

Submit original with signatures + 1 copy + electronic copy to UAF Governance.

See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department	Emergency Management Program	College/School	School of Management
Prepared by	C. Carlson	Phone	474-6537
Email Contact	cdcarlson@alaska.edu	Faculty Contact	C. Carlson

1. ACTION DESIRED (CHECK ONE):

Trial Course	<input type="checkbox"/>	New Course	<input checked="" type="checkbox"/>
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2. COURSE IDENTIFICATION:

Dept	HSEM	Course #	412	No. of Credits	3
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Justify upper/lower division status & number of credits:	The course is designed to build upon lower division courses in order to provide the operations management portion of the emergency management curriculum. Contact hours and course structure are consistent with other nationally recognized programs.
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3. PROPOSED COURSE TITLE: Emergency Planning & Preparedness

4. CROSS LISTED? YES/NO No If yes, Dept: Course #
 (Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

5. STACKED? YES/NO No If yes, Dept. Course #

6. FREQUENCY OF OFFERING: Fall or Spring
 (Every or Alternate) Fall, Spring, Summer — or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (if approved) Fall 2011

8. COURSE FORMAT:

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check one) 1 2 3 4 5 6 weeks to full semester

OTHER FORMAT (specify) _____

Mode of delivery (specify lecture, field trips, labs, etc) _____

9. CONTACT HOURS PER WEEK:

3	LECTURE hours/weeks		LAB hours /week		PRACTICUM hours /week
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Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty/cd/credits.html> for more information on number of credits.

OTHER HOURS (specify type)

10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

HSEM 412 Emergency Planning and Preparedness: This course will examine the concepts of developing and writing an emergency operations plan and the elements necessary for inclusion in the plan (all-hazards risk analysis). Students will transition through the process of identifying hazards, creating plans and developing a program which specifically addresses planning and preparedness objectives.

11. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities N = Natural Science S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? YES NO

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6 W = Writing Intensive, Format 7 Natural Science, Format 8

12. COURSE REPEATABILITY:

Is this course repeatable for credit? YES NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit? TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? CREDITS

13. GRADING SYSTEM:

LETTER:

PASS/FAIL:

RESTRICTIONS ON ENROLLMENT (if any) Revised 1/21/2011: [Remove Math]; add "or permission of

14. PREREQUISITES HSEM 301; ~~MATH 107X or 161X or STAT 200X~~ and upper division standing instructor"

These will be *required* before the student is allowed to enroll in the course.

RECOMMENDED

Classes, etc. that student is strongly encouraged to complete prior to this course.

15. SPECIAL RESTRICTIONS, CONDITIONS

16. PROPOSED COURSE FEES

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Has a memo been submitted through your dean to the Provost & VCAS for fee approval?
Yes/No

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously? Yes/No

If yes, give semester, year, course #, etc.:

18. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

None; Faculty member is already in place.

19. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (ffklj@uaf.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No

Yes

X

20. IMPACTS ON PROGRAMS/DEPTS

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

None

21. POSITIVE AND NEGATIVE IMPACTS

Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.

Positive impact: course/curriculum changes will result in recognition by the Emergency Management Institute's Higher Ed Project as an "approved" program for endorsement and promotion by FEMA and


the Department of Homeland Security.


JUSTIFICATION FOR ACTION REQUESTED

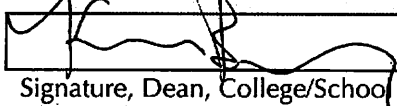
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

The addition of this course to the current Bachelor of Emergency Management curriculum supports the academic needs of the students within the program and changes taking place within the field of Emergency Management and Homeland Security.

APPROVALS:

 Date 25 Oct 2010
Signature, Chair, Program/Department of: Director, Emergency Management Programs

 Date 26 OCT 2010
Signature, Chair, College/School Curriculum Council for: Chair, Em Curriculum

 Date _____
Signature, Dean, College/School of: School of Management

Date _____
Signature of Provost (if applicable)

Offerings above the level of approved programs must be approved in advance by the Provost.

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

Date _____
Signature, Chair, UAF Faculty Senate Curriculum Review Committee

ADDITIONAL SIGNATURES: (if required)

Date _____
Signature, Chair, Program/Department of: _____

Date _____
Signature, Chair, College/School Curriculum Council for: _____

Date _____
Signature, Dean, College/School of: _____

Course Syllabus: HSEM 412

Emergency Planning & Preparedness

--3 credits

Instructor – Cameron Carlson

Director, Emergency Management & Homeland Security Program
School of Management, University of Alaska Fairbanks

Office: 219 F Bunnell
Office Hours: TBD
Telephone: 474-6537
e-mail: cdcarlson@alaska.edu

Revised 1/21/2011 - jbh

Prerequisites: HSEM 301 ADD: or permission of instructor

Location: Bunnell xxx

Time TBD 0:00 – 0:00

Course Description

This course will examine the concepts of developing and writing an emergency operations plan and the elements necessary for inclusion in the plan (all-hazards risk analysis). Students will transition through the process of identifying hazards, creating plans and developing a program which specifically addresses planning and preparedness objectives.

Course Objectives

- Utilize the FEMA/DHS planning theory
- Describe the content and structure of an agency plan and compare and contrast it to an Incident Action Plan.
- Prepare a variety of plans and annexes for emergency response.
- Develop a Standard Operating Procedure.
- Prepare a planning meeting agenda.
- Conduct and facilitate a planning meeting.

Instructional Method

The course format includes lecture, group discussions, reading assignments, internet-based Blackboard assignments, guest speakers, case study analysis and FEMA independent study courses.

Course Requirements and Evaluation

1) Reading of assigned chapters as indicated by the “Schedule and Assignments” section, prior to class, in preparation for class discussion.

There is no formal language prerequisite for this course, but you will need to be able to read, write and speak English, at the college level, to be successful.

2) Two exams: There will be two exams; both will have multiple choice questions. The first exam will have 65 questions (for 130 points); the second will have 85 questions (for 170 points). The exams will be available only to students who are in class when the exam is handed out.

Students may take a make-up exam only with prior approval from the instructor. The instructor will only approve a make-up exam if he believes that a substantial reason has been given.

Tests that are not made up will be given zero points and will be factored into the final grade for the course.

Exam success is critical to demonstrating mastery of the course content. Failure to pass one of the exams (score less than 50% of the available points) will result in the grade, indicated by the points total, being reduced by one level. Failure to pass two exams will result in a failure to pass the course, regardless of the points earned.

3) FEMA Independent Study Program Courses: One of the courses available from the Federal Emergency Management Administration website will be required as a part of this course. The courses is: IS-235 Emergency Planning. Site information and instructions will be available with this syllabus. Due date is shown on the class schedule.

4) Small Group Project Part I: This will be a small group project. Each group will develop a Hazard/ Vulnerability Assessment for a designated municipality. Selection will be done at the second class meeting. Details of the project are covered in a separate attachment to this syllabus.

5) Small Group Project Part II: Each small group will student will develop a local Emergency Operations Plan based upon the municipality the Hazard/ Vulnerability Assessment was completed. May utilize current local government agency Emergency Operations Plan as a template and guide(see instructor for details)

6) Participation: Students are expected to participate in ALL class sessions. Preparation for such participation will necessarily involve having read assigned chapters prior to each class session. The variety and interest in this class will come from discussions of current events as related to the course. Students are asked to try to find and bring related newspaper, magazine or internet articles each week to discuss in class.

7) An attendance sign-in sheet will be passed around at the beginning of EACH CLASS SESSION. IT IS THE RESPONSIBILITY OF THE STUDENT TO SIGN IN WHEN HE/SHE ARRIVES AT THE BEGINNING OF CLASS. Without a signature on the sign-in sheet, the class record will show an absence for that entire class session. The sign-in sheet will not be available after 9:20 am. There are no “excused” absences.

Grading

Performance in this course will be assessed on the basis of the following point allocation:

1. Two written exams, a total of 150 questions	300 points
2. FEMA IS courses @ 100 pts	100 points
3. Term Project @ 300 pts	300 points
4. Class Project @ 100 pts	<u>100 points</u>
	Total: 800 points

Point total = Grade:

A = 800-720 pts or less (Top 10%) B = 719-600 pts (Next 15%) C = 599-480 pts (Next 15%) D = 479-400 pts (Next 10%) F = 399 pts (Last 50%)

Text Books – Required

R. Perry and M. Lindell, Emergency Management, First Edition, Hoboken, NJ, John Wiley & Sons, (2007).

(Below available online)

CPG 101: Producing Emergency Plans, Interim Version 1.0, FEMA, 1 August 2008.

SLG 101: Guide for All-Hazards Emergency Operations Planning, FEMA, September 1996

National Response Framework, DHS, January 2008

National Preparedness Guidelines, DHS, September 2007

National Planning Scenarios, DHS, April 2005

Universal Task List, DHS, December 2004

Target Capabilities List, DHS, September 2007

Course Policies:

Students are expected to attend and participate in both the class and discussions generated. Students will be penalized for the late submission of class assignments and for non—attendance (outside of emergency or mutually agreed upon circumstances). Students are expected to observe academic honesty. Dishonest practices including giving or receiving assistance in any manner or form during an examination, unauthorized possession of exam questions, and plagiarism (willfully presenting another person's writings, opinions or thoughts as one's own, without proper credit and documentation) will not be tolerated.

Violations of this academic honesty policy will be subject to all possible disciplinary actions including removal of violator from this course.

Support Services:

Students are encouraged to utilize the UAF Writing Center in 801 Gruening, ph 474-5314 as needed to assist in the development and refinement of their written products. Please contact me as required should you need to contact other subject matter support services relevant to the development of your leadership or classroom projects/topics.

Students with Disabilities:

Students with learning or other disabilities who may need classroom accommodations are encouraged to make an appointment with the Office of Disability Services (Phone # 474-7043). Please inform me of your needs and if I need to meet with the Office of Disability Services to provide the appropriate accommodations and supports to assist you in meeting the goals of the course.

In Class Emergency:

In the event of an on campus emergency such as a fire, earthquake or violent intruder, students are to take the necessary safeguards to protect themselves or others. In the event of an earthquake or fire, students are to follow the guidelines on posted signs within the hallway (drop and cover under a desk in event of an earthquake/evacuate the building in the case of a fire) and then evacuate the class along designated routes and meet up in the center quad area facing the Bunnell and Duckering buildings. In the event of a violent intruder, close and lock the classroom door and remain within the classroom until directed to evacuate by campus police.

Course Calendar

Class Date	Topic
Week 1	Welcome, Introductions, Hand Outs, Review Syllabus, Discuss Expectations Syllabus / Blackboard Review

Week 2	Chapter 1, Introduction to Emergency Planning
Week 3	Chapter 2, The Emergency Planning Process (select municipality for project)
Week 4	Chapter 3, Patterned Human Behavior in Disasters Chapter 4, Fostering Successful Emergency Planning
Week 5	Chapter 5, Classes of Protective Action Recommendations (Hazard Vulnerability Assessment Complete)
Week 6	Chapter 6, Analyzing and Selecting Protective Actions
Week 7	IS-230, Emergency Planning <i>Review for Exam</i>
Week 8	Mid Term Week 1-6
Week 9	Feedback on Exam #1 (Chapters 1-6) Chapter 7, The Content and Format of Emergency Plans Hand out, The Incident Action Plan

Week 10	Chapter 8, Continuity of Operations Plans
Week 11	Chapter 9, Milestones That Structure Emergency Planning
Week 12	Chapter 10, Population Warning Chapter 11, Planning for Hazard Adjustment
Week 13	Chapter 12, Structures for Managing Emergency Response Chapter 13, Selected Federal Emergency Planning Mandates
Week 14	Chapter 14, Emergency Planning, Professionalism and the Future
Week 15	EOPs Complete (Team Briefs) <i>Review for Exam</i>
Week 16	Final Exam