## Course Change Proposal
### Form A

<table>
<thead>
<tr>
<th>Academic Group (College):</th>
<th>Academic Organization (Department):</th>
<th>Date:</th>
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<tbody>
<tr>
<td>HHS</td>
<td>Criminal Justice</td>
<td>01/05/2010</td>
</tr>
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<table>
<thead>
<tr>
<th>Type of Course Proposal:</th>
<th>Department Chair:</th>
<th>Submitted by:</th>
</tr>
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<tbody>
<tr>
<td>New X Change Deletion</td>
<td>Will Vizzard</td>
<td>Timothy Capron</td>
</tr>
</tbody>
</table>

| Does this course fulfill a requirement for single-subject or multiple subject credential students? | Yes ___ No X__ |
|---------------------------------------------------------------|

<table>
<thead>
<tr>
<th>For Catalog Copy:</th>
<th>Yes X No</th>
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<tr>
<th>CCE (Extension):</th>
<th>Yes X No</th>
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<tr>
<th>Semester Effective:</th>
<th>Fall X Spring __, 2010</th>
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This course replaces experimental course Subject Area (prefix) and Catalog Nbr (course number): CrJ 196K

If changing an existing course, should new version be considered a repeat of the original version? If so, the same Course ID will be maintained. If not, a new Course ID will be assigned. Note: In PeopleSoft terminology, the Course ID is the unique system identifier, not the Catalog Nbr.

### Change from:

<table>
<thead>
<tr>
<th>Subject Area (prefix) &amp; Catalog Nbr (course no.):</th>
<th>Title:</th>
<th>Units:</th>
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### Change to:

<table>
<thead>
<tr>
<th>Subject Area (prefix) &amp; Catalog Nbr (course no.):</th>
<th>Title:</th>
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| CrJ 169         | Emergency Management |

### JUSTIFICATION:

Course provides future public safety practitioners with insight and skills for responding to complex emergencies caused by natural disasters, accidents, public disorder or terrorism. It provides an in-depth examination of the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS), as well as the integration of these systems, common emergency management terminology, and the principles for management of critical incidents. Practitioners must understand the various levels of response from the local level to the regional, state and federal disaster responses and the communication and coordination required. They must understand the effective operation of an Emergency Operation Center and the management of mitigation, preparedness, response and recovery.

### NEW COURSE DESCRIPTION: (Not to exceed 80 words, and language should conform to catalog copy. See [http://www.csus.edu/umanual/acad.htm](http://www.csus.edu/umanual/acad.htm) - Guidelines for Catalog Course Description)

Course reviews the history of emergency management, the current systems in place to manage mitigation, preparedness, response and recovery and the coordination and communication required to do so. Diverse responses to various emergencies will be presented with a detailed examination of the roles of the various levels of government and the integration required. The formal declaration of emergencies and federal aid procedures, agencies involved and their administration will be covered. Three hour lecture. 3 units.

### Note:

<table>
<thead>
<tr>
<th>Prerequisite: Completion of CrJ 164 and Criminal Justice or Fire Service Management Major or instructor approval</th>
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| Enforced at Registration: Yes X No |

<table>
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<tr>
<th>Corequisite: Enforced at Registration: Yes No X</th>
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| Graded: Letter X Credit/No Credit Instructor Approval Required? Yes No X |
|-----------------|------------------|

Course Classification (e.g., lecture, lab, seminar, discussion): C0-2

Title for CMS (not more than 30 characters)
Emergency Management

Cross Listed? Yes ___ No X ___
If yes, do they meet together and fulfill the same requirement, and what is the other course.

How Many Times Can This Course be Taken for Credit? ___1___

Can the course be taken for Credit more than once during the same term? Yes ___ No X ___

FOR NEW COURSE PROPOSALS OR SUBSTANTIVE CHANGES ONLY:

Description of the Expected Learning Outcomes: Describe outcomes using the following format: “Students will be able to: 1), 2), etc.” See the example at http://www.csus.edu/acaf/example.htm

1. To provide an explanation of the concepts of emergency management as applied to the community, the local, State and Federal communities and understand history of the concepts of disaster planning and emergency management.

2. To translate the concepts of emergency management into actions that would manage, mitigate, and restore vital operations after a crisis.

3. To identify, evaluate, and apply the concept of risk management to industrial or government emergencies.

4. To apply the contingency planning process to perceived risks.

5. To pinpoint salient changes in how the nation and security managers must prepare, respond, manage, and mitigate terrorist incidents and other incidents and accidents. Students will know and explain the important terminology, facts, concepts, principles, and theories used in the field of Public Safety, Fire Service and Organizational Security Management, emergency management and disaster planning and the most recent federal and state terminology and plans.

6. To apply the important terminology, facts, concepts, principles and theories in the field of Public Safety, Fire Service and Organizational Security Management to analyze simple to moderately complex factual security situations.

7. To creatively construct and implement moderately complex solutions to real organizational problems using frameworks procedures and methods derived from the individual security discipline of Emergency Planning.

8. Students must master the three major management systems to include the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS), as well as the integration.

9. Students must master roles of the various levels of government in various disaster scenarios and demonstrate an understanding of the management of an emergency operations center.

10. Students must understand the management of mass casualties, evacuation and sheltering.

11. Students must demonstrate and understanding of the current threat and the formal declaration of emergency as well as the federal aid procedures.

12. Students will describe how to institute a multi-agency coordination system, a joint information system and the purpose of the NIMS Integration Center.

13. Students will describe the formal declaration of an emergency, the ramifications, the process, the agencies involved and the time-frames and the role of the Department of Homeland Security.

**Attach a list of the required/recommended course readings and activities [Note: it is understood that these are updated and modified as needed by the instructor(s).] This attachment should be forwarded only to your Dean's office, not Academic Affairs.

Assessment Strategies: A description of the assessment strategies (e.g., portfolios, examinations, performances, pre-and post-tests, conferences with students, student papers) which will be used by the instructor to determine the extent to which students have achieved the learning outcomes noted above:

Tests, written papers, projects, table top exercise and discussion notes (taken from Sac CT/ Blackboard logs) and the completion of three FEMA courses
For whom is this course being developed?
Majors in the Dept_ X_ Majors of other Depts ___ Minors in the Dept ___ General Education ___ Other_ X_ Special
Major in Fire Service Management
Is this course required in a degree program (major, minor, graduate degree, certificate)? Yes_ X_ No ___
If yes, identify program(s): Special Major in Fire Service Management

Does the proposed change or addition cause a significant increase in the use of College or University resources (lab room, computer facilities, faculty, etc.)? Yes___ No_ X___
If yes, attach a description of resources needed and verify that resources are available.

Indicate which department or programs will be affected by the proposed course (if any). ________________

The Department Chair's signature below indicates that affected programs have been sent a copy of this proposal form.

**Approvals:** If proposed change, new course or deletion is approved, sign and date below. If not approved, forward without signing to the next reviewing authority, and attach an explanatory memorandum to the original copy.

<table>
<thead>
<tr>
<th>Signatures:</th>
<th>Date</th>
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<tbody>
<tr>
<td>Department Chair:</td>
<td>10-20-10</td>
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<tr>
<td>College Dean or Associate Dean:</td>
<td>10-21-10</td>
</tr>
<tr>
<td>CPSP (for school personnel courses ONLY)</td>
<td></td>
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<tr>
<td>Associate Vice President and Dean for Academic Programs</td>
<td></td>
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</tbody>
</table>

Distribution: Academic Affairs (original), Department Chair and College Dean. Dean's office to send original after approval to Academic Affairs, at mail zip 6016. An electronic copy must also be sent.
Fall 2010

Faculty: Faculty: Timothy A. Capron, Ph.D.
Office: Alpine 112
Phone: 916-278-5157
Email: capron@csus.edu
Class Meets: 12 PM Tuesday and Thursday, DH 209
Office Hours: Tuesday, 1:15 to 3 PM, Alpine 112

Course Description:
Course reviews the history of emergency management, the current systems in place to manage mitigation, preparedness, response and recovery and the coordination and communication required to do so. Diverse responses to various emergencies will be presented with a detailed examination of the roles of the various levels of government and the integration required. The formal declaration of emergencies and federal aid procedures, agencies involved and their administration will be covered. Three hour lecture. 3 units.

Course Goals:
1. To provide an explanation of the concepts of emergency management as applied to the community at the local, state and federal level and understand the history of disaster planning and emergency management.

2. To translate the concepts of emergency management into actions that would manage, mitigate, and restore vital operations after a crisis.

3. To identify, evaluate, and apply the concept of risk management to industrial or government emergencies.

4. To apply the contingency planning process to perceived risks.

5. To pinpoint salient changes in how the nation and security managers must prepare, respond, manage, and mitigate terrorist incidents and other incidents and accidents. Students will know and explain the important terminology, facts, concepts, principles, and theories used in the field of Public Safety, Fire Service and Organizational Security Management, emergency management and disaster planning and the most recent federal terminology and plans.

6. To apply the important terminology, facts, concepts, principles and theories in the field of Public Safety, Fire Service and Organizational Security Management to analyze simple to moderately complex factual security situations.

7. To creatively construct and implement moderately complex solutions to real organizational problems using frameworks procedures and methods derived from the individual security discipline of Emergency Planning.

8. Students must master the three major management systems to include the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS), as well as the integration.

9. Students must master roles of the various levels of government in various disaster scenarios and demonstrate an understanding of the management of an emergency operations center.

10. Students must describe the management of mass casualties, evacuation and sheltering. Chemical, Biological, Radiological and Nuclear threats must be understood and mitigation, preparedness, response and recovery from all must be demonstrated.

11. Students must demonstrate an understanding of the current threat and the formal declaration of emergency as well as the federal aid procedures.
12. Students will describe how to institute a multi-agency coordination system, a joint information system and the purpose of the NIMS Integration Center.

13. Students will describe the formal declaration of an emergency, the ramifications, the process, the agencies involved and the time-frames and the role of the Department of Homeland Security.

Texts:


Method of instruction:

This course explores the topics required to meet the learning objectives using a combination of in class and on-line lectures, videos, discussions, and especially readings available on the CSUS Library Databases and Periodical Indexes. These assignments will usually cover current events that illustrate issues covered in the text. For these you must know how to find them. This means that you must have a SacLink account and pin (and you can create a proxy server for remote access) and have been to the library to understand how to get on the CSUS Database system and master it. This is over $500,000 worth of databases and it is worth every cent. I do expect students to complete reading assignments before the lecture dates and to participate in discussions. In addition to the above, you will be required to complete three FEMA courses. They take approximately three hours each so plan accordingly. They will also provide you with a certificate for each course, which should go on your resume.

SacCT 6.0 Information

You are required to have a Saclink account for this course. ALL of the assignments, including lectures, notes and course information will be posted on WebCT or Sacct version 6.0. This is a new version of WebCT and the website is placed below. Please add it to your Favorites or Bookmark it so that you can access the correct version of my course at: http://online.csus.edu and if you have never used WebCT you may want to use the tutorial as well at: http://www.csus.edu/webct/student/ which includes everything you will need. Everything should work with most browsers but if you have trouble, use Internet Explorer current version and RealPlayer.

Course requirements:

Participation: Again, I expect you to have read all assignments, and then watch any video, audio or written lectures from the learning modules (me or a guest lecturer). Remember that I track the amount of time spent online. Do not get behind and stay on task. This course will be very fast paced. If you miss a week or do not complete all your assignments, it will impact your grade.

Exams and assignments: There will a mid-term exam for this class, a final exam, credit for three online FEMA courses and a group project/presentation.

Remember the adage: no one plans to fail; they fail to plan. I follow the guidelines from the University in the matter of cheating and plagiarism. Both are addressed at length in the University Policy Manual (see the following: http://www.csus.edu/admbus/umanual/UMP14150.htm). If you are uncertain about either of these, please see me after you have read the policy and we will discuss them. In addition, the library has a superb link at the following URL that includes a quiz to ensure you understand the subject http://library.csus.edu/content2.asp?pageID=175).

Grading:

The mid-term and final are each worth 100 points. You are to form a group of four other students and review the emergency management plan for any federal government, state or local agency and prepare a ten minute Power Point presentation of that review. This will be turned in via SacCT mail as an attachment by Nov. 3, 2010 at 0800 and I will post them on SacCT. Your group will then present during the last four weeks of class. A sign up sheet will be provided. Your grade will be based on a summary of all points earned, with a maximum score of 300 points. Grades will be based on the following percentages of the total possible numerical score: 90% and above = A, 89-80% = B, 79-70% = C, 69-60% = D, below 60% = F. Plus and minus grades are given. For example, if out of the 300 points possible, you have 270 points based on grades of 90, 90, and 90 you receive an A-.. I do assign minus and plus grades, as set forth by the University.
<table>
<thead>
<tr>
<th>Work Item</th>
<th>Total Possible Points</th>
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<tbody>
<tr>
<td>Mid-Term</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Complete FEMA ICS 100/200/860</td>
<td>50</td>
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<tr>
<td>Group Presentation</td>
<td>50</td>
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READINGS, ASSIGNMENTS AND SCHEDULE:  Note: I expect you to have read the material before the week begins!

WEEK 1: Introduction to the course, orientation, assignments.
Purchase texts and scan, and then read from your Canton Text *Emergency Management: Concepts and Strategies for Effective Programs*, Chapters 1. We review the history of emergency management, examine 9/11 and Katrina.
Write and submit a biography (minimum of 150 words) that answers the following: 1) Who are you? 2) Why are you here? 3) What will you do when you graduate? 4) What do you hope to be doing five years after you graduate and where do you hope to be doing it? 5) Any special needs or concerns I should know about, such as a disability and/or accommodation? Turn in via SacCT mail.

WEEK 2: Overview of ICS – What, where, when, how and WHY
Read Chapter 2 (Canton), Complete FEMA ICS 100 and 200 on the website and provide completion verification by next week. We examine emergency management tools and organizational responses.

WEEK 3: Read Chapter 3 (Canton) and we review the definition of emergency management, the roles and responsibilities of emergency managers and conflict.

Week 4: Read Chapter 4 (Canton). This week we looks at strategic planning, governance, authority and legislation, training, best practices, exercises and examples of actual incidents where things did not go well.

Week 5: Read Chapter 5 (Canton). We cover The National Response Framework and the National Emergency Response Plan. We will review how to assess risks, hazards, and impacts.

WEEK 6: Read Chapter 6 (Canton) and we cover The State Emergency Management Plan for California, California’s Mutual Aid System – what it is, purpose and how it works. We also cover risk management, mitigation and recovery strategies.

WEEK 7: Read Chapter 7 (Canton). We cover the community’s role in emergency management and developing a community plan as well a general discussion of plans and planning discussion.

WEEK 8: Read Chapter 8 (Canton). We cover legal and ethical issues surrounding emergency management and examine specific decision making and planning tools. Think about what would be included in the plan for your selected the project. Take a look at this site, "Producing Emergency Plans, A Guide for All Hazard Emergency Operations Planning for State, Territorial, Local and Tribal Governments. http://www.fema.gov/pdf/about/divisions/npd/cpg_101_interim.pdf."
Mid-term exam will be this week and will cover through Ch. 8. It will be online via SacCT. There will be a guest lecturer on ARC GIS.

WEEK 9: Read Ch. 9 (Canton). Mitigation – Why is that part of Emergency Management? The Incident Management System will be discussed, as well unified and area commands, coordination, emergency operation centers, communication, interoperability issues, mutual aid pacts, record management, information centers.

WEEK 10: Read Ch. 10 (Canton). We cover preparedness/recovery, crisis management, crisis communication and planning, strategic recovery issues. Leadership and decision making are reviewed.

Week 11: Take the FEMA course, IS-860 on the National Infrastructure Protection Plan, bring verification to class and we will discuss this in class. How often is the plan updated? Who and what agencies are involved in writing this?

Week 12: Guest Lecturer: Tonya Hoover, Acting State Fire Marshal.

Week 13: Chemical, Biological, Radiological and Nuclear threats, terrorism and responses will be covered.

Week 14: This week we will review the Department of Homeland Security as an organization, to include the agencies, the mission and leadership.
Week 15: Presentations and review for final exam

Week 16: Final exam, TBA.

Suggested sites:

Take a look at homeland security:  http://www.dhs.gov/index.shtm

At the beginning of every class we should be reminded of our responsibility to our communities to be ethical. These are the people that put their trust in us to support them before, during and after an emergency. Website of Criminal Justice Ethics, worth reviewing for current articles. http://www.lib.ijay.cuny.edu/cje/html/cje.html

Public Safety personnel and leaders need to understand how lobbying and passing legislation works, both at the state and federal level. This organization provides a good understanding of this; they are very effective. http://www.alec.org/

International City/County Management Association (ICMA). This organization is where the city or county managers go to for expertise on how to manage police, fire and corrections, as well as budgets and so on. If you contemplate managing or leading in a municipal or county setting, visit this site. http://www.icma.org/. Become familiar with this organization and its membership, these are the folks that are part of the planning, developing, implementing, and evaluating of a community’s plan. These are the people that also hold the “purse strings”.

Become familiar with California’s System:


This is the United States Army field manual on physical security. It is very detailed and provides a great deal of information on specific security applications and procedures. It will be very helpful when conducting your security survey. Browse the entire manual.

http://www.cccure.org/  Note: this is a free Website for Computer Information Security Systems Professionals (CISSP) designed to provide them certification as such. You must register first, but this takes seconds. I then want you to navigate on the home page to CISSP, Study Guides, and then under the author Ben Rothke, download his ten Power Point presentations on the domains that CISSP must know and read them, or go here: http://www.cccure.org/modules.php?name=News&file=article&sid=826

Visit this site to see what training is offered by California: http://osfm.fire.ca.gov/

Visit this site to see what the national folks offer:  http://www.usfa.dhs.gov/nfa/