CALIFORNIA STATE UNIVERSITY–LOS ANGELES
February 21, 1995

Mr. B. Wayne Blanchard, Training Specialist
Federal Emergency Management Agency
National Emergency Training Center,
Emmitsburg, Maryland 21727

Dear: Mr. Blanchard:

Enclosed is the information you requested concerning our introduction and planning courses. We request periodic updates from the instructors, but the formal documentation does not change unless there are major revisions.

Please call me, if you have additional questions. (213-343-4915)

Sincerely,

[Signature]
Denis E. Mc Grath, Ph.D.
Coordinator, Emergency Management Certificate Program
# Course Proposal Form

1. Check one box:
   - NEW COURSE PROPOSAL (Fill in all pages)
   - COURSE MODIFICATION (Fill in pages 1, 2, 5, and 6 plus page 4 if resource impact. Complete only those sections you propose to change.)
   - COURSE DELETION (Fill in pages 1, 5, and 6)

2. **Course Abbreviation** (e.g., ANTH, NURS): TECH

3. **Course No.**
   - EXISTING
   - PROPOSED TECH 457D

4. **Course Title**
   - EXISTING
   - PROPOSED Disaster Planning

5. **Title Abbreviation** (17-space limit)

6. **Units**
   - EXISTING
   - PROPOSED C-2

7. **Staffing Formula**
   - (e.g., C2, C16)

8. **Enrollment Limit** (determined by staffing formula)

9. **Proposed Catalog Description**
   - (Not to exceed 30-word limit)
   - Include prerequisite(s)/corequisite(s), restrictions and repeatability, time distribution between lecture/lab, nontraditional grading. Follow accepted catalog format.

   Prerequisite: TECH 356 or equivalent.
   Principles of disaster planning: developing disaster plans and promoting inter-agency planning; emergency operation centers: roles of local, state, and federal emergency management agencies. Principles of exercising emergency management staff in both public and private sectors.

10. **For Course Modification:**

   - Nature of the change (check all that apply)
     - Title
     - Description
     - Units
     - Number
     - Suffix
     - Expanded content

   - Staffing and enrollment limits
   - Title abbreviation

   10b. Justification (why the change is necessary). Give the reason for each change listed above in 10a. For course deletion, include statement describing how students in program(s) requiring this course will be accommodated.
11. EXPANDED COURSE DESCRIPTION IN OUTLINE FORM

Be as brief as possible, but attach additional sheets if needed. Line-in/line out optional for a course modification.

I. HISTORY OF EMERGENCY PREPAREDNESS

II. CALIFORNIA STATE MUTUAL AID PLAN AND HOW IT WORKS

III. HISTORY OF INCIDENT COMMAND SYSTEM; PURPOSE AND APPLICATION TO SINGLE INCIDENT

IV. ORGANIZATION OF INCIDENT COMMAND SYSTEM (ICS); APPLICATIONS; RESOURCES THROUGH MUTUAL AID

V. INCIDENT COMMAND AND MULTI AGENCY PROBLEMS; HAZARDOUS MATERIALS (HAZMAT)

VI. STATE REQUIRED DISASTER PLAN; INTRODUCTION

VII. DEVELOPING THE DISASTER PLAN; EMERGENCY OPERATIONS CENTER (EOC); EVACUATION; RESOURCES

VIII. HOW ICS AND MULTI-COORDINATION CENTER FITS WITH DISASTER PLAN

IX. PRESENTATION BY STATE FIRE MARSHAL, OFFICE OF EMERGENCY SERVICES, STATE OF CALIFORNIA (OES) AND FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

X. REVIEW OF DISASTERS

XI. APPLICATION OF INCIDENT COMMAND SYSTEM TO VARIOUS EMERGENCY SITUATIONS

12. BIBLIOGRAPHY (attach additional sheets if needed)


Emergency Management Plan, City of South El Monte.


Other material as available from the state of California and local emergency response organizations.
13. NEW COURSE-JUSTIFICATION FOR THE COURSE
   (include list of all programs that will include this course and whether it will be required or elective)

   Considering the imminency of major emergencies in southern California, it is essential that steps be taken to prepare personnel to assume the role of emergency managers. This course in conjunction with the other nine courses in the proposed Emergency Management Certificate program will provide an effective means of meeting this objective. In addition, California State University, Los Angeles is currently offering courses in fire defense planning and fire disaster administration. The major focus of these fire protection courses is emergency management, and this course will be a complement to the Fire Protection Administration and Technology Program. This course is presently under consideration for inclusion in the Fire Protection Administration and Technology curriculum. Therefore, this course will have a dual application in the university.

   This is a required course.

14. FACULTY AVAILABLE TO TEACH THIS COURSE

   Ray Shackelford

   Other selected Fire Technology Faculty
INTRO EMERG MGT

This course provides the foundation for Emergency Management and includes discussion on risk assessment, systems operation, and the role of government agencies and teamwork.

This is the entry course for the program. An Associate of Arts degree or its equivalent and/or verifiable work experience is required for admission.
11. EXPANDED COURSE DESCRIPTION IN OUTLINE FORM Be as brief as possible, but attach additional sheets if needed. Line-in/line out optional for a course modification.

I. The Need for Emergency Management
   A. Identify potential and actual community hazards
   B. Specify and describe the events concerning a variety of hazards on an Emergency Management System
   C. Form conclusions about the scope and importance of a hazard assessment at the community level
   D. Form conclusions about the implications of community hazards on an Emergency Management System
   E. Examine Emergency Management terminology

II. Comprehensive Emergency Management
   A. Specify and describe the operational elements of a comprehensive emergency management system and explain the system’s function in the context of mitigation, preparedness, response and recovery
   B. Examine the roles of individuals and organizations in a comprehensive approach to emergency management
   C. Define the difference between a traditional mode of operating an emergency response system and a comprehensive mode of emergency management

III. The Team Approach to Emergency Management
   A. Examine the functions of a team in a local emergency management system

12. BIBLIOGRAPHY (attach additional sheets if needed)


   *Crisis Intervention Programs for Disaster Victims in Smaller Communities*, Disaster Research Center, United States Department of Health and Human Services.


EXPANDED COURSE DESCRIPTION IN OUTLINE FORM CONTINUED

- B. Compare interactions within an emergency management team with interactions within teams having other missions.
- C. Examine the fundamental organizational characteristics of an emergency management team
- D. Specify and describe several types of inter and intra group conflicts
- E. Resolution of inter and intra group conflicts

IV. Developing a Personal Strategy for Emergency Management
BIBLIOGRAPHY CONTINUED


*Hazard Communication Handbook*, Environmental Health and Safety, California State University, Los Angeles.


BIBLIOGRAPHY CONTINUED


13. NEW COURSE-JUSTIFICATION FOR THE COURSE
(include list of all programs that will include this course and whether it will be required or elective)

This course provides the student with a basic understanding of Emergency Management Systems. Special attention will be devoted to an understanding of community hazards; mitigation, preparedness, response and recovery; organizational structure of emergency management teams, and the development of a personal strategy for emergency management. This is a required course for the Emergency Management Program.

14. FACULTY AVAILABLE TO TEACH THIS COURSE

Elaine Kissil, B.S., Vice President and Manager of Emergency Planning, First Interstate Bank.

Gerald Roach, A.A., Fire Chief-Retired, FEMA Certified, Los Angeles Area Representative for Sacramento and Washington D.C.


Ray Shackelford, M.S.P.A., Fire Chief, Chino Valley Fire Department.