

CLACKAMAS COMMUNITY COLLEGE



**CLACKAMAS COMMUNITY COLLEGE
OREGON CITY, OREGON**

EMERGENCY MANAGEMENT DEGREE PROGRAM EXECUTIVE SUMMARY

- Clackamas Community College, through its Public Safety Program, is offering an Associates of General Studies degree with emphasis on Emergency Management. The Degree Program is designed to provide emergency managers and other related emergency services professionals a resource for academic recognition of their training and work.
- The Degree Program was designed in cooperation with Oregon State Police, Oregon Emergency Management Division and the Oregon Emergency Management Association. The Degree Program incorporates basic emergency management training courses offered through the field delivery program of the Emergency Management Institute (EMI), EMI's Independent Study Program, State and local developed and sponsored courses, and nationally recognized Incident Command System (ICS) courses.
- These courses are considered technical speciality courses, which are offered in the field through, or in conjunction with, the Oregon Emergency Management Training Program. These courses are conducted statewide rather than in an individual community. They are offered in a highly intensive seminar format rather than a typical classroom, semester based, setting.
- The courses in the Emergency Management Degree Program meet the residency requirement for Clackamas Community College. Students receive the additional advantage of paying only a "transcription fee" per course, rather than full tuition since the cost to oversee and implement the Degree Program the College is greatly reduced.
- The Associates of General Studies degree with emphasis on Emergency Management requires a total of 93 credit hours: 18 hours General Education; 51 hours core and 15 hours elective Emergency Management; and 9 hours any Elective. A copy of the Proposed Degree Components is enclosed.
- This is the first formal Degree Program in Emergency Management within the State of Oregon. Course documentation (syllabi) to support the courses in the Program was developed by Oregon Emergency Management and approved through Clackamas Community College and the State Board of Education. Copies of Course Syllabi are enclosed.
- This Degree Program has been established so that students from out-of-state attending the same courses within their respective state may also earn college credit through Clackamas Community College.

Program Contacts:

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EMERGENCY MANAGEMENT

Proposed Degree Components

Total of 93.0 hours

Computer Literacy Requirement	
General Education Course	18.0 hours
Emergency Management Core Courses	51.0 hours
Emergency Management Electives	15.0 hours
<u>Other Electives</u>	<u>9.0 hours</u>
TOTAL:	93.0 hours

Computer Literacy Requirement

The CCC Computer Literacy requirement must be met in order to receive a degree. The requirement may be satisfied in one of two ways:

1. Passing a competency exam.
2. Enrolling and passing a course. Some of the courses which meet this requirement include:

BT 134	9-1-1 Keyboarding
BT 150	Word Perfect for Windows
BT 160	Microsoft Word
BT 162	Word for Windows I and II
BT 176	Excel for Windows
CAD 151/153/153	AutoCAD Levels I/II/III

General Education Courses

18.0 hours

The following requirements must be met from the "Required Areas of Concentration," listed in the CCC catalogue under **General Education Core Requirements**:

- 1 course in **Communication**
- 1 course in **Computation**
- 1 course in **Human Relations**
- 1 course in **Physical Education/Health**

Select additional courses from the list in the CCC catalogue.

Emergency Management Core Courses

51.0 hours

EM 101	Introduction to Emergency Management	4.0
EM 102	Basic Skills 1: Leadership and Influence	4.0

EM 103	Basic Skills 2: Decision Making and Problem Solving Basic Skills 3: Effective Communications Basic Skills 5: Developing Volunteer Resources	4.0
EM 104	Emergency Planning	3.0
EM 105	Exercise Design and Evaluation	4.0
EM 106	Introduction to ICS	2.0
EM 107	ICS Field Operations/ECC Integration	1.0
EM 108	Disaster Recovery Operations	3.0
EM 110	Independent Study Courses	9.0
	IS-1: Emergency Program Manager	
	IS-2: Emergency Preparedness USA	
	IS-3: Radiological Emergency Preparedness	
	IS-5: Hazardous Materials A Citizen's Orientation	
	IS-7: A Citizen's Guide to Disaster Assistance	
	IS-8: Building for the Earthquakes of Tomorrow	
	IS-120: An Orientation to Community Disaster Exercises	
	IS-275: The EOC's Role in Community Preparedness, Response and Recovery Operations	
	NFA:ERT:SS: Emergency Response to Terrorism	
EM 113	(Public) Information Officer	3.0
EM 114	Mass Fatalities Incident Planning	3.0
EM 115	Community Emergency Response Team TTT	3.0
EM 116	Emergency Management Workshop	2.0
EM 200	Cooperative Work Experience	6.0

Emergency Management Elective Courses

15.0 hours

EM 109 ICS: Logistics Section	2.0
EM 110 Independent Study Courses (1.0 hours each)	5.0
IS-279: Retrofitting Flood-Prone Residential Buildings	
IS-301: Radiological Emergency Response	
IS-330: Refresher Course for Radiological Monitors	
IS-336: Refresher Course for Radiological Response Teams	
IS-346: Orientation to Hazardous Materials for Hospital Personnel	
EM 111 ICS: Planning Section	2.0
EM 112 ICS: Operations Section	2.0
EM 117 Public Officials' Conference	1.0
EM 118 Public Policy in Emergency Management	1.0
EM 119 Hazardous Materials Awareness and Operations	2.0
EM 120 Hazardous Materials Contingency Planning	3.0
EM 121 Hazard Mitigation Workshop	2.0
EM 122 Managing Search Operations	4.0
EM 123 Military Support to Civilian Authorities	3.0
EM 124 Debris Management	3.0
EM 125 Damage Assessment	1.0
EM 126 ICS: Safety Officer	2.0
EM 127 ICS: Incident Commander	2.0
EM 128 ATC-20: Postearthquake Safety Evaluation of Buildings	1.0
EM 129 Workshop in Emergency Management: Amateur Radio Resources	1.0
EM 130 ICS: Finance	2.0

Other Electives

9.0 hours

This requirement may be met using additional Emergency Management elective courses, or other elective courses.



CCC (KJ) Number	FEMA/OE M Number	Emergency Management Course Title	Credit Hours	Core o Electi
EM-101	G230	Introduction to Emergency Management	4.00	Core
	G343	Aerial Radiological Monitor	0.50	
MST 199- 01	G240/241	Basic Skills 1& 2: Leadership & Influence/Decision Making & Problem Solving	3.50	X
MST 199- 02	G242/244	Basic Skills 3 & 5: Effective Communications/Developing Volunteer Resources	3.50	X
	IS-8	Building for the Earthquakes of Tomorrow	1.00	
	G417	Community Emergency Response Team Train-the-Trainer	2.50	
	G385	Disaster Recovery Operations Course	3.00	X
EM-102	G240/241	Basic Skills 1 & 2: Leadership & Influence/Decision Making & Problem Solving	4.00	Core
EM-103	G242/244	Basic Skills 3 & 5: Effective Communications/Developing Volunteer Resources	4.00	Core
EM-104	G235	Emergency Planning Course	3.00	Core
EM-105	G120/130	Exercise Design and Evaluation	4.00	Core
EM-106	G903	ICS: Introduction	2.00	Core
EM-107	G191	ICS Field Operations/ECC Integration Course	1.00	Core
EM-108	G385	Disaster Recovery Operations	3.00	Core
EM-110-A	IS-7	A Citizen's Guide to Disaster Assistance	1.00	Core
EM-110-B	IS-1	Emergency Program Manager	1.00	Core
EM-110-C	IS-2	Emergency Preparedness USA	1.00	Core
EM-110-D	IS-3	Radiological Emergency Preparedness	1.00	Core
EM-110-E	IS-5	Hazardous Materials: A Citizen's Orientation	1.00	Core
EM-110-F	IS-8	Building for the Earthquakes of Tomorrow	1.00	Core
EM-110-G	IS-120	Orientation to Community Disaster Exercises	1.00	Core
EM-110-H	IS-275	Role of the EOC in Community Preparedness Response and Recovery Activities	1.00	Core
EM-110-O	NFA:SS	Emergency Response to Terrorism	1.00	Core
EM-113	G909	ICS: (Public) Information Officer	3.00	Core
EM-114	G386	Mass Fatalities Incident Planning	3.00	Core
EM-115	G417	Community Emergency Response Team Train-the-Trainer	3.00	Core
EM-116	G650	Emergency Management Workshop	2.00	Core
EM-200		Cooperative Work Experience	6.00	Core
EM-109	G910	ICS: Logistics Section	2.00	Electiv
EM-110-J	IS-279	Retrofitting Flood-Prone Structures	1.00	Electiv
EM-110-K	IS-301	Radiological Emergency Response	1.00	Electiv
EM-110-L	IS-330	Refresher Course for Radiological Monitors	1.00	Electiv
EM-110-M	IS-336	Refresher Course for Radiological Response Teams	1.00	Electiv
EM-110-N	IS-346	Orientation to Hazardous Materials for Hospital Personnel	1.00	Electiv
EM-111	G912	ICS: Planning Section	2.00	Electiv
EM-112	G911	ICS: Operations Section	2.00	Electiv
EM-117	G230	Public Officials' Conference	1.00	Electiv
EM-118	G280	Public Policy in Emergency Management	1.00	Electiv
EM-119	G914	Hazardous Materials Awareness and Operations	2.00	Electiv
EM-120	G311	Hazardous Materials Contingency Planning	3.00	Electiv
EM-121	G701	Hazard Mitigation Workshop	2.00	Electiv
EM-122		Managing Search Operations/Function	4.00	Electiv
EM-123		Military Support to Civilian Authorities	3.00	Electiv
EM-124	G	Debris Management	3.00	Electiv
EM-125	G	Damage Assessment	1.00	Electiv

EM-126	G913	ICS: Safety Officer	2.00	
EM-127	G910	ICS: Incident Commander	2.00	Electiv
EM-128	ATC-20	Post Earthquake Safety Evaluation of Buildings	1.00	Electiv
EM-129	G250.6	Workshop in Emergency Management: Amateur Radio Resources	1.00	Electiv
EM-130	G907	ICS: Finance Section	2.00	Electiv

COURSE CONTENT GUIDE

DATE: January 29, 1998 **PREPARED BY:** Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Basic Skills 1: Leadership and Influence
Basic Skills 2: Decision Making and Problem Solving

CREDIT HOURS: 4

COURSE DESCRIPTION:

This course exposes participants to methods of assessing differences in personal values and interpersonal influence styles, and to apply situational leadership behaviors in emergency management. The course content reinforces existing management skills required for building an emergency management system. The class is set up to give practice in making individual and group decisions based on a model problem solving process.

COURSE LENGTH: 40 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA, *Basic Skills 1: Leadership and Influence*
FEMA, *Basic Skills 2: Decision Making and Problem Solving*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Recognize individual differences in personal values and interpersonal styles and form generalizations about their impact on leadership behavior in emergency management situations.
- Assess their own styles of influencing others and exercising leadership and power as these styles relate to their roles in emergency management.
- Develop solutions for organizational problems in terms of work motivation, interpersonal relations, and group dynamics.
- Integrate knowledge about the different styles of leadership and influence and understand their impact on behavior in an emergency management context.

- Develop a plan for influencing others in their local emergency management systems.
- Explain the need for decision making and problem solving skills in emergency management.
- Identify the attributes of an effective decision maker. Identify factors and styles that have an impact on decision making.
- Identify the role of the individual versus the group in the decision making process.
- Discuss use of the seven step model for the decision making and problem solving process.
- Describe how decisions made in advance of an emergency aid with effective decisions during an emergency.
- Apply the seven step model; for the decision making and problem solving process to a problem that must be solved.

ASSESSMENT and GRADING:

This is a pass/no pass course.

The methods of assessment include small group problem solving activities and the conduct of small group exercises. Performance based training is evaluated through the students development and presentation of an "Influence Plan." There is a mid-term and final exam for this course.

COURSE OUTLINE:

Attributes of an Effective Decision Maker
Decision Making Styles
The Decision Making Process
Application of the Process
Personal Values
Personal Styles
Conflict Management Styles
The Impact of Different Influence Styles
Exercising Leadership
Exercising Power
Motivation
Group Dynamics

COURSE CONTENT GUIDE

DATE: January 29, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Basic Skills 3: Effective Communications
Basic Skills 5: Developing Volunteer Resources

CREDIT HOURS: 4

COURSE DESCRIPTION:

The *Effective Communications Course* is designed to develop the skills of emergency managers in public and interpersonal communication. It provides for practice in oral presentations and dealing with the media. Students participate in one-on-one media interviews, a group press conference, and develop and give a 10 minute presentation.

In *Developing Volunteer Resources* participants learn to deal with a broad range of issues in the management of volunteers. Topics include: Identification of tasks provided by volunteer organizations, skill definition and specification of qualifications, publicity and recruitment, skills development and maintenance, and motivation strategies.

COURSE LENGTH: 40 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA, *Basic Skills 3: Effective Communications*
FEMA, *Basic Skills 5: Developing Volunteer Resources*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Describe and analyze a model of the generic communication process and draw conclusions about the value of empathic listening and effective feedback.
- Demonstrate a working knowledge of the different types of presentations and appropriate situations for each.
- Tailor presentations to the needs of a particular audience.
- Demonstrate an understanding of communication styles.

- Describe the importance of nonverbal communication skills, such as body language and its effects on others.
- On camera, react effectively to a local crisis situation.
- Identify emergency management related situations where written communication is preferable to oral communication.
- Understand the principles that guide the management and administration of a volunteer program.
- Describe the techniques used to evaluate a volunteer program.
- Make appropriate volunteer assignments that will enhance the effectiveness of an emergency management program.
- Maintain or increase the skill and motivation level of volunteers involved in emergency management.

ASSESSMENT and GRADING:

This is a pass/no pass course.

The methods of assessment include small group problem solving activities, small group exercises, and individual speaking activities leading to a final performance based individual presentation/speech as the final exam. There is also a written mid-term and final exam.

COURSE OUTLINE:

Communications for the Emergency Program Manager
 The Communication Cycle
 Non-Verbal Communication
 Written Communication
 Handling Communication in a Crisis
 Preparing an Oral Presentation
 Crisis Interviews/Speaking Exercises
 Why Volunteers?
 Program Planning
 Recruitment and Placement
 Orientation and Training
 Supervision and Evaluation
 Special Considerations

COURSE CONTENT GUIDE

DATE: January 29, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Community Emergency Response Team (CERT) Train-the-Trainer

CREDIT HOURS: 3

COURSE DESCRIPTION:

Graduates of this Train-the-Trainer course will be qualified to train others in their community to become CERT instructors, as well as conduct CERT training within their community. Topics of instruction include disaster fire suppression and medical operations, "light" search and rescue, and CERT organization and management.

This course will also familiarize emergency program managers with course content and prepare them to market, promote and administer this self-help emergency management program in their jurisdictions.

COURSE LENGTH: 30 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA, *Community Emergency Response Teams*
Portland Fire Bureau, *Neighborhood Emergency Teams*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Describe the types of hazards that are most likely to affect their homes and community.
- Describe the functions of CERTs and their role in immediate response.
- While working as a team, apply basic fire suppression strategies, resources, and safety measures to extinguish a burning liquid.
- Conduct triage under simulated disaster conditions.
- Employ basic treatments for various wounds, and apply splints to suspected fractures and sprains.
- Identify planning and size-up requirements for potential search and rescue missions.

- Describe the most common techniques for searching a structure.
- While working as a team, use safe techniques for debris removal and victim extrication.
- Describe ways to protect rescuers during search and rescue.

ASSESSMENT and GRADING:

This is a pass/no pass course. The final exam is a performance based competency activity where students participate in a 4-6 hour field exercise.

COURSE OUTLINE:

Overview of T-T-T Course

Background on Civilian Response Team Training

Unit 1: Disaster Awareness and Preparedness

Unit 2: Disaster Fire Suppression and Utility Management

Unit 3: Disaster Medical Operations--Part I

Treating Life-Threatening Injuries

Medical Triage

Unit 4: Disaster Medical Operations--Part II

Secondary Patient

Treating Minor Injuries

Setting Up a Medical Treatment Area

Unit 5: Search & Rescue Operations--Part I

Damage Assessment and Size-Up

Search Techniques

Unit 6: Search & Rescue Operations--Part II

Rescue Techniques

Patient Transport

Unit 7: Disaster Psychology and Team Operations

Overview of CERT/NET Team Operations

Final Exercise for CERT/NET Trainees

Debrief Final Exercise

Methods for Effective Delivery of CERT/NET Training

Operational Realities for CERT/NET Programs--

Maintaining Individual Skills and Building Effective Teams

Administrative Realities for CERT/NET Programs--Costs,

Recruiting Trainers, Program Start Up

COURSE CONTENT GUIDE

DATE: February 27, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Cooperative Work Experience

CREDIT HOURS: 3-6 (Negotiable)

COURSE DESCRIPTION:

The Cooperative Work Experience is designed to put principles and practices of the emergency management community into work through the development of a program paper addressing an identified problem in the emergency management field; developing new strategies for emergency services programs; or other such related items. The student may work on a project from their job as part of the Cooperative Work Experience. Project proposals and credit hours are negotiated in advance with an Advisor.

COURSE LENGTH: 35-100 contact hours

PREREQUISITE(S): None

COURSE TEXT: None

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Demonstrate a knowledge and understanding of emergency management practices and principles.
- Complete an emergency services related project which benefits the students' agency or other emergency services provider.
- Demonstrate the knowledge, skills and abilities to conduct research; identify a potential problem; develop potential solutions and prepare a written report on the topic

ASSESSMENT and GRADING:

This is a pass/no pass course.

COURSE OUTLINE:

Project proposal paper to be developed by student and presented to Advisor for review and approval. Time lines for completion and number of credit hours will be negotiated with the Advisor.





COURSE CONTENT GUIDE

DATE: February 5, 1998 **PREPARED BY:** Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Debris Management

CREDIT HOURS: 3

COURSE DESCRIPTION:

The purpose of the Debris Management Course is to provide local, State, and Federal emergency management personnel at all levels with an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris-generating event with emphasis on local and State level responsibilities.

To achieve this goal, the course will focus on debris staff development, pre-disaster planning activities, local level response and recovery actions, contracting procedures, temporary storage site selection/operation, volume reduction methods, environmental impacts, special debris situations, and Direct Federal Assistance.



COURSE LENGTH: 36 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA, *Debris Management Course*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Discuss how Federal assistance is authorized by the Stafford Disaster Relief and Emergency Assistance Act.
- Describe the Disaster Declaration Process and the Federal Response Plan.
- Discuss FEMA eligibility funding criteria for debris activities.
- Describe five major debris generating natural disasters.
- Describe the debris management cycle phases.
- Identify the basic elements of a Debris Management Plan.

- Identify necessary life saving actions, assess the magnitude of damage, and determine what additional resources are required immediately following a major debris generating event.
- Develop a draft debris management plan outline that addresses major debris management cycle issues.

ASSESSMENT and GRADING:

This is a pass/no pass course.

The course is assessed through a variety of training methodologies. Among these are interactive lectures, group discussions, informal discussion, and practical exercises.

COURSE OUTLINE:

Federal Assistance Overview
Overview of Debris Management Issues
Debris Staff Organization and Responsibilities
Debris Management Plan
Temporary Debris Storage Site Evaluation Criteria
Debris Estimating Techniques
Debris Removal Operations
Operating Temporary Debris Storage
Volume Reduction Methods

COURSE CONTENT GUIDE

DATE: January 29, 1998 **PREPARED BY:** Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Disaster Recovery Operations

CREDIT HOURS: 3

COURSE DESCRIPTION:

This course covers basic concepts, operational procedures and authorities involved in responding to major disasters. It addresses the roles and responsibilities of Federal, State and local government in disaster recovery work. Emphasis is placed on inter-government coordination and on possible solutions to problems which frequently occur during recovery operations.

COURSE LENGTH: 32 contact hours

PREREQUISITE(S): None. FEMA's Independent Study Course #7, *A Citizens Guide to Disaster Assistance*, is recommended.

COURSE TEXT: Oregon Emergency Management, *Disaster Recovery Assistance Guidebook (DRAG)*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Assist local emergency management organizations in implementing FEMA's disaster recovery programs.
- To make local officials aware of state agency programs that provide disaster assistance.
- Familiarize local officials with the Federal Response Plan (FRP) and the role of state agencies within the FRP framework.
- Provide a base knowledge and understanding of overall disaster recovery programs available from federal, state, local and volunteer agencies following an emergency.
- Familiarize participants with the Stafford Act.

ASSESSMENT and GRADING:

This is a pass/no pass course.

Students participate in group discussion and small group activities. There are no formal examinations.

COURSE OUTLINE:

Disaster Assistance - The Stafford Act
1996/97 Flood & Landslide Events in Oregon
Use of Local & State Resources
Damage Assessment Procedures
Joint PDA Activities at the Local Level
From Local Declaration to Presidential Decision - The Process
Infrastructure Assistance
Developing Your Local Hazard Mitigation Plan
Resourcing Hazard Mitigation
Hazard Mitigation Case Study - Mill Creek
The Federal Response Plan
Mission Assignment Process
DFO Operations & External DFO Activities
Community Relations
Public Information & Congressional Liaison
Individual Assistance Programs
Use of Disaster Recovery Centers
Small Business Administration
Individual & Family Grant Program
National Flood Insurance Program
Other Assistance Available
The Role of the Voluntary Agencies
Unmet Needs
Donations Management
Public Information During a Disaster

COURSE CONTENT GUIDE

DATE: January 29, 1998 **PREPARED BY:** Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Emergency Planning

CREDIT HOURS: 3

COURSE DESCRIPTION:

This course is designed for anyone who has responsibilities for emergency operations plan development. It will expose participants to the mechanics needed to develop and update their own emergency plans and annexes. Participants experience the planning process, action planning techniques and team building for emergency planning.

COURSE LENGTH: 30 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA, *Emergency Planning Course*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Work in teams to begin developing or revising an Emergency operations Plan (EOP) for a jurisdiction. This includes developing and/or revising:
 - ◆ Sections of a jurisdiction profile.
 - ◆ A risk index that ranks hazards according to the threat they pose to a jurisdiction.
 - ◆ One or more sections of a jurisdictions' basic plan.
 - ◆ Annex(es) and appendices.
 - ◆ Implementing instructions that are required to support the annex(es) and appendices for which they are responsible.
- Identified personnel and/or agency action items and time frames for completion of the final draft plan.
- Use a five step process to develop an operational plan for simulated emergency situations.

ASSESSMENT and GRADING:

This is a pass/no pass course.

COURSE OUTLINE:

- Situation Assessment
- Hazard Analysis
- Basic Plan Development
- Annexes and Appendices
- Implementing Instructions
- Finalizing the plan
- Operational planning
- Long-Range Community Planning

COURSE CONTENT GUIDE

DATE: February 6, 1998 **PREPARED BY:** Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Emergency Management Workshop

CREDIT HOURS: 2

COURSE DESCRIPTION:

This class has been designed to provide information on a variety of current and relevant topics to emergency management professionals, elected and appointed officials, and volunteer agencies. The conference will provide a forum for all emergency services personnel to interact and discuss how to better work together in an integrated emergency management system.

COURSE LENGTH: 24 contact hours

PREREQUISITE(S): None

COURSE TEXT: None

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Understand the growing integration of the private sector in emergency management.
- Identify the wide range of federal, state, private sector and volunteer agency resources available to local emergency management agencies.
- Discuss mitigation issues from the federal, state and insurance industry perspectives.
- Have a better understanding of how to plan, prepare for and respond to various disasters and emergency events at the local and state level.
- Identify emerging needs and training issues for local emergency management programs.

ASSESSMENT and GRADING:

This is a pass/no pass course.

Assessment of learning will occur through discussions and group interaction.

COURSE OUTLINE:

This is an annual class with topics changing each year. All topics are related to emergency management.

COURSE CONTENT GUIDE

DATE: January 27, 1998 **PREPARED BY:** Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Exercise Design and Evaluation

CREDIT HOURS: 4.0

COURSE DESCRIPTION:

The Oregon version of the *Exercise Design and Evaluation Course* provides participants the opportunity to interact as an Exercise Design and Evaluation Team while developing a jurisdictional specific exercise. This will enable participants to test a community's emergency operations plan and operational response capability. The Course is conducted for members of a jurisdictional Exercise Design and Evaluation Team representing local government officials, emergency managers, the volunteer and private sector, and other emergency service personnel whom have responsibilities in the area of preparing for, responding to and recovering from emergencies or disasters.

COURSE LENGTH: 40 contact hours

PREREQUISITE(S): None.
IS-120: *An Orientation to Community Disaster Exercises* is recommended.

COURSE TEXT: Oregon Version *Exercise Design and Evaluation Student Manual*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Understand the process of exercise design and evaluation.
- Demonstrate the knowledge and skills necessary to develop an exercise package based on the 12 step process taught in this course.
- Develop evaluation forms, based on a jurisdictional Emergency Operations Plan (EOP) or Standard Operating Guidelines/Procedures (SOG/SOP), to utilize in an exercise.
- Identify jurisdictional specific resources needed to conduct and evaluate an exercise.

- Demonstrate elements of effective teamwork.
- Coordinate jurisdictional exercise activities with the private sector, volunteer agencies, hospitals, schools, other local emergency management agencies, and the state.

ASSESSMENT and GRADING:

This is a pass/no pass course.

The methods of assessment include small group problem solving activities and the conduct of a small group prepared 30 minute functional exercise. Students will self-critique and instructors will provide tactful suggestions on ways to strengthen the exercises presented. This course has a performance based competency demonstration as the final exam. Students must participate in the development, conduct and evaluation of the functional exercises in order to pass the course.

COURSE OUTLINE:

What is an Exercise?

Why Exercise?

Emergency Operations Plan: The Basis for All Exercises

Costs and Liabilities: Tangible and Intangible

Command and Control

Exercise Teams: Design and Evaluation

Step 1: Needs Assessment

Step 2: Scope

Step 3: Purpose

Step 4: Exercise Directive

Step 5: Exercise Objectives

Step 6: Narrative

Step 7: Major Events

Step 8: Expected Actions

Step 9: Problem Statements/Questions & Messages

Master Sequence of Events List (MSEL)

Step 10: Exercise Conduct

Resources for Exercise Enhancement

Step 11: Evaluation Process

Step 12: Debriefing and Written Documentation

Functional Exercise (FEX) Development

Conduct Exercises

Towards the Next Exercise

COURSE CONTENT GUIDE

DATE: February 26, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Hazardous Materials Awareness and Operations

CREDIT HOURS: 2

COURSE DESCRIPTION:

This course is designed for individuals (first responders) who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release.

This course is also for individuals who will respond to the release or potential release of hazardous materials as part of the initial response to the site for the purpose of protecting nearby persons, property or the environment from the effects of the release. Participants are trained to respond in a defensive fashion without actually attempting to stop the release. Their function is to contain the release at a safe distance, keeping it from spreading and preventing exposures.

COURSE LENGTH: 20 contact hours

PREREQUISITE(S): None

COURSE TEXT: *Hazardous Materials Awareness*
Hazardous Materials Operations

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Meet the standards for NFPA 472 and OSHA 29 CFR 1910.120(q)(6)(i)(ii).
- Demonstrate the ability to make initial and basic hazard and risk assessments.
- Demonstrate the ability to determine when the personal protective equipment provided to the first responder is adequate for a particular hazardous materials incident, and the ability to utilize the equipment properly.

- Demonstrate an understanding of the basic hazardous materials containment and control operations.
- Demonstrate an understanding of decontamination procedures.
- Demonstrate the ability to perform basic record keeping tasks.
- Demonstrate the ability to expand the incident command system.
- Demonstrate an understanding of the limitations of the First Response Awareness and operations level.

ASSESSMENT and GRADING:

This is a pass/no pass course. Students demonstrate their knowledge through individual and small group activities, exercises and a written final examine.

COURSE OUTLINE:

Awareness Overview
Detecting Hazardous Materials Presence
Identification and Hazard Assessment
Hazardous Materials Control
Field Decontamination
Surveying the Hazmat Incident
Termination Procedures
Hazard and Risk Assessment
Safety at Hazmat Incidents
Introduction to Incident Command
Protective Clothing and Equipment

COURSE CONTENT GUIDE

DATE: January 28, 1998

PREPARED BY: Dennis Sigrist, OEM

COURSE NUMBER:

COURSE TITLE: Hazard Mitigation Workshop

CREDIT HOURS: 2

COURSE DESCRIPTION:

Oregon experienced three major federal disaster declarations for flooding in 1996 and 1997 that included 32 of Oregon's 36 counties. In the last three decades since the last major flooding in 1964, Oregon's population has grown from nearly 2 million to over 3 million people. With this increasing population it is said that human activity often leads to flood damage, such as: building in floodplains, insufficient set-back of structures from stream and rivers, and increased storm water runoff. Landslides, debris flows and stream bank erosion also were important contributors to loss of life and property damage in these disasters. In 1993, moderate earthquakes in Klamath County and in the northern Willamette Valley near Scotts Mill were reminders of the seismic hazard in Oregon. Hazard mitigation planning and mitigation measures will help reduce the loss of life and increasing cost of future disasters that will likely occur again.

COURSE LENGTH: 20 contact hours

PREREQUISITE(S): None

COURSE TEXT: Various Federal and State Handouts

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- The loss of life due to natural disasters and their costs to federal, state and local governments can be reduced by incorporating mitigation before and after disaster hits. This training element provides the student an overview of hazard mitigation planning activities and requirements, an understanding of various mitigation resource program opportunities, a review of hazard insurance programs and discussion on building disaster resistant communities under the designation of 'Project Impact.'

ASSESSMENT and GRADING:

This is a pass/no pass course.

Extensive discussion and small group activities will demonstrate the participants understanding of the course content.

COURSE OUTLINE:

- Overview of Hazard Mitigation Activities in Oregon
 - Recent Major Disaster Declarations in Oregon
- Requirements for Natural Hazard Mitigation Plans
 - Local Hazard Mitigation Planning
 - State Hazard Mitigation Plan (Section 409)
 - State Land-use Planning Goal 7
- Resourcing Mitigation - Funding Opportunities
 - Hazard Mitigation Grant Program
 - Flood Mitigation Assistance
 - Project Impact
 - Other Federal Programs
- Hazard Insurance
 - National Flood Insurance Program
 - Earthquake and Other Hazard insurance
- Building Disaster Resistant Communities
 - Importance of Pre-Disaster Hazard Mitigation

COURSE CONTENT GUIDE

DATE: February 26, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Hazardous Materials Contingency Planning

CREDIT HOURS: 3

COURSE DESCRIPTION:

This class has been developed to assist planners in the revising and updating of existing hazardous materials contingency plans and to conduct activities necessary to maintain community awareness about the planning process. Additionally it addresses developing anew hazardous materials contingency plan and continued community education.

COURSE LENGTH: 36 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA, *Hazardous Materials Contingency Planning*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Develop, revised and maintain viable hazardous materials plans and support systems.
- Conduct a hazard analysis for hazardous materials.
- Ensure that hazardous materials plans will enable the community to prevent and/or respond to the range of potential hazardous materials incidents.
- Conduct hazardous materials exercises to train personnel and further refine and revise the plan.
- Facilitate community awareness of the varied issues associated with hazardous materials

ASSESSMENT and GRADING:

This is a pass/no pass course. Student knowledge will be assessed through individual and small group activities and exercises.

COURSE OUTLINE:

Understanding SARA Title III
Community Awareness and Public Responsibility
Motivating and Marketing the LEPC Concept
Hazardous Materials Technical Base
Hazards Analysis
Capability Assessment
The Impact of Population and Industrial Growth on Hazmat Planning
Information Management
Methods for Reviewing Plans and SOPs
Developing the Planning Document
Computerized Assistance in Planning
Determination of the Appropriate Response Level
Incident Command System
Coordination with Plans of Other Organizations and Agencies
Getting Training to Effectively Plan
Using Tools to Help Implement the Local Plan
Integrating Agency/Department Response Plans
Integrating Other Response Plans
Using the Media to Educate the Community
Risk Communication
Exercising Your Plan
Reviewing Your Plan

COURSE CONTENT GUIDE

DATE: January 29, 1998 **PREPARED BY:** Patty Stephens, PFB

COURSE NUMBER:

COURSE TITLE: Introduction to the Incident Command System (ICS)

CREDIT HOURS: 2

COURSE DESCRIPTION:

This course is designed to meet the needs of responders and managers with responsibilities to use, deploy, implement, and/or function within an Incident Command System (ICS). This program address the need for incident management systems, an overview of the ICS guidelines, and scenario practice on how to apply ICS. In addition, appendices provide guidelines and resource information for setting up and implementing ICS within a department.

COURSE LENGTH: 20 contact hours

PREREQUISITE(S): None

COURSE TEXT: National Interagency Incident Management System (NIIMS)
Regional Incident Command System Steering Committee (RISC)

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Understand the primary purpose of the ICS and how it was developed.
- Understand the types of Incidents that ICS can be applied to.
- Learn the basic components of ICS structure and their responsibilities.
- Participants will recognize the need for Staff, General Staff and when to staff them and which positions may have a deputy.
- Participant will be able to apply the ICS principals to emergency scenarios of various sizes, types and complexities.

- Participants will demonstrate the ability to use the major functions of the ICS through a structured group activity.

ASSESSMENT and GRADING:

This is a pass/no pass course.

The methods of assessment include individual and small group solving problem solving activities and exercises. The participants will prove through a final group exercise the ability to use the major functions of ICS.

COURSE OUTLINE:

Need for a Management System
Incident Command System Overview
Components of the ICS System
Span of Control
Organizational Interaction
Incident Commander Responsibilities
Incident Action Plan
Unified Command
Resources, crews, task forces, strike teams
Divisions and Groups, Branches
Command Post
Expanding ICS Application
Staging and the Need for Staging
Five functions of the Incident Command System
Command Staff
Operations Section and Responsibilities
Planning Section and Responsibilities
Logistics Section and Responsibilities
Finance Section and Responsibilities
Organizational Dynamics
Practical Applications
ICS Staff Function Exercises

COURSE CONTENT GUIDE

DATE: January 29, 1998 **PREPARED BY:** Patty Stephens, PFB

COURSE NUMBER:

COURSE TITLE: Incident Command System (ICS) Command

CREDIT HOURS: 2

COURSE DESCRIPTION:

This course is designed to meet the needs of multi-discipline responders and managers from various levels of government and private industry who have been identified as having a potential role as an Incident Commander working under the National Interagency Incident Management System (NIIMS) ICS function. This course is designed to help the student become more effective as an Incident Commander on any incident you may face.

COURSE LENGTH: 20 contact hours

PREREQUISITE(S): *Introduction to the Incident Command System (ICS)*
ICS Operations Course

COURSE TEXT: National Wildfire Coordination Group's Incident Command I-400 Course.
Regional Incident Command Steering Committee (RISC)

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Provide an overview of the total Incident Command System
- Review the Characteristics of an effective Incident Commander.
- Discuss the Command Function, specifically the difference between the day-to-day and large or complex incident.
- Provide an understanding of the Unified Command structure, and when it is appropriate to use.
- Discuss decision making under stress and the legal issues in command.
- Review the issues requiring consideration at the conclusion of the incident.

ASSESSMENT and GRADING:

This is a pass/no pass course.

The methods of assessment include individual and small group problem solving activities and exercises.

COURSE OUTLINE:

System Overview

- Standard incident priorities
- Responsibilities of the Command function
- Characteristics of an effective Incident Commander
- Positions of the ICS Command and General Staff
- ICS Positions and Deputy or Assistants.

Command Function

- Principal factors related to major or complex incidents
- Size-up
- Transferring Command

Planning Process

- Planning process steps
- ICS responsibilities
- Operational periods
- Command and General Staff relationships

Unified Command

- Definition
- Unified Command advantages
- Features of Unified Command
- Unified Command and cost sharing

Trouble Shooting and Organizational Dynamics

- Common management problems and strategies
- Psychological process of decision making under stress.

Demobilization and Follow Up

- Demobilization Meeting
- Resource release priorities
- Demobilization Plan
- Final Incident Action Plan
- Incident Debriefings

COURSE CONTENT GUIDE

DATE: January 28, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: ICS Field Operations/ECC Integration

CREDIT HOURS: 1

COURSE DESCRIPTION:

The intent of this course is to prepare response and recovery personnel and other responsible emergency services professionals, to plan for, respond to, and operate within an ICS/ECC integrated system. The effectiveness of response in dealing with a disaster is enhanced when emergency services professionals are provided appropriate training; have previously established professional working relationships; and have a specific command structure in place which has been exercised.

COURSE LENGTH: 10 contact hours

PREREQUISITE(S): *Introduction to ICS or
ICS Overview*

COURSE TEXT: *Incident Command System (ICS) Field Operations/
Emergency Coordination Center (ECC) Integration
Student Manual*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Identify the command elements needed to deal with a local disaster.
- Discuss the roles of the EOC, ECC, ICP, AOC, CCC, MACC and other similar acronyms.
- Determine which Issues, policies and procedures need to be discussed and possibly adopted at their jurisdictions.
- Use brainstorming techniques to provided exercise scenarios.
- Learn strengths and weaknesses of various command structures through the use of case studies from other agencies.

ASSESSMENT and GRADING:

This is a pass/no pass course.

This course will be assessed through group discussions and small group exercises, which demonstrate the participants understanding of the course content.

COURSE OUTLINE:

Course Administration/Introductions

Course Philosophy

Definitions

EOC, ECC, ICP, AOC, CCC, MACC

Exercises

Cover basic brainstorm info on exercise as class

Complete exercise activities as tables

Reports on Exercises

Case Studies

COURSE CONTENT GUIDE

DATE: January 29, 1998 **PREPARED BY:** Patty Stephens, PFB

COURSE NUMBER:

COURSE TITLE: Incident Command System (ICS) Finance

CREDIT HOURS: 2

COURSE DESCRIPTION:

This course is designed to meet the needs of responders and managers with the responsibility to fill positions within the Finance functions of the National Interagency Incident Management System (NIIMS) ICS organization. Students will receive an overview of the Finance Function, and detailed information on the duties and responsibilities of each position within that function. The format includes both lecture and hands-on exercises dealing with procurement, timekeeping, risk management, and cost analysis on major emergencies.

COURSE LENGTH: 20 contact hours

PREREQUISITE(S): *Introduction to the Incident Command System (ICS)*

COURSE TEXT: National Interagency Incident Management System (NIIMS)
Regional Incident Command System Steering Committee (RISC)

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Describe the functions and responsibilities of the Finance Section.
- Describe the materials and information necessary to activate the Finance Section.
- Given an incident situation, analyze needs and set objectives for operating the Finance Section.
- Given an incident situation and direction by the Incident Commander, develop an operating plan and mobilize the Finance Section for the First operational period.
- Given an incident situation, identify the expectations of the Finance Section and modify the operating plan during the course of the incident as necessary.

- Given an incident situation, identify the expectations of the Finance Section by other sections. Coordinate activities between the Finance Section and Command and General Staff.
- Identify information needs required by Finance, and sources for that information.
- Given an incident situation, describe how to coordinate Finance concerns with representatives of other agencies and support personnel.
- Given an incident demobilization situation, describe the Finance Section responsibilities in the demobilization process to assure orderly release of personnel and equipment.
- Given an incident demobilization situation, identify the unfinished Finance activities and prepare an organized package for inclusion in the final incident documentation package.
- Describe the role of the Finance Section in the disaster declaration process.

ASSESSMENT and GRADING:

This is a pass/no pass course.

The methods of assessment include individual and small group problem solving activities and exercises. This includes several scenarios which demonstrate the students ability to work within the Finance Section.

COURSE OUTLINE:

ICS Organization
ICS Overview
Finance Section Organization
Preplanning the Finance Section
Managing the Finance Section
Demobilization
Disaster Declarations



COURSE CONTENT GUIDE

DATE: January 29, 1998 **PREPARED BY:** Patty Stephens, PFB

COURSE NUMBER:

COURSE TITLE: Incident Command System (ICS) Logistics

CREDIT HOURS: 2

COURSE DESCRIPTION:

This course is designed to meet the needs of responders and managers with the responsibility to fill positions within the Logistics function of the National Interagency Incident Management System (NIIMS) ICS organization. Students will receive an overview of the Logistics function, and detailed information on the duties and responsibilities of each position within the function. The format includes both lecture and hands-on exercises dealing with the need for facilities, communications, food, supply, ground support and medical support to major emergencies.

COURSE LENGTH: 20 contact hours



PREREQUISITE(S): *Introduction to Incident Command System (ICS)*

COURSE TEXT: National Interagency Incident Management System (NIIMS)
Regional Incident Command System Steering Committee (RISC)

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Define the mission of the Logistics Section
- Describe the NIIMS organization and the relationship of the Logistics Function to the rest of the Command and General Staff.
- Describe the responsibilities of the Logistics Section Chief

ASSESSMENT and GRADING:

This is a pass/no pass course.

The methods of assessment include individual and small group problem solving activities and exercises. The course has a group exercise which will demonstrate the students knowledge of the Logistics Section.

COURSE OUTLINE:

Mission of the Logistics Section
Relationship of Logistics to the Command and General Staff
Responsibilities of the Logistics Section Chief
Support Branch and their responsibilities
Service Branch and their responsibilities
Theory vs. Reality

COURSE CONTENT GUIDE

DATE: January 29, 1998 **PREPARED BY:** Patty Stephens, PFB

COURSE NUMBER:

COURSE TITLE: Incident Command System (ICS) Operations

CREDIT HOURS: 2

COURSE DESCRIPTION:

This course is designed to meet the needs of responders and managers with the responsibility to fill positions within the Operations function of the National Interagency Management System (NIIMS) ICS organization. Students will receive an overview of the Operations function, and detailed information on the duties and responsibilities of each supervisory position within the function. The format includes both lecture and hands-on exercises dealing with the supervision of tactical resources, coordination of interdisciplinary responses from the Operations perspective, and the relationship of Command to Operations on major emergencies.

COURSE LENGTH: 20 contact hours

PREREQUISITE(S): *Introduction to the Incident Command System (ICS)*

COURSE TEXT: National Interagency Incident Management System (NIIMS)
Regional Incident Command System Steering Committee (RISC)

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Define the mission of the Operations Section
- Describe the responsibilities of the Operations Section Chief
- Describe the relationship between the Incident Commander and Operations Section Chief
- Define Branches, Divisions, and Groups, and describe the use of Branch Directors and Division/Group Supervisors to maintain the span of control and tactical and safety accountability.

- Define the duties of the Staging Area Manager, and the use and management of the Staging function.
- Describe the duties of the Air Operations function.

ASSESSMENT and GRADING:

This is a pass/no pass course.

The methods of assessment include individual and small group problem solving activities and exercises. This course will include an activity to demonstrate the students ability to prepare and conduct a shift change briefing.

COURSE OUTLINE:

Mission of the Operations Section
Responsibilities of the Operations Section Chief
Relationship of the Incident Commander and the Operations Section Chief
Branches, Divisions and Groups and their responsibilities
Strike Teams, Task Force and Single Resources
Staging Area Manager
Air Operations Function
Briefings, Strategic Objectives and Resources
Planning and Strategy Meetings and Operation Briefings
General Staff coordination
Supervising the function
Group Activity

COURSE CONTENT GUIDE

DATE: January 29, 1998 **PREPARED BY:** Patty Stephens, PFB

COURSE NUMBER:

COURSE TITLE: Incident Command System (ICS) Planning

CREDIT HOURS: 2

COURSE DESCRIPTION:

This course is designed to meet the need of responders and managers with the responsibility to fill positions within the Planning function of the National Interagency Incident Management System (NIIMS) ICS organization. Students will receive an overview of the Planning function, and detailed information on the duties and responsibilities of each position within the functions. The format includes both lecture and hands-on exercise dealing with the need for resource tracking, situation analysis and mapping, documentation, demobilization, and the management of technical support to major emergencies.

COURSE LENGTH: 20 contact hours

PREREQUISITE(S): *Introduction to the Incident Command System (ICS)*

COURSE TEXT: National Interagency Incident Management System (NIIMS)
Regional Incident Command System Steering Committee (RISC)

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Describe the NIIMS organization and the relationship of the Planning function to the Command and General Staff.
- Define the mission of the Planning Section
- Describe the responsibilities of the Planning Section Chief.

ASSESSMENT and GRADING:

This is a pass/no pass course.

The methods of assessment include individual and small group problem solving activities and exercises.

COURSE OUTLINE:

NIIMS Organization
Mission of the Planning Section
Responsibilities of the Planning Section Chief
Planning Section Units and their Responsibilities
Incident Action Planning Process
Incident Action Plan
Performing the planning function

COURSE CONTENT GUIDE

DATE: January 29, 1998 **PREPARED BY:** Patty Stephens, PFB

COURSE NUMBER:

COURSE TITLE: Incident Command System (ICS) Safety

CREDIT HOURS: 2

COURSE DESCRIPTION:

This course is designed to meet the needs of responders and managers with the responsibility to ensure incident safety during emergencies. The format includes both lecture and hands-on exercises dealing with organizing the safety function, recognition of safety issues, conflict resolution, and medical planning on major emergencies.

COURSE LENGTH: 20 contact hours

PREREQUISITE(S): *Introduction to the Incident Command System (ICS)*

COURSE TEXT: National Interagency Incident Command System (NIIMS)
Regional Incident Command System Steering Committee (RISC)

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Monitor incident activities to identify, inventory, and analyze the hazard and risk involved. Take appropriate action by contacting the responsible supervisor or by direct intervention with recommendations for minimizing the risk.
- Confer with Incident Management Team members during tactical planning sessions and develop verbal or written safety recommendations for key components prior to the publication of the Incident Action Plan for each operational period.
- Prepare the Safety Message to be included in the Incident Action Plan utilizing information obtained during the monitoring process.
- Prepare and present a Safety Briefing for the Incident Management Team during the Planning Meeting.
- Prepare a Special Report on safety or special incidents, based on observation or

requests of the Incident Commander, Investigation Team, or agency administrator. Reports will be clear, concise and with adequate detail to describe who, what, when, where, why, and how.

- Determine if adequate medical facilities and services are available.

ASSESSMENT and GRADING:

This is a pass/no pass course.

The methods of assessment include individual and small group problem solving activities and exercises. In addition there is a quiz at the end of each unit which must be completed by the individual.

COURSE OUTLINE:

Role of the Safety Officer

Analysis Techniques

 Hazards vs. Risks

 Hazard Rational

 Safety Logic and Precedence

 Safety Action Plan

Managing the Safety Function

 Safety Officer role in the Incident Planning process

 Safety Message Incident Planning

 Special Reports

Safety Officer Effectiveness

 OSHA and the Safety Officer

COURSE CONTENT GUIDE

DATE: February 27, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Independent Study (IS) #7; A Citizen's Guide to Disaster Assistance

CREDIT HOURS: 1

COURSE DESCRIPTION:

This course will discuss issues related to recovery after a disaster and the importance of pre-disaster preparedness. It is intended for the general public as well as those in the emergency management community who want to obtain a basic understanding of disaster assistance. This course should not be considered as an "operations manual" on disaster assistance programs, rather it is an overview of current federal programs available to assist in disaster recovery.

COURSE LENGTH: 10-14 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA Independent Study Manual, IS-7, *A Citizen's Guide to Disaster Assistance*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Understand what disaster assistance is and what it is not.
- Describe how community, State and Federal governments, as well as voluntary agencies, respond to disasters and how they assist citizens during the recovery phase.
- Explain how people obtain assistance in the event of a disaster.
- Conduct preparedness activities that help individuals and families survive from a disaster

ASSESSMENT and GRADING:

This is a pass/no pass course. Each unit has a self-study review exam. A final exam is required and a score of 75% or greater must be attained to pass.

COURSE OUTLINE:

Introduction to Disaster Assistance
How Communities and States Deal with Disasters
Overview of Federal Disaster Assistance
Federal Disaster Assistance in Action
The Citizen's Role in Disaster Preparedness

COURSE CONTENT GUIDE

DATE: February 27, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Independent Study (IS) #IS-1, The Emergency Program Manager

CREDIT HOURS: 1

COURSE DESCRIPTION:

This course is for the newly hired person in the emergency services field. It provides an overview of the roles and responsibilities of the emergency manager at the local level. It discusses the four phases of emergency management: mitigation, preparedness, response and recovery; and discusses the relationship and roles of the state and federal emergency management programs.

COURSE LENGTH: 10-14 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA Independent Study Manual, *The Emergency Program Manager*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Identify and discuss the four phases of emergency management.
- Identify the roles, responsibilities and tasks of a local emergency manager.
- Identify the legal requirements/basis for the emergency management job.
- Be able to discuss the relationship of local, state and federal emergency management agencies within your home state/jurisdiction.

ASSESSMENT and GRADING:

This is a pass/no pass course. Each unit has a self-study review exam. A final exam is required and a score of 75% or greater must be attained to pass.

COURSE OUTLINE:

Comprehensive Emergency Management
The Emergency Program Manager
Mitigation

Preparedness
Response
Recovery
Managing Emergency Management



COURSE CONTENT GUIDE

DATE: February 27, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Independent Study (IS): FEMA/USFA/NFA-ERT:SS Emergency Response to Terrorism

CREDIT HOURS: 1

COURSE DESCRIPTION:

This course is designed to provide you with a general introduction to the basic concepts for first responder awareness at the scene of a potential terrorist incident.

COURSE LENGTH: 10-14 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA Independent Study Manual,; FEMA/USFA/NFA-ERT:SS *Emergency Response to Terrorism*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Define terrorism.
- Identify criteria for recognizing suspicious incidents and list outward signs and warning clues.
- Discuss the types of potential harm encountered at the scene of an incident and means of protection.
- Identify procedures for activating response resources.

ASSESSMENT and GRADING:

This is a pass/no pass course. Each unit has a self-study review exam. A final exam is required and a score of 75% or greater must be attained to pass.

COURSE OUTLINE:

Terrorism in Perspective
Incidents and Indicators

Self-Protection
Scene Control
Notification and Coordination



COURSE CONTENT GUIDE

DATE: February 27, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Independent Study (IS) #5: Hazardous Materials: A Citizen's Orientation

CREDIT HOURS: 1

COURSE DESCRIPTION:

This home study course is intended to provide interested members of the general public with a general introduction to hazardous materials that can serve as a foundation for more specific research. This course is designed for concerned community members who are willing to take the time to learn more about hazardous materials issues which can help protect their own health and contribute to their community.

COURSE LENGTH: 10-14 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA Independent Study Manual, IS-5: *Hazardous Materials: A Citizen's Orientation*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Recognize the dangers posed by hazardous materials.
- List places where hazardous materials are likely to be encountered.
- Identify when a hazard may exist.
- Contact the appropriate persons or agencies to give or receive specific hazardous materials information.
- Identify procedures to minimize personal and community exposure to hazardous materials

ASSESSMENT and GRADING:

This is a pass/no pass course. Each unit has a self-study review exam. A final exam is required and a score of 75% or greater must be attained to pass.

COURSE OUTLINE:

Hazardous Materials and Human Health
Hazardous Materials Regulation
Identifying Hazardous Materials
Preparing for Hazardous Materials Incidents
Hazardous Materials in the Home

COURSE CONTENT GUIDE

DATE: February 27, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Independent Study (IS) #3: Radiological Emergency Management

CREDIT HOURS: 1

COURSE DESCRIPTION:

This course is intended to provide members of the general public with an overview of several types of radiological emergencies: radiological transportation accidents, nuclear power plant accidents, nuclear terrorism threat, and other radiological hazards. This overview introduces the nature, degree of hazard, and general emergency response strategies associated with each type of emergency.

COURSE LENGTH: 10-14 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA Independent Study Manual, IS-3, *Radiological Emergency Management*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Discuss fundamental principles of radioactivity.
- Describe the biological effects of radiation on individuals.
- Discuss the Radiological Protection System.
- Discuss types of radioactive material shipments and their associated packaging.
- Identify on-scene response actions for the general public.

ASSESSMENT and GRADING:

This is a pass/no pass course. Each unit has a self-study review exam. A final exam is required and a score of 75% or greater must be attained to pass.

COURSE OUTLINE:

Fundamental Concepts of Radiation
Radiological Transportation Accidents
Nuclear Power Plant Accidents
Nuclear Threat
Other Radiological Hazards

COURSE CONTENT GUIDE

DATE: January 29, 1998 **PREPARED BY:** Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Introduction to Emergency Management

CREDIT HOURS: 4

COURSE DESCRIPTION:

This course examines the need for an emergency management system and the importance of an integrated approach to managing emergencies. Participants will develop an integrated teamwork system and formulate specific actions for improving their own contributions to local emergency management teams.

COURSE LENGTH: 40 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA, *Introduction to Emergency Management*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Understand the concept of emergency management and why it is needed.
- Describe the emergency management process and explain how individuals and organizations function within the process.
- Realize the importance of the team approach to emergency management and examine the relationships among members of the emergency management team.
- Apply the team building approach to the emergency management process discussed in the course using a group activity and presentation demonstrating the need for emergency management.

ASSESSMENT and GRADING:

This is a pass/no pass course.

The methods of assessment include individual and small group problem solving activities.

This course has a small group activity and presentation which must be completed as the performance based competency final exam. There is also a written final exam.

COURSE OUTLINE:

Terminology

The Need for Emergency Management

What is Emergency Management?

Hazards and Risks

Four Phases of Emergency Management

Problem Solving in Crisis Prone County

Private Sector Resources

Role of the Local Government

Role of the State Government

Role of the Federal Government

Building the Emergency Management Team

Characteristics of Effective Teams

All-Hazards Emergency Management Systems

Functional Groups in Emergency Management

Interactions in Emergency Management

Coordination Among Organizations

Miamisburg: Analysis of Teamwork in a Disaster Response

Role of an Emergency Operations Center (EOC)

Incident Command System (ICS) Coordination

Emergency Management and Conflict

Coordination in Emergency Management

Final Project: Emergency Management in Crisis Prone County

COURSE CONTENT GUIDE

DATE: February 6, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Postearthquake Safety Evaluation of Buildings

CREDIT HOURS: 1

COURSE DESCRIPTION:

This course discusses procedures and guidelines for postearthquake safety evaluation of buildings, including procedures for inspecting buildings and posting them as "inspected" (apparently safe), "limited entry" or "unsafe."

This course is designed for building inspectors, fire inspectors and any individual who may be assigned the duties and/or responsibilities for building safety, evacuation and re-occupation after a disaster.

COURSE LENGTH: 10 contact hours

PREREQUISITE(S): None

COURSE TEXT: ATC-20, *Postearthquake Safety Evaluation of Buildings*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Understand the use of the posting system which uses green, yellow and red placards.
- Understand evaluation procedures, including the forms used for both Rapid Evaluation and Detailed Evaluation.
- Be able to discuss structural basics as related to earthquake damage and risk.

ASSESSMENT and GRADING:

This is a pass/no pass course. Assessment of understanding and knowledge will be done through group discussion and small group exercises.

COURSE OUTLINE:

Posting System
Evaluation Procedures
Structural Basics
Wood Frame Structures

Masonry Structures
Concrete Structures
Steel Frame Structures
Nonstructural Elements
Geotechnical Hazards
Hazardous Materials
Field Safety



COURSE CONTENT GUIDE

DATE: February 6, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: (Public) Information Officer

CREDIT HOURS: 3

COURSE DESCRIPTION:

This course will provide the participants with the skills needed to perform their Information Officer duties, within the infrastructure of the NIIMS ICS. It focuses on preparing the student to deal effectively and professionally with members of various elements of the media, meeting internal information needs and assisting in incident management.

This course is designed for those individuals who have been identified as Information Officers by their respective agencies. The focus will not be on elementary principles of English skills.

COURSE LENGTH: 30 contact hours

PREREQUISITE(S): *Introduction to Incident Command System (ICS)*

COURSE TEXT: Regional ICS Steering Committee, *Information Officer*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Describe the purpose of the Information Officer function and how it fits in ICS and emergency management.
- Identify issues which impact emergency information.
- Identify and discuss various publics and information sources.
- Discuss techniques helpful in dealing with various types of media.

- Identify special populations and their information needs.
- Identify the facilities, supplies and equipment which may be required to coordinate the information function.

ASSESSMENT and GRADING:

This is a pass/no pass course.

COURSE OUTLINE:

ICS Overview
Emergency Management 101
Incident Information as Part of ICS
Working with the News Media
Working with the General Public
Internal Information
Managing the Information Function
Special Situations/Quality Control
Demobilization
Developing Skills Application

COURSE CONTENT GUIDE

DATE: February 6, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Workshop in Emergency Management: Amateur Radio Resources

CREDIT HOURS: 1

COURSE DESCRIPTION:

The course will discuss areas such as the roles and responsibilities of the ARES/RACES Program in Oregon; utilization of ARES/RACES by local government; local and State government expectations; and a general overview of the Incident Command System.

The intended audience for this class is ARES/RACES Area Coordinators and their Assistants, local emergency managers and other ARES/RACES staff.

COURSE LENGTH: 10 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA, *WEM: Amateur Radio Resources*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Become familiar with the various amateur radio resources that are available to help provide emergency communications and understand their similarities and differences.
- Understand the type of emergency communications that can be provided by the various amateur radio resources.
- Understand what RACES is and what its benefits are.
- Learn how to establish and fund a RACES organization and how to develop RACES plans.

- Understand the various types of communications (equipment, technology and modes) used by amateur radio resources.
- Learn about legal and regulatory issues.

ASSESSMENT and GRADING:

This is a pass/no pass course.

Assessment is conducted through small group activities and discussion.

COURSE OUTLINE:

ARRL video: "At Any Moment"
Current Goals for ARES/RACES in Oregon
Local Government Use and Expectations
Laws for Using Volunteer Communications
OEMs (State) Use and Expectations - OERS Video
Questions and Answers regarding the State Unit
Overview of the Incident Command System (ICS)
Video: The Big One

COURSE CONTENT GUIDE

DATE: February 27, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Independent Study (IS) #120: An Orientation to Community Disaster Exercises

CREDIT HOURS: 1

COURSE DESCRIPTION:

This course has been designed to provide an opportunity to learn about Community Disaster Exercises and introduce skills required to successfully design exercises that test a community's disaster response capabilities.

COURSE LENGTH: 10-14 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA Independent Study Manual, IS-120, *An Orientation to Community Disaster Exercises*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Define the three major types of exercises: tabletop, functional and full scale.
- Identify the major steps in the development of tabletop, functional and full scale disaster exercises.
- Complete a step by step development process for each of the 8 steps.
- Discuss the concept of a community disaster exercise program.

ASSESSMENT and GRADING:

This is a pass/no pass course. Each unit has a self-study review exam. A final exam is required and a score of 75% or greater must be attained to pass.

COURSE OUTLINE:

Types of Emergency Exercises
The Emergency Operations Center

Exercise Requirements

The Community Exercise Program

Exercise Development: The Big Picture

The Functional Exercise

The Exercise Design Process: Step 1

The Exercise Design Process: Step 2

The Exercise Design Process: Step 3

The Exercise Design Process: Step 4

The Exercise Design Process: Step 5

The Exercise Design Process: Step 6

The Exercise Design Process: Step 7

The Exercise Design Process: Step 8

Introduction to the Exercise Design Course

COURSE CONTENT GUIDE

DATE: March 30, 1998 **PREPARED BY:** Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Independent Study (IS) #G346, *An Orientation to Hazardous Materials for Medical Personnel*

CREDIT HOURS: 1

COURSE DESCRIPTION:

This self-study course is a prerequisite for the Hospital Emergency Department Management of Radiation and Other Hazardous Material Accidents Course. This course will provide the student with a general understanding of the terms and concepts related to hazardous materials and radiation. It also covers some basic principles regarding hospital personnel's response to hazardous materials incidents.

COURSE LENGTH: 10-14 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA Independent Study Manual, IS-G346: G346, *An Orientation to Hazardous Materials for Medical Personnel*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Describe the purpose of the course and why it is essential to have the knowledge and skills necessary to recognize and assess situations that can impact the facility and hospital staff in preparing for and responding to hazardous materials emergencies.
- Describe the ways in which a medical center or hospital can be involved in a hazardous material event or response effort.
- Recognize the importance of compliance with federal, state, local and tribal regulations and standards.
- Describe each of the Department of Transportation (DOT) hazardous material classifications.
- Given a situation, identify a possible mechanism of injury for each hazardous

material class.

- Identify potential hazardous material sources within the home, work facility and the community.
- Describe the need for a hospital emergency/disaster response plan.
- Identify who should be involved in the development, implementation and evaluation of the hospital emergency/disaster plan.
- Locate and review the hospital's emergency/disaster plan.
- Use a sample hospital emergency/disaster plan to:
 - Identify procedures for facility and personnel contamination control.
 - Identify the primary and secondary area for patient reception triage and decontamination treatment.
 - Identify personnel for response duties.
 - Define roles and responsibilities of personnel.
 - Identify safety and security precautions.
- Describe some of the key requirements involved in the reception of a patient contaminated or exposed to a hazardous chemical, radiological or etiologic substance.
- Discuss the functions of various members of the hazardous materials emergency response team.
- Identify three reasons for the need for special preparation techniques in the emergency area.
- List at least three way to prepare the emergency area for receipt of patients to control the spread of hazardous materials and ensure staff safety.
- Identify suitable personal protection equipment for responding to a hazardous materials incident.
- Describe the basic procedures for patient assessment and triage.
- Describe the basic procedures for treatment of a contaminated patient.
- Identify types of radiological and clinical laboratory assessments required and state reasons why they are required.

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- Describe the purpose of decontamination and the basic components of the decontamination process.
 - Define seven common decontamination mechanisms.
 - List and describe the hospital's hazardous materials information resources and ensure that they are authoritative and up to date.
 - Identify sources of radiation.
 - State the prevalence of radiation accidents.
 - Identify types of radiation injuries and differentiate among them.
 - Define ionizing radiation.
 - Explain the difference among the various types of ionizing radiation in terms of penetrating power and effects on living tissues.
 - Define the terms curie, rem, rad, roentgen and their SI units.
 - State four radiation protection principles and explain their use in reducing radiation exposure.
 - State the use and limitations of the survey meters and dosimeters.
 - Describe methods of contamination.
 - Establish patient management priorities.
 - List practical ways of reducing radiation exposure.
 - Define the effects chemicals may have on radiation-contaminated patient.
 - Describe the dose response relationship and its clinical effects.
 - Describe the routes by which any hazardous substance may enter the body.
 - Describe the organ systems that may be affected in the contaminated or exposed patient.
 - Distinguish between stages of acute radiation syndrome.

- State the nature of radiological and chemical hazards.
- Summarize the toxic effects of some radioisotopes.
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ASSESSMENT and GRADING:

This is a pass/no pass course. Each unit has a self-study review exam. A final exam is required and a score of 75% or greater must be attained to pass.

COURSE OUTLINE:

Types and Sources of Hazards
Planning for Response
Responding to Hazards
Introduction to Radiation

COURSE CONTENT GUIDE

DATE: February 27, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Independent Study (IS) #8: Building for the Earthquakes of Tomorrow: Complying with Executive Order #12699

CREDIT HOURS: 1

COURSE DESCRIPTION:

This course is designed to provide students with the tools, information and planning guidance they need to effectively deal with and prepare for the implementation of Executive Order (EO) 12699. It discusses the various aspects of earthquake planning, seismic provisions in building codes, and mitigation activities.

COURSE LENGTH: 10-14 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA Independent Study Manual, IS-8, *Building for the Earthquakes of Tomorrow: Complying with Executive Order #12699*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Describe the intent and implication of the EO and the consequences of noncompliance.
- Describe how the EO will affect the built environment.
- Describe the theory and practice of the EO, hazard mitigation, and the need/rationale for including seismic provisions in building codes.
- Compare EO standards and local codes to determine substantive differences and deficiencies.
- Develop a plan of action to achieve compliance if local codes do not comply with the EO.

ASSESSMENT and GRADING:

This is a pass/no pass course. Each unit has a self-study review exam. A final exam is required and a score of 75% or greater must be attained to pass.

COURSE OUTLINE:

Executive Order 12699
Earthquake Causes and Characteristics
Earthquake Effects
Protecting your Community
Evaluating Your Community's Safety



COURSE CONTENT GUIDE

DATE: February 27, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Independent Study (IS) #275, Emergency Operations Center (EOC) Management and Operations

CREDIT HOURS: 1

COURSE DESCRIPTION:

This course is geared toward persons who have responsibility for management and operation of an Emergency Operation Center (EOC). The goal of this course is to provide identified individuals the skills and knowledge needed to perform their jobs and effectively operate an EOC.

COURSE LENGTH: 10-14 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA Independent Study Manual, IS-275, *Emergency Operations Center (EOC) Management and Operations*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Identify functions of an EOC, to include staffing and minimum resource requirements.
- Describe the roles and responsibilities of the person(s) responsible for EOC Management and operation.
- Discuss the requirements of policies and procedures and records documentation.

ASSESSMENT and GRADING:

This is a pass/no pass course. Each unit has a self-study review exam. A final exam is required and a score of 75% or greater must be attained to pass.

COURSE OUTLINE:

The Role of the Emergency Operations Center
EOC Management and Operations: Roles and Responsibilities
Developing EOC Policies and Procedures



COURSE CONTENT GUIDE

DATE: February 27, 1998

PREPARED BY: Kelly Jo Jensen, OEM

COURSE NUMBER:

COURSE TITLE: Independent Study (IS) #2, Emergency Preparedness, USA

CREDIT HOURS: 1

COURSE DESCRIPTION:

This course is designed for the general citizen and addresses the basic of emergency preparedness: what to do in an emergency; how to be self-sufficient in a disaster; where to go for additional training and education; and preparing for disasters prevalent in a local community. The course is for anyone interested in preventing the loss of life and property from any kind of emergency.

COURSE LENGTH: 10-14 contact hours

PREREQUISITE(S): None

COURSE TEXT: FEMA Independent Study Manual, IS-2, *Emergency Preparedness, USA*

COURSE OBJECTIVES/REQUIRED STUDENT COMPETENCIES:

- Be able to discuss the four phases of emergency management and which governmental agency has responsibility for these at the local level.
- Analyze the risks of hazards in your area.
- Identify types of actions which can be taken to protect yourself and family from the effects of natural, technological and national security emergencies.
- Develop a Family Disaster Plan.
- Identify other resources available to assist in the education and training of the general public in emergency management.

ASSESSMENT and GRADING:

This is a pass/no pass course. Each unit has a self-study review exam. A final exam is required and a score of 75% or greater must be attained to pass.

COURSE OUTLINE:

The Four Phases of Emergency Management

Analyzing the Risks

Natural Hazards: Applying the Four Phases

Technological Hazards: Applying the Four Phases

National Security Emergencies

Preparing Your Family Disaster Plan

Personal Action Plans: Where To Go Next