lane
P.O. Box 322
Media, PA 19063

1:00 P.M.

Debora Jones, R.N.
Roy F. Weston, Inc.
Building 5
One Weston Way
West Chester, PA 19380

2:30 P.M.

Roger Ulshafer
140 Westover Drive
Cherry Hill, NJ 08034

Saturday, June 4, 1994

8:00 A.M.-12:00

Science Center 200

Mr. Harry Cusick
528 N. 7th Avenue
Royersford, PA 19468

8:30 A.M.

Mr. Robert C. Drennen
Battalion Chief
Philadelphia Fire Department
9527 Wistaria Street
Philadelphia, PA 19115

1:00 P.M.

William Jenaway
Assistant Vice President
Property Management
1600 Chestnut Street
P.O. Box 7716
Philadelphia, PA 19192-2097