I. INTRODUCTION

A. Emergency exercises address and reveal the significant gaps between plans and capabilities. They are an important component of an organization's emergency planning and preparedness, yet few emergency managers and practitioners have training in designing or evaluating emergency exercises. The course focuses on natural disasters and technological emergencies that occur in communities of any size. It provides emergency planners, public health professionals, emergency managers, police officers, and fire fighters with an in-depth look at exercise design issues and an accessible guide to designing and evaluating emergency exercises.

B. Course Description: Twelve-step process in the development of emergency management exercises, beginning with assessing a jurisdiction's exercise needs and continuing through criteria-based evaluation and after-action reporting. Provides students with detailed information concerning the system for command, control, and coordination of emergency response. This course is equivalent to the Texas Department of Emergency Management and the Federal Management Agency course G920.

C. This course is an optional course in the Homeland Security and Emergency Management Degree Plan and Certificate of Completion.

D. This course is occupationally related and serves a preparation for careers in Homeland Security.

E. Prerequisite(s): None

II. LEARNING OUTCOMES

Upon successful completion of this course, Disaster Exercise Design & Evaluation, the student will:

- Describe the twelve-step process in disaster exercise design;
- Identify the four types of emergency plan exercises;
- Describe the purposes for exercise design; and
- Utilize evaluation tools developed in this course.

III. INSTRUCTIONAL MATERIALS

The instructional materials identified for this course are viewable through www.ctcd.edu/books
IV. COURSE REQUIREMENTS

A. Attend classes.
B. Participate in classroom discussions or to take unannounced quizzes relating to the lecture material presented and text assignments.
C. Be present for all examinations.

V. EXAMINATIONS

A. There will be at least one major examination or final project.
B. A student should be present for all exams. Students without excused absences will be given a zero for the exam missed.

VI. SEMESTER GRADE COMPUTATION

Per Instructor’s Notes

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The student must sign the withdrawal form.

CTC Form 59 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:

10-week session  Friday of the 8th week
8-week session  Friday of the 6th week
5-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.

A student who officially withdraws 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 coursework 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”
(Incomplete) 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. 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 Services (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.

**F. Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

**G. Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and be respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

**H. Absences:** Class attendance is mandatory. Absences, for any reason, negatively affect the learning process, the individual student and the class. It is the student’s responsibility to keep current with the material being presented in class. Please do not call the Computer Science Department regarding absences from class unless you will miss more than two consecutive days.

**I. Degree Progression:** Students who receive a grade of “D” are advised not to enroll in the next course for which this course was a prerequisite.

**J. Failing Grade:** The grade of “F” will be given for academic failure, non-attendance, or scholastic dishonesty.

**VIII. Course Outline: 8-Week Course**

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<th>Topics</th>
<th>Chapter Readings</th>
<th>Exams</th>
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<td>Emergency Exercises: Objectives and Purpose</td>
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<td>Essential Exercise Design Elements and Steps</td>
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<td>Issues in Exercise Design</td>
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<td>Exercise Evaluation Principles</td>
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<td>8</td>
<td>Summing It Up</td>
<td>8</td>
<td>Final Exam or Project</td>
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</tbody>
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**IX: LEARNING OUTCOMES**
A. Unit One

After completing this unit, you should be able to:

1. Explain the value of exercises to improve the four phases of comprehensive emergency management.
2. Identify the major reasons to conduct exercises.

B. Unit Two

After completing this unit, you should be able to:

1. Identify the basic components of a comprehensive exercise program.
2. Explain the importance of designing a comprehensive and progressive exercise program to meet the needs of your organization or community.

C. Unit Three

After completing this unit, you should be able to:

1. After completing this unit, you should be able to:
2. Identify the five major accomplishments in designing and implementing an exercise.
3. Describe the organization of an exercise design team.
4. Define the purpose of the four exercise documents.

D. Unit Four

After completing this unit, you should be able to:

1. Describe the purposes and characteristics of a tabletop exercise.
2. Describe the steps in facilitating a tabletop exercise.

E. Unit Five

After completing this unit, you should be able to:

1. Describe the purpose and characteristics of a functional exercise.
2. Explain how designing a functional exercise differs from designing a tabletop exercise.
3. Describe the physical requirements and participant roles in a functional exercise.
4. Describe the purpose and characteristics of a full-scale exercise.
5. Identify planning considerations for site selection and scene management for a full-scale exercise.

F. Unit Six

After completing this unit, you should be able to:

1. Describe the need for a systematic approach to exercise evaluation.
2. Identify and explain the tasks in the exercise evaluation process.

G. Unit Seven
After completing this unit, you should be able to:

1. Define the purpose of exercise enhancements.
2. Identify resources available for exercise enhancement.
3. Describe the benefits of specific exercise enhancement techniques

H. Unit Eight

After completing this unit, you should be able to:

1. Design a small functional exercise using the twelve-step design process.