

Prototype Curriculum for Associate Degrees in Emergency Management

G230 Principles of Emergency Management

This 3-day course replaces the *Introduction to Emergency Management* course. The new course consists of four modules which build on one another, but can be used individually. The first module includes the concepts of emergency management and its integration of systems, basic definitions, identification of hazards and their analyses, general descriptions of the four phases, and identification of resources at several levels. The second module is more detailed, encompassing the role of the local emergency manager and linking to concepts of the four phases to specific practices and information, including community hazards analysis, mitigation strategies, damage assessment, and assistance programs for recovery. The third module is more complex, addressing the coordination of various systems, networks, and agreements among various governmental and other organizations using group activities and exercises. In the fourth module, the participants demonstrate their abilities to work with and apply the skills and information gained in the first three modules.

G235 Emergency Planning Course

This 3-day workshop is a redesigned planning course (in recognition of the unique hazards, resources, and circumstances of each community) for developing the expertise of community planning teams along principles offered in *State and Local Guide (SLG) 101, Guide for All-Hazard Emergency Planning*. Participants are required to complete a pre-workshop self-instruction of about 2 day's study and research.

IS-393 Introduction to Mitigation

This independent study course provides an overview of the basic mitigation knowledge that is needed to initiate interested parties into the field of mitigation and hazards threatening the community. It includes information about community mitigation strategies, responsibilities, and resources, and about building a program.

G393 Mitigation for Emergency Managers

This course is designed to train emergency managers and other interested individuals who have no specialized technical background, but can support mitigation efforts as advocates. The course provides activities and exercises that build the participants' abilities to: perform the tasks and responsibilities of the emergency manager's role; create long-term strategies for disaster-resistant communities; identify local mitigation opportunities; select mitigation solutions to hazard risk problems; find resources to carry out mitigation activities in a post-disaster environment.

G275 Emergency Operations Center (EOC) Management and Operations Course

This 3-day course provides participants with the knowledge and skills to effectively manage and operate an EOC during crisis situations. The course covers many aspects of properly locating and designing an EOC, how to staff, train and brief EOC personnel, and how to operate an EOC during various situations. It is modular so that it is flexible enough to meet various jurisdictions' needs.

**G276 Resource
 Management Course**

This 2-day course provides participants with the knowledge and skills to effectively identify, develop, and manage a resource management system. The course covers aspects of how to tap into little used resources, how to develop and manage a system to better manage scarce public and private sector resources in a crisis situation, and how to ask for help (the videotape and facilitator's guide for G270.1 have been incorporated into this course).

G290 Basic Public Information Officers (PIO) Course

This 3-day course is intended for the new or less experienced PIO. Its emphasis is on the basic skills and knowledge needed for emergency management public information activities. Topics include the role of the PIO in emergency management, conducting awareness campaigns, news release writing, public speaking, and television interviews.

G191 Incident Command System/Emergency Operations Center (ICS/EOC) Interface

This 1 ½-day course works best when delivered to incident command system and emergency operations center personnel from the same community. The course provides an opportunity for participants to begin developing an ICS/EOC interface for their community. The course reviews ICS and EOC responsibilities and functions and depends heavily on exercises and group discussions to formulate the interface.

G195 Intermediate Incident Command System (ICS)

This 3-day course is designed for a multi-discipline audience of persons who would likely serve as supervisors in an ICS structure. Topics include organization and staffing, incident and event planning/staffing, organizing a response to an incident or a planned event, and incident resource management. The course includes group activities, a tabletop exercise, and a final examination. The content of this course is generally equivalent to the *National Interagency Incident Management System (NIIMS)* training modules 7-11 (1-300).

G385 Disaster Response and Recovery Operations (DRRO) Course

This revised 3-day course covers the basic concepts and operational procedures and authorities involved in responding to major disasters. It addresses Federal, State, and local roles and responsibilities in major disaster recovery work, with an emphasis on government coordination and the solution of problems that frequently arise in recovery operations. An overview of preliminary damage assessment, disaster recovery centers, and special needs of victims and disaster workers also is included.

G202 Debris Management Course

This field course is designed for State and local personnel at all levels as well as public works director, their staffs, and waste management personnel. The course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from debris-generating events.

G250.7 Workshop: Local Situation (RAPID) Assessment

Communities can use the Resource Guide and Facilitator's Guide when developing the plan and procedures for rapidly and efficiently collecting disaster intelligence immediately following a disaster. This intelligence is used to prioritize response activities, allocate available resources, and specifically request resources from other sources to save and sustain lives.

**G240- Basic Skills in Emergency Program Management
G242**

Three PDS courses totaling 7 classroom days are called Basic Skills and considered together for purposes of accreditation.

G240 Leadership and Influence (3 days)

This course shows participants how to assess differences in personal values and interpersonal influence styles, and to apply situational leadership behaviors in emergency management.

G241 Decisionmaking and Problem-Solving (1 day)

This course gives participants practice in making individual and group decisions based on a model problem-solving process.

G242 Effective Communication (3 days)

This course is designed to develop the skills of emergency managers in public and interpersonal communication. The course includes a variety of topics, and provides for practice in oral presentation.

**G244 Developing Volunteer
Resources*****

This 2-day course is designed to improve participants' abilities to deal with a broad range of issues in the management of volunteers. Issues covered include identification of tasks provided by organized groups that require volunteer services, skill definition and specification of qualifications, publicity and recruitment, skill development and maintenance, and motivation strategy that promotes continued involvement and quality performance.

G288 Donations Management Workshop

This workshop addresses the planning and operations of an effective donations management system to ensure efficient use of undesignated donations and spontaneous volunteers during a disaster in conjunction with representatives of Voluntary Organizations Active in Disaster (VOAD) and State and local government.

G110 Emergency Management Operations Course (EMOC) for Local Governments

The EMOC is designed for local communities that may not be able to participate in FEMA's resident *Integrated Emergency Management Courses*. The EMOC is an exercise-based program with planning sessions that begin weeks prior to the actual course, and it includes classroom sessions and exercises. The flexible format of the EMOC allows it to be conducted in a 2 ½-day or 3-day format. The purpose of the

EMOC is to improve operational capabilities as they relate to managing emergencies in the local community. The course places emphasis on the Emergency Operations Center (EOC) as a focal point for managing a simulated emergency.

G137 Exercise Program Manager/Management Course

This 2 ½-day course provides knowledge, skills, and job aids to assist local, State, and Federal personnel in implementing their roles and responsibilities as exercise program managers. Work products developed during the course will be useful for the participant to develop or upgrade his or her comprehensive exercise program.

G120 Exercise Design Course

This 2-day course develops skills that will enable those attending to train staff and to conduct an exercise that will test a community's plan and its operational response capability.

G272 Warning Coordination

This 1 ½-day field course is the latest in the hazardous weather series of courses produced in partnership with the National Weather Service (NWS). It is designed to be conducted jointly by NWS Warning Coordination Meteorologists and State Emergency Management staff for an audience of local emergency managers.

Every year, the United States experiences more severe weather than any other country in the world. In order to reduce deaths, injuries, and property losses, emergency managers must work closely with the NWS and the news media to provide effective warnings that can be received and understood by people at risk. This course is intended to help facilitate that process.

Course topics include The Social Dimensions of Warning Response, Developing Effective Warning Messages, Developing an Effective Community Warning Process, and working with the news media to create a Weather Warning Partnership. In addition to lecture and discussion, the course includes case studies, exercises and an opportunity for interaction with representatives of the local news media.

**G365.3 Workshop,
Partnerships for Creating and
Maintaining Spotter Groups**

This 5-hour workshop emphasizes the valuable service that spotter groups provide to protect lives during hazardous weather and flooding. This activity is intended to promote the creation and enhancement of spotter groups across the country. It includes a wide variety of tools and approaches to help make spotter groups a key part of effective community warning systems. This workshop should be delivered jointly by emergency management and National Weather Service staff.

G271 Hazardous Weather and Flood

Preparedness Course

This 2 ½-day field course was developed by the National Weather Service (NWS) and FEMA staff with input and assistance from many State and local emergency managers. It is intended to help promote more proactive responses to weather and flood hazards through close coordination between emergency management and NWS.

Since the United States experiences more severe weather than any other country, emergency managers need to know:

- How the basic elements of weather can combine to create potential hazards in their areas;
- What information is available and how it can be obtained;
- How to analyze the information on developing threats and how to project potential impacts; and
- How to determine when actions need to be initiated to meet developing threats.

G361 Flood Fight Operations Course

This 2 ½-day course is for emergency managers, public works officials, levee district representatives, and others responsible for planning, preparing, and managing the response to a flood. Using a combination of lectures, discussions, activities, and exercises, the course will take participants through the complete process from well before the flood to clean-up afterwards. Officials from every community at risk of flooding should take this training.

While this training emphasizes how to conduct a flood fight, it provides information to help communities decide if a flood fight is possible and worth the effort and cost. Diagrams with materials lists and equipment and labor requirements to construct various types of temporary flood protection can be used to help determine if there are enough time and resources to protect the community. If the whole community cannot be protected, then officials must decide where to concentrate their efforts to protect some areas and/or evacuate and relocate what they can. If a flood fight is undertaken, it should be done the right way or the effort will be wasted.

Instructors should be experienced in flood fighting. It is recommended that the U.S. Army Corps of Engineers be part of the instructional team to discuss the methods and techniques they use in your region and to explain what assistance they may be able to provide.

G360 Hurricane Planning

This 2 ½-day course is designed to assist State and local planners responsible for developing or revising emergency operations plans and procedures. The course provides methods and techniques for using the latest information from Hurricane Evacuation Studies and other sources in planning response operations before and after a hurricane.

Hazardous Materials Series***

These courses are currently under revision and will be provided at a later date.

*** denotes courses that have not yet been converted to electronic format.