

## Emergency Contingency Planning (HMSY 1339) Online



**Credit:** 3 semester credit hours (3 hours lecture)

**Prerequisite/Co-requisite:** Complete the Online Orientation and answer yes to 7+ questions on the Online Learner Self-Assessment:

<http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx>

### Course Description

Procedures for developing, implementing, and updating an Emergency Contingency Plan that outlines public agencies and private industry responses, recovery, and mitigation. Includes types of aid available to individuals and communities after a disaster. Also covers interagency and intergovernmental emergency preparedness, planning, training, and exercises are included. *This course is time-bound, structured, and completed totally online.*

### Required Text and Materials

- Perry, Ronald and Michael Lindell. 2007. *Emergency Planning*. Wiley: New York. ISBN: 978-0-471-92077-9.
- FEMA Online Emergency Manager <http://training.fema.gov/EMIWeb/IS/is1.asp>
- Planning and Disaster Recovery -<http://www.disasterplan.com/>
- Environment, Health and Safety Online - [www.ehso.com/contents.php](http://www.ehso.com/contents.php).
- Notebook
- 2GB Flash Drive

### Course Objectives

Upon completion of this course, the student will be able to:

1. Develop an Emergency Contingency Response Plan
2. Conduct an emergency drill based on the Emergency Response Plan
3. Modify an existing emergency plan according to changing technologies and threats.

### Course Outline

- |                                         |                                                        |
|-----------------------------------------|--------------------------------------------------------|
| A. Emergency Manager                    | 3. The Public Policy Context                           |
| 1. Comprehensive Emergency Management   | 4. The Inter-government Systems                        |
| 2. The Emergency Program Manager        | 5. Hazards Management Policy                           |
| 3. Mitigation                           | 6. Adopting and Implementing Environment Hazard Policy |
| 4. Preparedness                         | 7. Terrorism                                           |
| 5. Response                             | C. The Emergency Planning Process                      |
| 6. Recovery                             | 1. Planning Practice                                   |
| 7. Managing Emergency Management        | 2. Public Jurisdictions                                |
| B. Introduction to Emergency Planning   | 3. Planning Industry                                   |
| 1. Emergency Disasters and Catastrophes | 4. Emergency Operations Centers                        |
| 2. The Work of Emergency Management     | 5. Evaluating Training, Drills, and Exercises          |

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- D. Analyzing and Selecting Protective Actions
  - 1. Critical Elements to Include in the Planning Process
  - 2. Hazard Exposure
  - 3. Physical Vulnerability
  - 4. Social Vulnerability
  - 5. Agricultural Vulnerability
  - 6. Structural Vulnerability
  - 7. Social Vulnerability
  - 8. Analysis Supporting PARs
  - 9. Selecting PARs
- E. The Content and Format of Emergency Plans
  - 1. Understanding and Producing the EOP
  - 2. The Relationship between the Plan and the Planning Process
  - 3. The Content of an EOP
  - 4. Mission, Goals, and Objectives
  - 5. Plan Authority and Termination
  - 6. Plan Activation and Termination
  - 7. Increased Readiness Conditions
  - 8. Plan Assumptions
  - 9. Concept of Operations
  - 10. Plan Annexes and Supporting Analyses
  - 11. Functional Annexes
  - 12. Hazard-Specific Annexes
  - 13. Supporting Analyses
- F. Continuity of Operations Plans
  - 1. Government Continuity Plans
  - 2. Guidance for Creating and Maintaining Continuity of Operations Plans
  - 3. Continuity of Operations Planning
- 4. Critical Continuity of Operations Plan Elements
- 5. Essential Functions
- 6. Security
- 7. Operation and Maintenance of Continuity of Operations Plans
- 8. Business Continuity Plans
- 9. Self-Check
- G. Milestones That Structure Emergency Planning
  - 1. Strategic Analysis
  - 2. Operational and Resource Analysis
  - 3. Steps for Escalating Crisis or Emergency Response
- H. Population Warning
  - 1. Protective Action Decisions
  - 2. The Protective Action Decision Model
  - 3. Factors Influencing Protective Action Decision Outcomes
  - 4. Warning Compliance and Spontaneous Response
  - 5. Planning Applications of Decision- Making Studies
  - 6. Community Warning System Structure
  - 7. Elements of Issuing Population Warning
- I. Planning for Hazard Adjustment
  - 1. The Concept of Hazard Adjustment
  - 2. The Dimensions of Hazard Adjustment
  - 3. Risk Communication and Hazard Adjustment
  - 4. The Local Context for Risk Communication
  - 5. Leveraging Hazard Adjustment
  - 6. Communication Model and Evaluation
  - 7. Information Source and Their

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- Characteristics
- 8. Information Channels and Their Characteristics
- 9. Message Construction
- 10. Characteristics of Information Receivers

- 11. Social Psychology of Messages
- 12. Practical Implications for Risk Communication
- 13. Strategy for Risk Communication
- 14. Structuring Risk Communication

### Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

### Course Evaluation

Final grades will be calculated according to the following criteria:

Unit Tests	40%
Assignments	40%
Final	20%

### Course Policies

1. You must log onto Blackboard and access this course a minimum of three times per week.
2. Cheating of any kind will not be tolerated.
3. If you wish to drop a course, the student is responsible for initiating and dropping the course. If you stop logging-in to the course and do not complete the course drop process, then you will receive an “F” grade for the course
4. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.

### Technical Requirements (for courses using Blackboard)

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

[https://help.blackboard.com/en-](https://help.blackboard.com/en-us/Learn/9.1)

[us/Learn/9.1](https://help.blackboard.com/en-us/Learn/9.1) 2014 04/Student/015 Browser Support/015 Browser Support Policy A

functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

### Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the online resource:

<http://www.lit.edu/depts/stuserv/special/defaults.aspx>

**Student Code of Conduct Statement**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu) or obtained in print upon request at the Student Services Office.