

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

**Emergency Planning
SEAT 1300**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 1.0

Revised: FALL 05

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

This course introduces the student to emergency planning and management relative to a variety of human and natural disasters. Tools such as security surveys and audits are introduced and practiced in application activities. Students learn to identify and analyze potential disasters, to provide corrective action and to plan, organize and implement contingency and recovery programs.

Entry Level Standards:

The student is expected to be able to read on the college level, to write using correct spelling and grammatical structure and to utilize basic research techniques.

Prerequisites:

None

Textbook(s) and Other Course Materials:

Textbooks:

Haddow, G. & Bullock, J., *Introduction to Homeland Security*
Boston: Butterworth-Heinemann (2004) (ISBN 0750677872)

Other Required Materials:

The instructor will provide suitable handouts for presentation of additional course material.

AND

Selected readings from the library and the Internet

I. Week/Unit/Topic Basis:

Week	Topic
1	Overview of security principles; Introduction to emergency planning
2	Understanding Risk Analysis
3-4	Overview of Threat Assessment
5-6	Overview of Vulnerability Assessment
7	Understanding Multi-jurisdictional issues: A regional approach to emergency planning.
8	Resource Allocation: memorandum of understanding, contracts for services, federal and state resources.
9	Developing an Emergency Response Plan: case studies

- 10-13 Field exercises: teams will conduct Risk Analysis on selected buildings, neighborhoods, or facilities.
- 14 Computer-simulated disaster drills and response plan testing.
- 15 Final Examination

II. Course Objectives*:

- A. Demonstrate a complete and thorough overview of Security Principles. I, III, IV
- B. Demonstrate a basic knowledge of security planning principles and protocols. I, II, III, III, IV
- C. Demonstrate how to develop an emergency plan with respect to countering terrorism. I, II, III, IV, IV
- D. Present an overview of the human factors involved in combating terrorism. I, II, III, IV
- E. Demonstrate an adequate understanding of how political, legal, cultural and economic factors affect emergency planning. II, III, IV
- F. Understand the risks associated with various weapons of mass destruction and effective countermeasures. I, II, III
- G. Understand the issues associated with multijurisdictional operations. I, II, III, IV
- H. Discuss the need for proper crime/incident scene security. I, II, III
- I. Understand the importance of working with media in a crisis.. I, II, III

*Roman numerals after course objectives reference goals of the Security Engineering and Administration Technology (SEAT) program.

III. Instructional Processes*:

Students will:

1. Analyze and evaluate oral and/or written expression by listening critically for elements that reflect an awareness of the situation, audience, purpose, and diverse points of view. *Communication Outcome, Transitional Strategy, Active Learning Strategy*
2. Manage and coordinate basic information gathered from multiple sources for the purpose of problem solving and decision-making. *Communication Outcome, Transitional Strategy, Active Learning Strategy*
3. Frame a comparative context through which they can critically assess the ideas, forces, and values that have created the modern world. *Humanities Outcome, Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy*
4. Participate in extensive discussion exercises. *Communication Outcome, Humanities Outcome, Social/Behavioral Outcome, Transitional Strategy, Active Learning Strategy*

5. Identify information resources, facilities, and personnel appropriate to their needs. Evaluate retrieved information according to its relevance, and use it for making decisions. *Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy*
6. View video tapes of various catastrophic incidents, terror attacks, natural disasters, etc. to acquaint students with the methods and protocols which are common in emergency planning. *Communication Outcome, Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy*
7. Develop investigative skills using the Internet, library, and other resources to find relevant information for writing a report on an assigned topic. *Communication Outcome, Technological Literacy Outcome, Transitional Strategy, Active Learning Strategy*

*Strategies and outcomes listed after instructional processes reference Pellissippi State's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Understand the competing, and often conflicting issues involved in multijurisdictional operations. A, B, C, D, E
2. Apply key emergency management concepts and principles to a real neighborhood or facility. A, B, C, D, E, F, G,
3. Apply the elements of risk and risk-reduction measures to manipulate vulnerable elements and organizational capabilities. A, B, C, D, E, F
4. Describe existing organizational arrangements and plans of governmental, military, non-profit, and private organizations to deal with major disasters. A, B, C, D, E, F
5. Identify and use Web-based sources of information. A, B, C, D, E, F, G, H
6. Participate in teams to analyze various legal, social and ethical concerns that face both government and private sector with respect to emergency planning. A, B, C, D, E, F, G, H
7. Use a "tabletop" exercise as a tool to practice applying concepts and principles to a target neighborhood. A, B, C, D, E, F, G, H
8. Identify the different types of technology that are currently available to emergency planners that will prevent, detect, respond, and mitigate emergency situations. A, B, C, D, E, F, G, H
9. Explain the current applications of technology to control sensitive material and/or data. A, B, D, E, F

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures:

A full explanation of student evaluation will be presented by the Instructor's Supplementary Syllabus the first week of class.

B. Laboratory Expectations:

N/A

C. Field Work:

Students are expected to attend at least one class tour of a local business or government facility to observe security practices in place. The place(s), date(s), and time(s) will be announced by the instructor at least three (3) weeks in advance of the tour. Special clearances may be required by the facility in order to issue appropriate passes into the facility,

D. Other Evaluation Methods:

Class participation, group work, and homework will also comprise the final grade for the course. The instructor will provide full details the first week of class via a syllabus supplement.

All tests and papers will be graded for spelling and English usage in addition to content and format.

Any student encountering academic difficulty during the term is strongly encouraged to meet with the instructor to discuss options and solutions.

E. Grading Scale:

A	93-100
B+	88- 92
B	83- 87
C+	78- 82
C	73- 77
D	65- 72
F	64 and below

VI. Policies:

A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. [NOTE: No differentiation is noted for excused/unexcused absences. These will be treated as an absence.] (*Pellissippi State, 2004-2006 Catalog, page 83*)

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. (*Pellissippi State, 2004-2006 Catalog, pages 62-63*)

C. Accommodations for disabilities:

If you need accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be

evacuated, please inform the instructor immediately. Privately after class or in the instructor's office.

To request accommodations students must register with Services for Students with Disabilities: Goins 127 or 131, Phone: (865) 539-7153 or (865) 694-6751 Voice/TDD.

D. Other Policies:

Computer Usage Guidelines:

College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner. (Pellissippi State, 2004-2006 Catalog, pages 67-70)

Late Work:

Late papers will not be accepted nor will make-up tests be given without specific approval of the instructor.