

**CENTRAL TEXAS COLLEGE**  
**EMAP 1400**

**Principles of Basic Emergency Management**  
**Semester Hours Credit: 4**

**INSTRUCTOR:** \_\_\_\_\_  
**OFFICE HOURS:** \_\_\_\_\_

**I. INTRODUCTION**

- A. This course is an overview of the Texas Emergency Management System and the concepts of emergency management and its integration of systems, basic definitions, identification of hazards, role of the local emergency manager, including interaction among various government entities. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G230 and G610.
- B. This course is a required course in the Homeland Security – Emergency Management Associate of Applied Science Degree.
- C. This course is occupationally related and serves as preparation for careers in: Homeland Security and Emergency Management.
- D. Prerequisite(s): None

**II. LEARNING OUTCOMES**

Upon successful completion of this course, Principles of Basic Emergency Management, the student will:

- A. Identify the agencies involved in disaster assistance.
- B. Describe the role of the emergency manager.
- C. Describe the all-hazards approach for emergency management.
- D. Outline the process for preparing a grant request.
- E. Develop a plan for acquiring surplus property.

**III. INSTRUCTIONAL MATERIALS**

The instructional materials identified for this course are viewable through <http://www.ctcd.edu/books>.

**IV. COURSE REQUIREMENTS:**

- A. Class preparation: Students are required to prepare for class in advance according to the schedule presented in the syllabus. Students should read about the next lesson and come to class ready to enhance that knowledge. In-class time should be spent with the instructor to get as much help and to ask as many questions as possible pertaining to the lesson that was already prepared for at home. Students should ask the instructor questions in class, before or after class, during office hours, or by making an appointment. Students are also strongly encouraged to email the instructor if time is of the essence.

- B. Reading Assignments: Students are required to read the assigned lessons under the assignment section as each week there is a different outside resource used in the course. Vocabulary from each lesson will be used in oral conversation during the class following the assignment.
- C. Homework: Will be assigned on a regular basis and students are expected to complete it in a timely fashion. The instructor is under no obligation to accept overdue homework assignments.
- D. Project: Students will be required to submit one individual project.
- E. Everything submitted to your instructor is graded accordingly and therefore contributes in the outcome of your final grade.
- F. Class Performance: If a class is missed, it is students' responsibility to obtain the information missed during the class. The teacher will not repeat instructions or lessons for the classes the student misses. It is the student's responsibility to make arrangements to take an exam early if he or she will not be able to attend class on one of those days. Failure to notify the instructor will result in a grade of zero on that test/quiz. There are no make-up quizzes.
- G. Class Participation: The percentage of students grades are based on attendance and participation. The student will practice conversation with a partner during part of each class and will be graded on the effort put into these exercises.
- H. Online Discussion Forum: This course includes an ongoing online discussion forum. Each week we will have a question to discuss related to the week's focus. You are expected to enter the discussion at least three times over the week registering your thoughts and replying to comments from your classmates.

## V. EXAMINATIONS

- A. There will be a total of two exams: Midterm & Final
- B. A student must be present for all examinations. No make-up examinations will be given. Students who know in advance they will be absent from an examination due to valid reasons, must arrange to take an early examination if allowed by the instructor. Unexpected absences due to illness or extenuating circumstances require the student to see the instructor about individual make-up work in lieu of the missed examination. One exam maximum per semester may be allowed to be made due to valid reasons.
- C. Students without excused absences will be given a zero for the examination missed. Quizzes will not be allowed to be made up under any circumstances.

## VI. SEMESTER GRADE COMPUTATIONS

- A. It is the student's responsibility to complete the course requirements as defined within the syllabus.
- B. Your course grade is determined by your performance on assignments, projects and exams.
- C. The possible grades for this course are A, B, C, D, or F. In order to receive transferable credit for this course, a grade of C or above must be earned. As a rule, D's will not transfer to other colleges. Grading criteria will be based on the <https://www.ctcd.edu/academics/catalog/catalog-texas/academic-policies/grading/>:

Grade	A	B	C	D	F
Percent	90-100%	80-89%	70-79%	60-69%	0-59%
Points	900-1000	800-899	700-799	600-699	below

## VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

- A. **Course Withdrawal:** It is the student's responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file an Application for Withdrawal or an Application for Refund. The withdrawal form must be signed by the student. Application for Withdrawal will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is as follows: 11-week session Friday of the 8th week; 8-week session Friday of the 6th week; 5½-week session Friday of the 4th week. The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin. Students who officially withdraw will be awarded the grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the college before they may be considered for withdrawal. A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.
- B. **Administrative Withdrawal:** An administrative withdrawal may be initiated when the student fails to meet College attendance requirements.

- C. **Incomplete Grade:** The College catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course..." Prior approval from the instructor is required before the grade of "I" is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.
- D. **Cellular Phones and Beepers:** Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.
- E. Students are expected to initiate outside help if needed. It is the student's responsibility to monitor feedback provided by the instructor. There are various possibilities for obtaining outside help. Always see your instructor first for guidance.
- F. **American's with Disabilities Act (ADA):** Disability Support Services provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Service (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.
- G. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.
- H. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

## VIII. COURSE OUTLINE

### A. **Lesson 1: The History of Emergency Management**

#### 1. **Learning Objectives:**

- a. Define the early roots of emergency management;
- b. Explain how the Federal Emergency Management Agency (FEMA) came to exist and how it evolved during the last 38 years;
- c. Describe the National Flood Insurance Act of 1968 and National Flood Disaster Protection Act of 1973;
- d. Describe the Disaster Relief Act of 1974;
- e. Describe Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.
- f. Describe the Homeland Security Act of 2002.

- g. Recognize and explain the mission statement of the Federal Emergency Management Agency (FEMA).

**2. Learning Activities:**

- a. Complete Lesson 1 Discussion Board;
- b. Complete Lesson 1 Assignment.

**B. Lesson 2: Fundamentals of Emergency Management**

**1. Learning Objectives:**

- a. Define the principles and authorities that are the foundation of emergency management.
- b. Discuss how the different partners contribute to emergency management in your community.
- c. Explain how the core capabilities support the mission areas to ensure preparedness.
- d. Describe the roles of each partner in emergency management.
- e. Identify the steps and resources necessary for developing a comprehensive emergency operations plans.
- f. Devise, manage, and coordinate resources for an efficient and effective response.
- g. List the functions of emergency management in emergency and day-to-day situations.

**2. Learning Activities:**

- a. Complete Lesson 2 Discussion Board;
- b. Complete Lesson 2 Assignment.

**C. Lesson 3: Natural Hazards in Emergency Management**

**1. Learning Objectives:**

- a. Describe Natural Hazard mitigation basics.
- b. Describe Tornado mitigation basics.
- c. Describe Wildfire mitigation basics.
- d. Describe Hurricane mitigation basics.
- e. Describe Flood mitigation basics.
- f. Describe Earthquake mitigation basics.
- g. Explain what federal laws are in place that assist in reacting to natural hazards.
- h. List and explain the major agencies that are responsible for reacting to natural hazards.

**2. Learning Activities:**

- a. Complete Lesson 3 Discussion Board;
- b. Complete Lesson 3 Assignment.

**D. Lesson 4: Man-Made (Technological) Hazards in Emergency Management**

**1. Learning Objectives:**

- a. Identify a man-made (technological) hazard.
- b. List radiological emergency management practices.
- c. Describe technological hazards.
- d. Define dam hazards and mitigation practices.
- e. Explain nuclear hazards and mitigation practices.
- f. Describe chemical hazards and mitigation practices.
- g. Summarize the threats of structural fires in emergency management.

**2. Learning Activities:**

- a. Complete Lesson 4 Discussion Board;
- b. Complete Lesson 4 Assignment.

**E. Lesson 5: Emergency Management Preparedness**

**1. Learning Objectives:**

- a. Describe the reasons for preparedness in emergency management.
- b. Outline the preparedness cycle.
- c. Describe the differences between mitigation and preparedness.
- d. Identify the key elements in planning for preparedness.
- e. Identify the key elements in equipment needs for preparedness.
- f. Identify the key elements in training for preparedness.
- g. Identify the key elements in exercises for preparedness.
- h. Discuss the emergency operations plan.

**2. Learning Activities:**

- a. Complete Lesson 5 Discussion Board;
- b. Complete Lesson 5 Assignment.

**F. Lesson 6: Emergency Management Response**

**1. Learning Objectives:**

- a. Compare and contrast local, state and federal response.
- b. Discuss the volunteer response.
- c. Explain response efforts for the 2003 California wildfire.
- d. Describe the Space Shuttle Columbia response efforts.
- e. Summarize the response methods for the 11 September 2001 Pentagon Attack.

**2. Learning Activities:**

- a. Complete Lesson 6 Discussion Board;
- b. Complete Lesson 6 Assignment.

**G. Lesson 7: Emergency Management Recovery**

**1. Learning Objectives:**

- a. Identify Federal individual and public assistance programs.
- b. Describe Small Business Administration loan programs.
- c. Compare and contrast State and Local assistance programs.
- d. Outline key roles and responsibilities of local emergency managers while they work with volunteer groups and other assistant organizations during the recovery process.
- e. Explain volunteer group assets.
- f. Describe basic recovery planning tools.

**2. Learning Activities:**

- a. Complete Lesson 7 Discussion Board.
- b. Complete Lesson 7 Assignment.

**H. Lesson 8: International Disaster Management**

**1. Learning Objectives:**

- a. Summarize the United Nations System.
- b. Describe Non-Government Agencies that are involved in international recovery efforts.
- c. Explain the United States Agency for International Development (USAID).
- d. Identify roles of the United States Military during international disasters.
- e. Explain the role of international financial institutions during international disasters.

**2. Learning Activities:**

- a. Complete Lesson 8 Discussion Board;
- b. Complete Lesson 8 Assignment.