Course Description

Addresses emergency planning and management from a facility level. Provides a basis for systematically identifying and evaluating the hazards that create the potential for disaster, along with guidelines for mitigating and minimizing the impact of those events.

Prerequisites

None

Course Textbook


Course Learning Objectives

Upon completion of this course, students should be able to:

1. Identify occupant, building, and business disaster planning issues.
2. Define and examine the key elements of emergency preparedness.
3. Describe natural and man-made disasters.
4. Define terrorism and explain common categories.
5. Describe major fire protection systems.
6. Discuss the importance of building egress.
7. Define and analyze the elements of a loss prevention program.
8. Assess the key elements of managing risk.
9. Explain how relations with the media should be handled during and after an emergency.
10. Describe and evaluate the steps for developing and implementing an emergency plan.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Learning Objectives:** Each unit contains Unit Learning Objectives that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Written Lectures:** Each unit contains a Written Lecture, which discusses lesson material.
3. **Reading Assignments:** Each unit contains Reading Assignments from one or more chapters from the textbook. Supplemental Readings are provided in Units I-VII to aid students in their course of study.
4. **Learning Activities (Non-Graded):** These non-graded Learning Activities are provided in all units to aid students in their course of study.
5. **Key Terms:** Key Terms are intended to guide students in their course of study. Students should pay particular attention to Key Terms as they represent important concepts within the unit material and reading.
6. **Unit Assessments:** This course contains seven Unit Assessments to be completed at the end of Units I-VII. Assessments are composed of multiple-choice questions and written response questions.
7. **Unit Assignments:** Students are required to submit for grading Unit Assignments in Units I, V, and VIII. Specific information and instructions regarding these assignments are provided below.

8. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

9. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

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**Unit Assignments**

**Unit I Article Review**

For this assignment, choose a peer-reviewed article to review. Use the databases in the CSU Online Library, or use another source that contains peer-reviewed articles, and find an article about disaster planning and recovery that is of interest to you. Write a three-page review of the article that includes the following information:

- Briefly introduce and summarize the article
- Identify the author’s main points
- Who is the author’s intended audience?
- What types of disaster planning issues were addressed in the article?
- What aspects of recovery were discussed in the article?
- How does the article apply to this course? Does it support the information in your textbook?
- How could the author expand on the main points?

The article must be 3-5 pages long and no more than three years old. Use APA style when writing your review.

**Unit V PowerPoint Presentation**

Create a PowerPoint presentation based on one or more topics from this unit’s readings. When collecting and organizing your information, you may use outside sources as well as your textbook. Be sure to cite any sources used in a reference slide, using proper APA formatting. Your presentation must contain 10 to 15 slides, not counting title and reference pages.

Potential topics for your presentation:

- Threats, hazards and risk assessment
- Designing a data center
- Elements of computer security
- Telecommunications protection
- Power systems

**Unit VIII Final Project**

For your final project, you will write an Emergency Plan for a facility, including one Emergency Response Procedure for one type of emergency covered under the Emergency Plan. Choose your current workplace or a former workplace on which to base this assignment. If you are not currently working, choose a public facility in your area. Write an emergency plan that is structured as follows:

**Executive Summary:**
Give an overview of your plan.

**Emergency Management Elements:**
- Direction and control
- Communications
- Life safety
- Property protection
- Community outreach
- Recovery and restoration
- Administration and logistics
See Chapter 19 (p. 303-323) for a description of each of the above elements.

Response Procedures:
As an attachment or addendum to the Emergency Plan, discuss how the facility will respond to one specific disaster or emergency that is covered under the Emergency Plan. In a real-life plan, you would address each type of emergency; however, for the purposes of this assignment, choose to concentrate on EITHER a natural disaster or an act of terrorism.

Emergency Plans and Emergency Response Procedures are not interchangeable—Emergency Response Procedures are only part of a comprehensive Emergency Plan. If necessary, see Chapter 18, pages 293-297, for additional information about each section of the Emergency Plan, which will clarify the difference between an Emergency Plan and an Emergency Response Procedure.

It is understood that you may not have access to all of the information you would need to write a detailed plan. Where you are able to gather the information, please include it. Where you cannot get access to the information, discuss what information you would need to gather to finish the plan.

Your Plan should be at least five (5) pages in length. Rather than writing this assignment in strict APA term paper format, use a format and spacing that is proper for an Emergency Plan and Emergency Response Procedure, respectively. However, use the APA guidelines when quoting, paraphrasing, and citing in your Plan and Emergency Response, as well as when listing references at the end of your Plan. Do NOT copy someone else’s plan; write one using your own words.

**APA Guidelines**

CSU requires that students use the APA style for papers and projects. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed. A document titled “APA Guidelines Summary” is available for you to download from the APA Guide Link, found in the Learning Resources area of the myCSU Student Portal. It may also be accessed from the Student Resources link on the Course Menu. This document provides links to several internet sites that provide comprehensive information on APA formatting, including examples and sample papers.

**CSU Grading Rubric for Papers/Projects**

The course papers will be graded based on the CSU Grading Rubric for all types of papers. In addition, all papers will be submitted for electronic evaluation to rule out plagiarism. Course projects will contain project specific grading criteria defined in the project directions. To view the rubric, click the Academic Policies link on the Course Menu, or by accessing the CSU Grading Rubric link, found in the Learning Resources area of the myCSU Student Portal.

**Communication Forums**

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

Once you have completed Unit VIII, you MUST unsubscribe from the forum; otherwise, you will continue to receive e-mail updates from the forum. You will not be able to unsubscribe after your course end date.

Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.

**Ask the Professor**

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.
Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

Student Break Room

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

Grading

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<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Unit Assessments (7 @ 9% each)</td>
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<tr>
<td>Article Review</td>
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<td>PowerPoint Presentation</td>
<td>9%</td>
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<td>Final Project</td>
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<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

### Unit I: Introduction to Disaster Planning

- **Review:**
  - Unit Study Guide
  - **Learning Activities:** See Study Guide

- **Read:**
  - Chapter 1: Disaster Planning and Recovery Issues
  - Chapter 2: Regulatory Influences
  - Chapter 3: Emergency Preparedness
  - **Supplemental Reading:** See Study Guide

- **Submit:**
  - Assessment
  - Article Review

### Unit II: Emergency Preparedness, Fire Safety, and Bomb Threats

- **Review:**
  - Unit Study Guide
  - **Learning Activities:** See Study Guide

- **Read:**
  - Chapter 4: The Nature of Disasters
  - Chapter 5: Fire/Life Safety
  - Chapter 6: Bomb Threats and Terrorism
  - **Supplemental Reading:** See Study Guide

- **Submit:**
  - Assessment

### Unit III: Dirty Bombs, and Chemical, Biological and Radiological Weapons

- **Review:**
  - Unit Study Guide
  - **Learning Activities:** See Study Guide

- **Read:**
  - Chapter 7: Dirty Bombs
  - Chapter 8: Chemical, Biological and Radiological Weapons and the Facility Manager – An Overview
  - **Supplemental Reading:** See Study Guide

- **Submit:**
  - Assessment
<table>
<thead>
<tr>
<th>Unit</th>
<th>Course Title</th>
<th>Review</th>
<th>Read</th>
<th>Submit</th>
<th>Notes/Goals</th>
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<tbody>
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<td>IV</td>
<td>Evacuation, Earthquakes, and Violence in the Workplace</td>
<td>Unit Study Guide</td>
<td>Chapter 9: Evacuation</td>
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<td>Loss Prevention Strategies, Crisis Planning, Damage Control, and Mitigation</td>
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<td>Unit VII</td>
<td>Assessing and Managing Risk, Putting the Plan Together, and Managing the Disaster and Recovery Effort</td>
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**Notes/Goals:**

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<td>- Review Chapters 18 and 19</td>
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<td>- Final Project</td>
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