GCC
GUAM COMMUNITY COLLEGE
Kulehon Kumunidåt Guåhan

PROGRAM APPROVAL FORM

COVER SHEET

Trades and Professional Services
SCHOOL

Criminal Justice & Social Science
DEPARTMENT

Associate of Science in Emergency Management
PROGRAM TITLE

Eric Chong
AUTHOR

3/26/07
DATE SUBMITTED

Check the action to be taken and have the indicated people sign.

☒ Program Adoption - all signatories
☐ Program Substantive Revision - all signatories except President

APPROVED BY	PRINT	SIGNATURE	DATE
AUTHOR	Eric Chong	*[signature]*	3/26/07
DEPARTMENT CHAIR	Kelly Sukola	*[signature]*	3/29/07
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ACADEMIC AFFAIRS CHAIR	Carol Cruz	*[signature]*	4/19/07
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PRESIDENT	H. delos Santos, Ed.D.	*[signature]*	4/25/07

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      ( )   Learning Resource Center   Print Catalog 2007-2008
      ( )   AIE   Banner Catalog of Courses

FM/DDOAS pADopt 2007-04-25

PROGRAM APPROVAL FORM
FOR ADOPTION AND SUBSTANTIVE REVISION

I. TYPE OF ACTION

Check the type of action that applies. If previous Program Approval Form exists, please attach.

A. ☒ Adoption program

B. ☐ Substantive Revision (attach Program Form).
The numbers listed next to the changes below may or may not require a response; they have been identified as those questions most likely needing to be addressed. The entire program form should be reviewed for applicability.

    ☐ Change in number of credit hours: II, IVA, IVD, VI, VII, VIII, XI
    ☐ Change in Technical/Core Requirements: II, IVA, IVD, VI, VII, VIII, XI
    ☐ Change in distribution of requirements affecting Related Technical or General Education Requirements, Technical/Core Requirements, or General Education Requirements: II, IVA, IVD, VI, VII, VIII, XI.
    ☐ Identify specific changes not listed above:

II. INTRODUCTION

The Associate of Science in Emergency Management will provide students with a strong foundation in various aspects of emergency management together with an academic general education to make a well-rounded emergency manager who is prepared to deal with different types of emergencies that affect all communities.

Guam Community College is mirroring Frederick Community College's model whereby college credits are granted upon successful completion of Emergency Management Institute's (EMI) Independent Study (IS) courses online. Students who completed these IS courses will need to request for an official transcript from EMI to earn college credits at Guam Community College towards an associate's degree in Emergency Management. Students declared as Emergency Management majors will need to pay a recording fee for each IS course. Regular tuition rates apply for GCC courses.

III. PROGRAM OUTCOMES

1. **Graduates will be able to apply leadership skills.**
2. **Graduates will be able to demonstrate communication skills.**
3. **Graduates will be able to make decisions, solve problems, and use critical thinking skills.**
4. **Graduates will be able to outline the planning process.**
5. **Graduates will be able to describe the function of the Emergency Operations Center and National Incident Management System.**
6. **Graduates will be state the government's role in Emergency Management.**
7. **Graduates will be able to summarize the importance of teamwork.**
8. **Graduates will be able to identify ethical and legal issues.**
9. **Graduates will be able to evaluate hazards and risks in emergency situations.**
10. **Graduates will be able to define the concepts of resource management.**

IV. RATIONALE FOR PROPOSAL

A. Reason this proposal should be adopted in light of the College's mission statement and educational goals.

Since the horrific act of terrorism on September 11, 2001, the need for an Emergency Management program on Guam is apparent. Guam's geographical location lends itself to the occurrence of natural disasters such as earthquakes, tsunamis, typhoons, and volcanic ash fallout. The fuel tank fire during Typhoon Pongsona in 2002 was an example of a technological disaster. Other possible technological disasters are oil or chemical spills. Some other threats include the avian flu pandemic and Severe Acute Respiratory Syndrome (SARS). As a strategic U.S. military site, terrorist threats to Guam cannot be ruled out.

Stakeholders were polled to find out if there is a sustainable need for an Emergency Management program on Guam. The stakeholders include local and federal government officials, business and industry leaders, and voluntary organizations/community based organizations. The Acting Chief of Police submitted a letter of support for the Emergency Management program and the Director for the Department of Corrections also has indicated his support for this program when he filled out GCC's needs assessment survey.

B. Long-term employment outlook for this program area, including the number of available positions in the service area for graduates and expected salary level.

According to the EMI website (http://training.fema.gov), it estimated that there are over 6,000 disaster-related jobs in FEMA's workforce nationally. However, the bulk of job opportunities as emergency managers are in the private sector, such as transportation, engineering, medical, and health segments.

On Guam, all governmental and military first responders are required to take Homeland Security courses through EMI to respond to disasters effectively. These personnel, who are trained in EMI courses, can earn college credits which leads to possible promotions. The Emergency Management program is also beneficial to the private sector, especially for the security, transportation, building management, and medical segments by providing trained professionals who are prepared for emergencies and disasters.

C. Conformity of this program to legal and other external requirements. Include State Voc/Tech requirements, accrediting agency standards, State Board regulations, and professional certification or licensing requirements if applicable.

D. Results of program evaluation (see Appendix F for Checklist).

V. RESOURCE REQUIREMENTS AND COSTS

A. Resources (materials, media, and equipment) and costs.
Emergency Management textbooks and reference materials will be needed to support this program at a cost of $5,000. EMI provides many resources online at no charge.

B. Personnel requirements (administrative, instructional, and support staff) and costs.
This program will be housed in the Criminal Justice and Social Science department and existing support staff will be sufficient. Existing full-time and adjunct faculty will be used to administer this program.

C. Facility requirements.
Existing classrooms should suffice.

D. Funding source(s).
This program will be locally funded through tuition and student fees.

E. Impact, financial or otherwise, this program may have on the College.
This program will have a tremendous impact especially to Government of Guam (GovGuam) law enforcement and first responders because GCC will grant college credits for nationally recognized Emergency Management courses through EMI. These college credits are required for promotion. GCC will benefit financially through offering this program to help strengthen Guam's Emergency Management workforce.

VI. IMPLEMENTATION SCHEDULE

A. Implementation date: **Fall 2007**

VII. CATALOG

A. Catalog Description. Include general characteristics and/or special features of this program. Write the program description, as it should appear in the catalog.

Emergency Management graduates will be able to apply basic emergency management skills in the event of natural and man made disasters. Graduates will be able to implement the four major areas of emergency management, namely, mitigation, preparation, response, and recovery. The Emergency Management program utilizes the Emergency Management Institute's Independent Study (IS) courses to prepare graduates to apply leadership skills, to communicate effectively, to solve problems, to plan, to work as a team, to operate within the legal system and governmental framework for emergency management, to analyze risks and hazards, and to manage resources efficiently.

B. Catalog Revision. If the description above is a revision, attach a copy of the current catalog page(s) to be revised.
Catalog Year:
Page Number(s):

VIII. PROGRAM DESCRIPTION

A. Program Title(s)
Long Title: **Associate of Science in Emergency Management**
Abbreviated Title (20 characters maximum): **AS Emergency Mgmt**

B. Credit Hours

General Education:	**19**
Technical/Core:	**27**
Related Tech/Gen Ed:	**14**
Electives:	**0**
Options:	
Total Number of Credits:	**60**

C. Course Sequence

Semester I:

EN110	**Freshman English+**	**3**
MA110A	**Finite Mathematics+**	**3**
CS151	**Windows Application+** **OR**	
CS152	**Macintosh Applications+**	**3**
EMI100	**Emergency Manager**	**1**
EMI102	**Hazardous Materials**	**1**
EMI104	**A Citizen's Guide to Disaster Assistance**	**1**
EMI106	**Building for the Earthquakes of Tomorrow**	**1**
EMI108	**Orientation to Disaster Exercise**	**1**
EMI110	**Exercise Design**	**1**
Total credits		**15**

Semester II:

SI110	**Environmental Biology+** **OR**	
SI103	**Introduction to Marine Biology+**	**4**
PY120	**General Psychology+**	**3**
SO130	**Introduction to Sociology+**	**3**
EMI112	**State Disaster Management**	**1**
EMI114	**Principles of Emergency Management**	**1**
EMI116	**Emergency Planning**	**1**
EMI118	**Leadership & Influence**	**1**
EMI120	**Decision Making & Problem Solving**	**1**
Total credits		**15**

Semester III:

PS140	**American Government**	**3**
PY125	**Interpersonal Relations**	**3**
EM154	**Community Emergency Response Team**	**1**
HL130	**First Aid and Safety**	**1**
EMI122	**Effective Communication**	**1**
EMI124	**Developing & Managing Volunteers**	**1**
EMI126	**Anticipating Hazardous Weather**	**1**
EMI128	**Emergency Operations Center Role**	**1**
EMI130	**Volunteer Agencies in Emergency Mgmt**	**1**
EMI132	**Disaster Basics**	**1**
EMI134	**Community Hurricane Preparedness**	**1**
Total credits		**15**

Semester IV:

CJ102	First Responder	3
SM225	Leadership	3
EMI136	Hazardous Material Prevention	1
EMI138	Multi-hazard Emergency Planning for Schools	1
EMI140	Introduction to Mitigation	1
EMI142	Protecting your Home & Small Business from Disaster	1
EMI144	Introduction to Public Assistance	1
EMI146	Debris Operations	1
EMI148	Incident Command System	1
EMI150	National Incident Management System	1
EMI152	National Response Plan & Disaster Medical System	1
Total credits		**15**

D. Target Population

The possible clientele for the emergency management program will be GovGuam agencies, U.S. federal/military departments, tourism, security, health, construction, and transportation industries.

E. Cost to Student

Current tuition and student fees and costs of textbooks apply. For the EM courses, a recording fee of $30 per credit applies when a student submits an official transcript from EMI to substantiate successful completion of a IS course.

IX. **PRE-REQUISITE (S)**

None

X. **CO-REQUISITE (S)**

None

XI. **CONTENT**

A. List of courses required for completing this program. Courses grouped according to: General Education, Technical Requirements, etc. If new courses are part of the program, Course Guides must be included with this request for approval.

GENERAL EDUCATION REQUIREMENTS COURSE DESCRIPTIONS

EN110   Freshman English (3)
This course involves extensive writing of sentences, paragraphs, essays and an in-depth study of non-fiction prose at the college level. Prerequisite: Completion of EN110 Fundamentals of English Reading and Writing or passing score of English Placement Test. Prerequisites: EN100R, EN100W

MA110A   Finite Mathematics (3)
This is a continuation of the MA108 (old MA110) Mediated Learning, computer based course. Topics include: elementary functions, linear equations, roots of polynomial functions, quadratic functions, exponential and logarithmic functions, systems of linear equations and inequalities, matrices and determinants, and math finance. Prerequisites: Placement test, MA108 or satisfactory completion of high school algebra.

CS151   Windows Applications   OR
The purpose of the course is to teach students the fundamental nature of microcomputers: the hardware devices that make up the physical machine, the operating systems, and the major types of application software. Students are exposed to the concepts and applications of the word processing, graphics, desktop publishing, spreadsheet, database, and communications software. They are shown the far reaching effects of computers and technology, and the applications that computers have to their own lives. Finally, the course provides students hands-on experience with "real world" applications using the Windows environment and the application software for Windows: Word Processing, Spreadsheet, Database and Presentation. Prerequisite: OA101 or OA120.

CS152   McIntosh Applications (3)
This course provides students with a basic understanding of the first computer operating system with a Graphic User Interface. The goals of this course include hands-on familiarization with the basic Mac OS and common everyday applications such as word processing, spreadsheet, database and Internet access; and an introduction to areas in which the Mac pioneered and remains the leader in: Desktop Publishing and Graphics. Most of all, this course is designed to show students how to enjoy and have fun with their computers.

SI103   Introduction to Marine Biology   OR
This course provides students with an understanding of the general principles of marine ecology. Basic skills for the gathering of ecological data and identification of marine species will be acquired.

SI110   Environmental Biology (4)
This is a comprehensive survey course, which focuses on local environment issues and concepts. The main emphasis of the course deals with tropical ecosystems that are unique to the Pacific Island regions. In addition to lectures and laboratory work, students will be required to attend field trips on weekends that will reinforce the course topics and expose students to Guam's various ecosystems.

PY120   General Psychology (3)
This course provides critical information about who we are and why we behave as we do. It promotes personal growth by providing insight and theoretical understanding of human thoughts and behaviors. Because those with a theoretical understanding of human behavior are more likely to successfully manage their own personal and professional relationships. This course is a required general education core course for all associate degree programs.

SO130   Introduction to Sociology (3)

Sociology is the scientific study of how people behave in groups and the rules that guide group behavior. Everyone is a member of societal groups and we experience different kinds of relationships and play multiple roles in our groups. This course examines those groups, our individual roles, our interpersonal relationships, our cultures, and our families. This knowledge is helpful to everyone including managers and professionals in any field.

Total General Education Requirements   19 credits

TECHNICAL REQUIREMENTS COURSE DESCRIPTIONS
(Corresponding to EMI Independent Study Program "IS" course numbers)

EMI100   Emergency Manager (1)
IS-1:   Emergency Manager: An Orientation to the Position

This course provides an introduction to Comprehensive Emergency Management (CEM) and the Integrated Emergency Management System (IEMS), including an in-depth look at the four phases of emergency management; mitigation, preparedness, response, and recovery; as they are implemented in a comprehensive emergency management program. The course consists of text, illustrations, diagrams, figures, and an accompanying CD-ROM toolkit.

EMI102   Hazardous Materials (1)
IS-5   An Introduction to Hazardous Materials

Intended to provide a general introduction to hazardous materials, this Independent Study course serves as a foundation for more specific studies in the future. No prior knowledge of the subject is required or assumed. At the end of the course, the participant should be able to:

EMI104   A Citizen's Guide to Disaster Assistance (1)
IS-7: A Citizen's Guide to Disaster Assistance

This ISP course provides a basic understanding of the roles and responsibilities of the local community, State, and Federal government in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management, who need a general introduction to disaster assistance.

EMI106   Building for the Earthquakes of Tomorrow (1)

IS-8:   Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699

This course provides the student with the background necessary to understand the effects of Executive Order 12699, signed by President Bush in 1990, that requires all Federally owned, leased, or financed new buildings to comply with strict earthquake building design set forth in the National Earthquake Hazard Reduction Plan (NEHRP) Recommended Building Provisions. It is for local officials including mayors, city managers and commissioners, local council members, building inspectors, zoning officials, building designers, and others concerned with this topic.

EMI108   Orientation to Disaster Exercise (1)
IS-120:   An Orientation to Community Disaster Exercises
This ISP course provides an orientation to the types of exercises used to test and evaluate a community's emergency response plan. The content illustrates the eight basic steps in exercise design and emphasizes the use of a design team to ensure the success of a community's exercise program.

EMI110   Exercise Design (1)
IS-139:   Exercise Design
Emergency managers, emergency services personnel, and individuals, who are part of the emergency preparedness and response communities at all levels of government, need to be able to use the fundamentals of exercise simulation and design as an integrated system of resources and capabilities. This course is designed to develop skills in the following areas:

- Comprehensive exercise program;
- The exercise process;
- Exercise design steps;
- Tabletop, functional, and full-scale exercises;
- Exercise evaluation;
- Exercise enhancements; and,
- Designing a functional exercise.

EMI112   State Disaster Management (1)
IS-208:   State Disaster Management
This course includes information on the pre-declaration to recovery and mitigation actions required by States in order to facilitate the disaster assistance process. It provides students with the knowledge necessary to understand the interrelationship of State and Federal disaster assistance programs and the representatives who manage and administer these programs.

EMI114   Principles of Emergency Management (1)
IS-230:   Principles of Emergency Management
Understanding the fundamental principles and practices of emergency management provides a framework for the future professional growth of every emergency manager and responder. This course is designed to provide a basic framework for understanding emergency management in the following areas:
- Overview of the integrated emergency management system;
- The emergency management cycle;
- The plan as the program centerpiece;
- Functions of an emergency management program;
- Emergency management program participants; and,
- Applying emergency management principles.

EMI116   Emergency Planning (1)
IS-235:   Emergency Planning
The ability to use all the basic elements of the planning process gives emergency managers and planners a basis for working together to shape the community's

disaster response to all types of hazards and problems. This course is designed to provide common experience of a properly structured Emergency Operations Plan in the following areas: The planning process; Hazard analysis; the basic plan; Annexes and appendices; &, Implementing instructions

EMI118 Leadership & Influence (1)
IS-240: Leadership & Influence

Being able to lead others (to motivate them to commit their energies and expertise to achieving the shared mission and goals of the emergency management system) is a vital part of every emergency manager, planner, and responder's job. This course is designed to improve your leadership and influence skills. It addresses: Leadership from within; How to facilitate change; How to build and rebuild trust; Using personal influence and political savvy &, Fostering an environment for leadership development.

EMI120 Decision Making & Problem Solving (1)
IS-241: Decision-Making and Problem-Solving

Being able to make decisions and solve problems effectively is a necessary part of the job for every emergency manager, planner, and responder. This course is designed to improve your decision-making skills. It addresses: The decision-making process; Decision-making styles; Attributes of an effective decision maker; & Ethical decision making and problem solving.

EMI122 Effective Communication (1)
IS-242: Effective Communication

The ability to communicate effectively is a vital part of every emergency manager, planner, and responder's job. This course is designed to improve your communication skills. It addresses: Basic communication skills; How to communicate in an emergency; How to identify community-specific communication issues; How to use technology as a communication tool; Effective oral communication; & How to prepare an oral presentation

EMI124 Developing & Managing Volunteers (1)
IS-244: Developing and Managing Volunteers

This course is for emergency managers and related professionals working with all types of volunteers and coordinating with voluntary agencies. This course will provide procedures and tools for building and working with voluntary organizations. Topics include: benefits and challenges of using volunteers; building a volunteer program; writing job descriptions; developing volunteers through recruitment; coordinating with voluntary agencies and community-based organizations; and special issues such as spontaneous volunteers, liability, and stress.

EMI126 Anticipating Hazardous Weather (1)
IS-271: Anticipating Hazardous Weather and Community Risk

As an emergency manager, you play a special role in anticipating and preparing for hazardous weather. This course will help you meet this challenge more effectively by: Enhancing your ability to recognize potentially hazardous weather and flooding situations and how they may affect your community; Familiarizing you with

National Weather Service (NWS) products so that you understand how to use and interpret forecasts; & Encouraging you to develop a partnership with the NWS well in advance of a threat.

EMI128   Emergency Operations Center Role (1)
IS-275: The Role of the EOC in Community Preparedness, Response and Recovery Activities
The goal of this course is to provide the reader with the understanding of the vital role an Emergency Operations Center (EOC) plays in a community's preparedness, response, and recovery activities.

EMI130   Volunteer Agencies in Emergency Management (1)
IS-288: The Role of Voluntary Agencies in Emergency Management
This ISP course provides a basic understanding of the history, roles, and services of disaster relief volunteer agencies in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management operations

EMI132   Disaster Basics (1)
IS-292: Basic Disaster Operations
This course will provide individuals with the basic information about Federal disaster programs and operations. It will prepare the FEMA manager for response or recovery operations whether assigned to; a Regional Operations Center (ROC), an Emergency Operations Center (EOC), Disaster Field Office (DFO), or other FEMA fixed-facility.

EMI134   Community Hurricane Preparedness (1)
IS-324: Community Hurricane Preparedness)
This course provides people involved in the decision making process for hurricane preparedness with basic information about: How hurricanes form; The hazards they pose; How the National Weather Service (NWS) forecasts future hurricane behavior; &, What tools and guiding principles can help emergency managers prepare their communities.

EMI136   Hazardous Material Prevention (1)
IS-340: Hazardous Materials Prevention
This course consists of nine lessons, excluding the Course Introduction. The lessons address: Why Plan for HazMat Incidents; The Basis for HazMat Planning; Beginning the Planning Process; Identifying Hazards; Analyzing Vulnerabilities; Establishing Response Priorities; Assessing Resources; Developing the HazMat Appendix; and a Course Summary

EMI138   Multi-hazard Emergency Planning for Schools (1)
IS-362: Multi-hazard Emergency Planning for Schools
This course is a short and "easy to take" web-based course that focuses on multi-hazard emergency planning for schools. This course: describes emergency management operations, roles and duties; explains how to assess potential hazards that schools may face; and explains how to develop and test an Emergency

Operations Plan that addresses all potential hazards. This course is designed for school administrators, principals, and first responders. However, anyone with a personal or professional interest in school preparedness is welcome to participate. Teachers, students, bus drivers, volunteers, and parents alike will find useful information in this course.

EMI140   Introduction to Mitigation (1)
IS-393: Introduction to Mitigation
As the costs of disasters continue to rise, governments and ordinary citizens must find ways to reduce risks to our communities. As communities plan for new development and improvements to existing infrastructure, mitigation can and should be an important component of the planning effort. This means taking action to reduce or eliminate long-term risk from hazards and their effects. This course provides an introduction to mitigation for those who are new to emergency management and/or mitigation.

EMI142   Protecting your Home and Small Business from Disaster (1)
IS-394.A: Protecting Your Home or Small Business from Disaster

The purpose of this course is to provide a foundation of knowledge that will enable participants to:
- Describe different types of natural disasters
- Describe hazards that pose a risk to their home or small business
- Explain how protective measures can reduce or eliminate long-term risks to their home and personal property from hazards and their effects
- Explain how protective measures for small businesses secure people, business property, and building structures and prevent business loss from a natural disaster.

EMI144   Introduction to Public Assistance (1)
IS-630: Introduction to the Public Assistance Process
This is an introductory level course designed for all audiences including Federal, State, tribal and local emergency management staff with responsibilities in FEMA's PA program. It is highly recommended for non-public assistance personnel who need a basic understanding of the process. Four units of instructions cover such topics as an overview, eligibility, kickoff meeting, project formulation, and small project validation. The materials include a section on, "How to take this course," an interactive summary activity, and a resource center which includes public assistance policy publications, forms, a glossary, a link to FEMA's website, and an end of course examination.

EMI146   Debris Operations (1)
IS-632: Introduction to Debris Operations in FEMA's Public Assistance Program
This course is divided into two major topic areas: General Debris Removal Operations, and Critical Issues in Debris Operations. There is also a resource center which includes public assistance documents, test resources (exams), sample forms, key content, and a link to FEMA's website.

EMI148   Incident Command System (1)
IS-100 & IS-200 must be taken together
IS-100: Introduction to Incident Command System, I-100
As an introduction to the Incident Command System (ICS), this course provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

IS-200: ICS for Single Resource and Initial Action Incidents
ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

EMI150   National Incident Management System (1)
IS700, 702, & 703 must be taken together
IS-700: National Incident Management System (NIMS), and Introduction
On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5 (HSPD-5). This directive instructed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). The NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to in concert during domestic incidents. This course explains the purpose, principles, key components, and benefits of NIMS. It also contains "Planning Activity" screens giving you an opportunity to practice some planning tasks.

IS-702: NIMS Public Information Systems
The public information systems described in NIMS are designed to effectively manage public information at an incident, regardless of the size and complexity of the situation or the number of entities involved in the response. The goal of this course is to facilitate NIMS compliance by providing you with the basic information and tools that you need to apply the NIMS public information systems and protocols during incident management. This course is designed for local and State public information officers and takes approximately three hours to complete.

IS-703: NIMS Resource Management
This interactive computer-based course provides the principles, tools, processes, and systems used in the NIMS that incident managers need for timely and effective resource management during an incident. Primary tasks addressed in this course are:
- Establishing systems for describing, inventorying, requesting, and tracking resources;
- Activating these systems prior to and during an incident;
- Dispatching resources prior to and during an incident; and
- Deactivating or recalling resources during or after incidents.

EMI152   National Response Plan & Disaster Medical System (1)
IS-800 & IS-1900 must be taken together
IS-800.A: National Response Plan (NRP), an Introduction
The National Response Plan, or NRP, describes how the Federal Government will work in concert with State, local, and tribal governments and the private sector to respond to disasters. This course introduces the NRP. It is intended for DHS and other Federal staff responsible for implementing the NRP, and Tribal, State, local and private sector emergency management professionals.

IS-1900: NDMS Federal Coordinating Center Operations Course

IS-1900: NDMS Federal Coordinating Center Operations Course provides training to address the needs of Federal Coordinating Centers (FCCs). The purpose of this course is to:
- Provide the training necessary to ensure all FCCs as being proficient to perform their duties.
- Provide flexible training for FCCs which will not sacrifice training quality or standards.
- Provide a forum for FCC development through individual participation.
- Acclimate FCCs to function during incidents of national significance.
- Acclimate FCCs to function in support of the DoD.

Total Technical Requirements   **27 credits**

RELATED TECHNICAL REQUIREMENTS COURSE DESCRIPTIONS

PS140   American Government (3)
This course provides students with fundamental knowledge about the history and principles of American government. Topics of study include citizenship, political parties, the creation of law and policy, and the functions of the three branches of government. This course also provides essential working knowledge for those seeking a career in government service. It is also appropriate for anyone seeking broader understanding of the relationships among the local, state, and federal governments.

PY125   Interpersonal Relations (3)
This course provides students with the opportunities to develop interpersonal skills that are necessary for professional and personal growth and for managing conflicts with co-workers and supervisors. Employers have found that successful employees need people skills, such as the ability to co-operate with others, to communicate effectively, and to manage conflicts with co-workers and supervisors as well as technical skills. Interpersonal Relations develops the people skills necessary to increase productivity and advance in one's career.

HL130   First Aid and Safety (1)
This course provides students with the basic knowledge and skills necessary in an emergency to call for assistance and provide standard first aid care, including CPR. This course also includes information on the prevention of injury and illness with a focus on personal safety.

CJ102   First Responder (3)
The First Responder course shall be at least 48 hours of classroom training. The course was developed to provide training in emergency medical care for those who are apt to be the first person responding to an accident. Upon successful completion of the course, the student will possess the same knowledge of patient care as the EMT, but not the same equipment skills.

SM225   Leadership (3)
This course uses a unique three-prong approach of theory, application, and skill development. Students will cover all traditional theories A-Z along with cutting-edge leadership topics. Applications develop critical thinking about the concepts. Proven skill-building exercises foster leadership skills that can be used in professional and personal lives.

EMI154   Community Emergency Response Team (1)
IS-317: Introduction to Community Emergency Response Teams (CERT)
This course serves as an introduction to CERT for those wanting to complete training or as a refresher for current team members. It has six modules with topics that include an Introduction to CERT, Fire Safety, Hazardous Material and Terrorist Incidents, Disaster Medical Operations, and Search and Rescue. One must complete the classroom training offered by Civil Defense and Guam Homeland Security to earn the CERT certificate.

Total Technical Requirements   14 credits

XII. PROGRAM MEANS OF ASSESSMENT AND CRITERIA FOR SUCCESS

This AS degree in Emergency Management will be assessed under Group A of the GCC assessment taxonomy every two years. The means of assessment for this program will be a pre and post survey of declared Emergency Management students. The criteria of success will be 75% of students surveyed will rate this program beneficial.
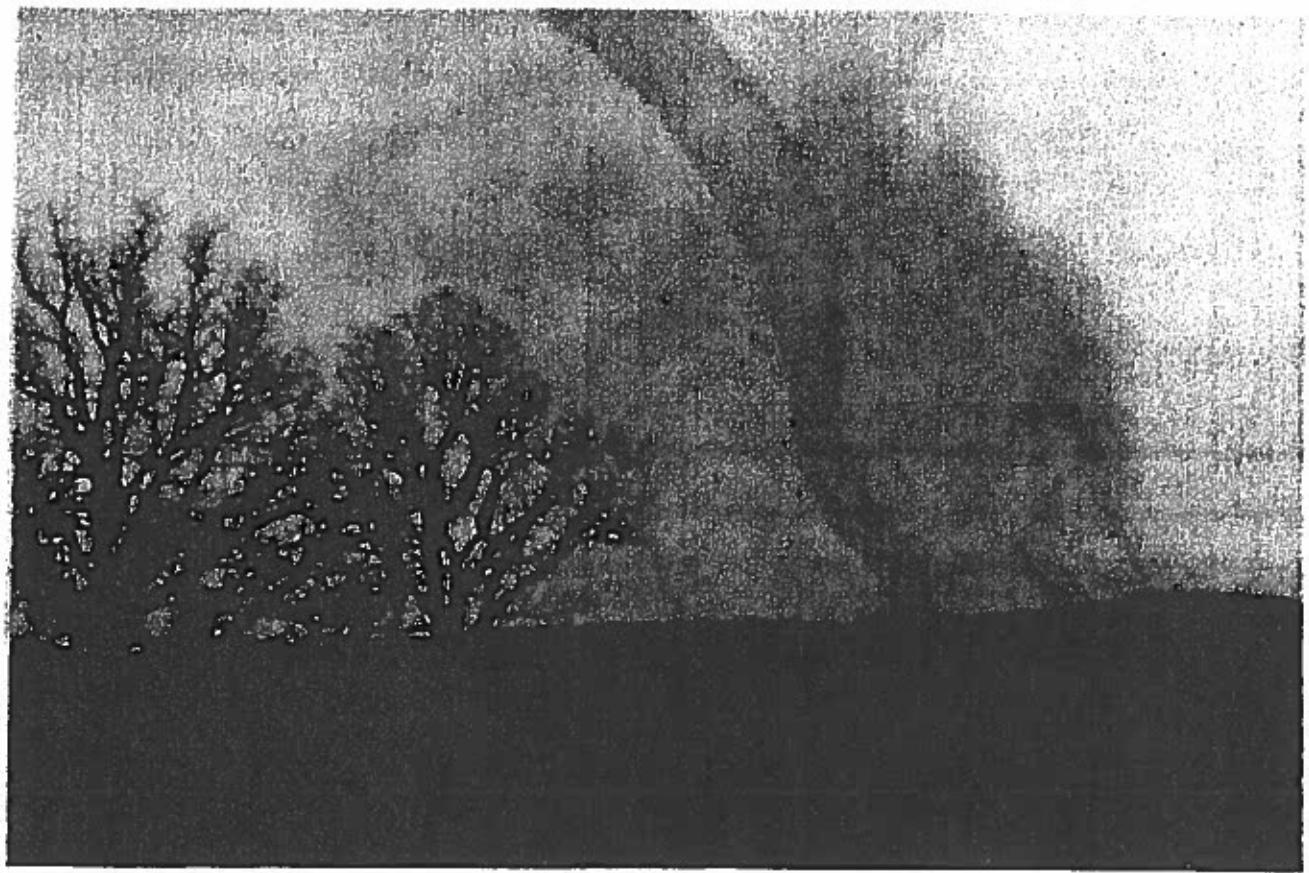
XIII. ARTICULATION

A. Secondary programs
   Not applicable
B. University of Guam
   None
C. Others
   Emergency Management programs are available throughout the United States and articulation opportunities with four-year universities will be explored upon the implementation of this program. The Emergency Management Institute provides a listing of all colleges and universities offering Emergency Management programs. Also, this program utilizes EMI's Independent Study courses with nationally recognized student learning outcomes.

Independent Study Program

Emergency Management Institute

The Emergency Management Institute

The Emergency Management Institute (EMI) serves as the national focal point for the development and delivery of emergency management training. This training enhances the capabilities of the Federal, state, and local government, volunteer organizations, and the private sector to minimize the impact of disasters on the American public. EMI curricula, including the Independent Study Program (ISP) courses, are structured to meet the needs of this diverse audience with an emphasis on how the various elements work together in emergencies to save lives and protect property.

The Independent Study Program

The Independent Study Program (ISP) is a distance learning program offered free of charge to the American public. It serves as both an alternate means to deliver valuable training to the professional and volunteer emergency management community, and an opportunity to improve public awareness and promote disaster preparedness nationally. Each year, the ISP staff issues more than 3,000,000 individual course completion certificates.

Program Eligibility

The program is open to all residents with a valid U.S. deliverable postal address including APO and FPO addresses. At the present time, most of the ISP course materials are available for download, free of charge from our website.

How to Get Started

The fastest way to begin taking courses is to visit our website. You can learn about each course, download materials, and submit your final exams all from the convenience of your home or office. It's as easy as 1, 2, 3.

1. Go to our website at **www.training.fema.gov/EMIWeb/IS/**

2. Click on "Our Courses" on the left-hand side of the page

3. Choose a course, and click on it.

Below the course description, there will be options. One option you may see is "Download Course Materials" in Adobe Acrobat Reader®. You can print them, save them to disc, or read from the screen. The test questions for each course are part of the downloadable materials (usually at the end).

Another option you may see is "Interactive Web-based Course". This option will direct you to our Virtual Campus where you will create a user ID and password for yourself, and enroll in one of the interactive courses. Once you have enrolled yourself, you will be able to go through the course lesson by lesson, access useful tools, and other informative websites. The test questions will be at the end of the last lesson. If you do not have access to the website you may call the Independent Study Office at 301-447-1200.

Submitting Your Test

Whether you download the materials or participate interactively, you will submit the final exam in the same manner.

1. Go to our website, **www.training.fema.gov/EMIWeb/IS/**

2. Click on "Our Courses" on the left-hand side

3. Find your course, and click on it

4. Scroll down to the bottom, and click on "Take Final Exam". Fill in your answers and demographics, and click Submit.

We will score your test and send you a response via email usually within 24 hours. If you score a 75% or higher, your email will contain a link to access and print your certificate of completion.

Earn College Credit

Through the regional accreditation agencies, it is possible to earn transferable academic credit for completion of Independent Study courses. Frederick Community College has assumed responsibility for the evaluation of our Independent Study courses. Courses meeting their academic standards become eligible for lower division academic credit. To apply for college credit, you must successfully complete a course. You can then submit an application with a fee to receive a personal copy of you college transcript. Two official copies may be directed to other institutions free of charge. A printable application can be downloaded from our website under the "College Credit" section or by visiting **www.emergencymanagementstudy.com**. You may also request a copy via email at Independent.Study@dhs.gov.

Continuing Education Units (CEUs)

The ISP courses are evaluated and awarded CEUs in accordance with the standards established by the International Association of Continuing Education and Training (IACET). The number of CEUs for each course is listed on our website.

Active & Reserve Members of the Military

Active duty members of some branches of the military may be eligible to apply the completion of ISP courses toward promotion and retention programs. Contact your personnel or education office to determine if this program is applicable to your career progression. Our experience indicates that the member is usually required to apply and pay for college credit before receiving consideration to apply his or her participation in the ISP toward promotion or retention points. Members of the reserve components, who are required to accumulate retirement and retention points, are, in most cases, able to obtain credit for their work through the ISP.

Course Descriptions

IS-1: Emergency Manager: An Orientation to the Position

This course provides an introduction to Comprehensive Emergency Management (CEM) and the Integrated Emergency Management System (IEMS), including an in-depth look at the four phases of emergency management; mitigation, preparedness, response, and recovery; as they are implemented in a comprehensive emergency management program. The course consists of text, illustrations, diagrams, figures, and an accompanying CD-ROM toolkit.
(1.0 CEUs)

IS-3: Radiological Emergency Management

Covering a variety of topics, this ISP course contains information about:

- Fundamental principles of radiation;
- Nuclear threat and protective measures;
- Nuclear power plants;
- Radiological transportation accidents; and,
- Other radiological hazards. (1.0 CEUs)

IS-5.A: An Introduction to Hazardous Materials

Intended to provide a general introduction to hazardous materials, this Independent Study course serves as a foundation for more specific studies in the future. No prior knowledge of the subject is required or assumed. At the end of the course, the participant should be able to:

• Explain the roles of Federal, State, Tribal and local governments in reducing hazardous materials risks
• Discuss the two major hazardous materials identification systems used within the United States;
• Identify possible terrorist's targets of opportunities in the use of toxic industrial chemicals (TIC) as Weapons of Mass Destruction (WMD);
• Identify locations where hazardous materials are commonly found and how to determine their potential health effects;
• Describe basic terms that pertain to exposures to hazardous materials;
• Read and interpret a materials safety data sheet (MSDS);

• Explain how hazardous materials enter the body and contaminate the environment;
• Describe what communities can do to increase their emergency preparedness to respond to hazardous materials incidents; and
• Identify steps individuals and communities can take to protect themselves during a hazardous materials release. (1.0 CEUs)

IS-7.A: A Citizen's Guide to Disaster Assistance

Appropriate for both the general public and those involved in emergency management, this course provides a basic understanding of the roles and responsibilities of the local community, State, and the federal government in providing disaster assistance. (1.0 CEUs)

IS-8: Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699

This course provides the student with the background necessary to understand the effects of Executive Order 12699, signed by President Bush in 1990, that requires all Federally owned, leased, or financed new buildings to comply with strict earthquake building design set forth in the National Earthquake Hazard Reduction Plan (NEHRP) Recommended Building Provisions. It is for local officials including mayors, city managers and commissioners, local council members, building inspectors, zoning officials, building designers, and others concerned with this topic.
(1.0 CEUs)

IS-10: Animals in Disaster-Module A: Awareness and Preparedness

The purpose of this course is two-fold. Module A is intended to increase awareness and preparedness among animal owners and care providers. It includes sections on typical hazards, how these hazards affect animals, and what responsible owners can do to reduce the impact of disasters. It is also intended to help animal owners, care providers and industries to better understand emergency management. Module A will heighten awareness of the special issues that emergency managers must consider when incorporating animal-care annexes into their emergency operations plans. (1.0 CEUs)

IS 11: Animals in Disaster-Module B: Community Planning

Module B is intended to guide emergency management officials, animal owners, care providers, and industries in preparing community disaster plans. The goal of Module B is to provide sufficient information for these groups to meet and develop meaningful and effective plans that will improve the care of animals, and involve their owners, and animal-care industries in disasters. This course provides the basic background knowledge needed to develop a coordinated response to a disaster in which animals and their owners are affected.
(1.0 CEUs)

IS-15.A: Special Events Contingency Planning, Training for Public Safety Agencies

This five hour web-based course will provide public safety agency personnel information related to pre-event planning, forming the planning team, event hazard analysis, and responding to incidents during special events in their community. Though relevant special events statutes/ordinances and codes must be considered by public safety agency personnel engaged in special event planning, an extensive job aid manual is included in the course and available for download on the course web page.
(0.5 CEUs)

IS-22: Are You Ready?

An In-Depth Guide to Citizen Preparedness" has been designed to help the citizens of this nation learn how to protect themselves and their families against all types of hazards. It can be used as a reference source or as a step-by-step manual. The focus of the content is on how to develop, practice, and maintain emergency plans that reflect what must be done before, during, and after a disaster to protect people and their property. Also included is information on how to assemble a disaster supplies kit that contains the food, water, and other supplies in sufficient quantity for individuals and their families to survive. (1.0 CEUs)

IS-55: Household Hazardous Materials

This course was designed for the general public. It will introduce you to household hazardous materials and actions you can take to protect yourself and your family from injury or death. In the 1st unit, you will learn about basic chemical and physical properties, the ways chemicals enter your body, and the effects chemicals have on your body. In the 2nd and 3rd units, you will learn about cleaning products, lead, mercury, gasoline, compressed gases, carbon monoxide, medical supplies, chlorine, pesticides, and other chemicals. In the last two units, you will cover labels, personal protective equipment, proper disposal methods, preventive measures to take before natural disasters, and less toxic alternatives to chemicals found in most homes.
(0.3 CEUs)

IS-100: Introduction to Incident Command System, I-100

As an introduction to the Incident Command System (ICS), this course provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).
(0.3 CEUs)

IS-100.FW: Introduction to Incident Command System, I-100, for Federal Disaster Workers

This course is designed to give an introduction to the principles, common terminology and position-specific responsibilities when responding to an event using the Incident Command System (ICS). The course specifically discusses major ICS functions and associated responsibilities, ICS organizational units, span of control, major incident facilities and the function of each, what an Incident Action Plan is and how it is used, and the common responsibilities associated with incident assignments from the Federal disaster response workforce perspective. (0.3 CEUs)

IS100.HC: Introduction to Incident Command System, I-100, for Healthcare/Hospitals

ICS 100, Introduction to the Incident Command System for Healthcare/Hospitals, introduces the Incident Command System (ICS) as it applies to the healthcare/hospital environment and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). (0.3 CEUs)

IS-100.LE: Introduction to Incident Command System, I-100 for Law Enforcement
Similar to the I-100, this course introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training using examples pertaining to Law Enforcement. It describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). (0.3 CEUs)

IS-100.PW: Introduction to Incident Command System, I-100 for Public Works Personnel
ICS 100, Introduction to the Incident Command System for Public Works Personnel, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). (0.3 CEUs)

IS-111: Livestock In Disaster
This course is for farmers, extension agents, emergency managers and others with interests in the livestock industry. It describes the various hazards that animals can face and how to mitigate them, as well as how to respond to an actual disaster. (1.0 CEUs)

IS-120: An Orientation to Community Disaster Exercises
This ISP course provides an orientation to the types of exercises used to test and evaluate a community's emergency response plan. The content illustrates the eight basic steps in exercise design and emphasizes the use of a design team to ensure the success of a community's exercise program. (1.0 CEUs)

IS-139: Exercise Design
Emergency managers, emergency services personnel, and individuals, who are part of the emergency preparedness and response communities at all levels of government, need to be able to use the fundamentals of exercise simulation and design as an integrated system of resources and capabilities. This course is designed to develop skills in the following areas:

- Comprehensive exercise program;
- The exercise process;
- Exercise design steps;
- Tabletop, functional, and full-scale exercises;
- Exercise evaluation;
- Exercise enhancements; and,
- Designing a functional exercise. (1.0 CEUs)

IS-197.SP: Special Needs Planning Considerations for Service and Support Providers
The purpose of this course is to provide representatives of the special needs service and support system with the basic information and tools to develop their own emergency plans. This course is designed for people who work with the elderly and people with disabilities, and will teach how to partner with local Emergency Management and better prepare for all phases of an emergency. (0.4 CEUs)

IS-200: ICS for Single Resource and Initial Action Incidents
ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. (0.3 CEUs)

IS-200.HC: Applying ICS to Healthcare Organizations
ICS 200.HC is designed to enable healthcare/hospital personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. (0.3 CEUs)

IS-208: State Disaster Management
This course includes information on the pre-declaration to recovery and mitigation actions required by States in order to facilitate the disaster assistance process. It provides students with the knowledge necessary to understand the interrelationship of State and Federal disaster assistance programs and the representatives who manage and administer these programs. (1.0 CEUs)

IS-230: Principles of Emergency Management

Understanding the fundamental principles and practices of emergency management provides a framework for the future professional growth of every emergency manager and responder. This course is designed to provide a basic framework for understanding emergency management in the following areas:

- Overview of the integrated emergency management system;
- The emergency management cycle;
- The plan as the program centerpiece;
- Functions of an emergency management program;
- Emergency management program participants; and,
- Applying emergency management principles. (1.0 CEU's)

IS-235: Emergency Planning
The ability to use all the basic elements of the planning process gives emergency managers and planners a basis for working together to shape the community's disaster response to all types of hazards and problems. This course is designed to provide common experience of a properly structured Emergency Operations Plan in the following areas:

- The planning process;
- Hazard analysis;
- The basic plan;
- Annexes and appendices; and,
- Implementing instructions (1.0 CEU's)

IS-240: Leadership & Influence
Being able to lead others (to motivate them to commit their energies and expertise to achieving the shared mission and goals of the emergency management system) is a vital part of every emergency manager, planner, and responder's job. This course is designed to improve your leadership and influence skills. It addresses:

- Leadership from within;
- How to facilitate change;
- How to build and rebuild trust;
- Using personal influence and political savvy and,
- Fostering an environment for leadership development. (0.9 CEU's)

IS-241: Decision-Making and Problem-Solving
Being able to make decisions and solve problems effectively is a necessary part of the job for every emergency manager, planner, and responder. This course is designed to improve your decision-making skills. It addresses:

- The decision-making process;
- Decision-making styles;
- Attributes of an effective decision maker;
- Ethical decision making and problem solving. (0.8 CEU's)

IS-242: Effective Communication
The ability to communicate effectively is a vital part of every emergency manager, planner, and responder's job. This course is designed to improve your communication skills. It addresses:

- Basic communication skills;
- How to communicate in an emergency;
- How to identify community-specific communication issues;
- How to use technology as a communication tool;
- Effective oral communication; and,
- How to prepare an oral presentation
- (0.8 CEU's)

IS-244: Developing and Managing Volunteers
This course is for emergency managers and related professionals working with all types of volunteers and coordinating with voluntary agencies. This course will provide procedures and tools for building and working with voluntary organizations. Topics include: benefits and challenges of using volunteers; building a volunteer program; writing job descriptions; developing volunteers through recruitment; coordinating with voluntary agencies and community-based organizations; and special issues such as spontaneous volunteers, liability, and stress. (1.0 CEUs)

IS-253: Coordinating Environmental and Historic Preservation Compliance
This course provides an overview of FEMA's environmental and historic preservation compliance responsibilities and is an independent study alternative to the 4-day E/L253 course held at the Emergency Management Institute or regional offices. The course is designed to: provide the user with the basic background and practical knowledge needed to participate in FEMA's environmental and historic preservation review process; help

the user understand how the environmental and historic preservation review process applies to various job responsibilities. (1.0 CEUs)

IS-271: Anticipating Hazardous Weather and Community Risk

As an emergency manager, you play a special role in anticipating and preparing for hazardous weather. This course will help you meet this challenge more effectively by:

- Enhancing your ability to recognize potentially hazardous weather and flooding situations and how they may affect your community.
- Familiarizing you with National Weather Service (NWS) products so that you understand how to use and interpret forecasts.
- Encouraging you to develop a partnership with the NWS well in advance of a threat. (1.0 CEU's)

IS-275: The Role of the EOC in Community Preparedness, Response and Recovery Activities

The goal of this course is to provide the reader with the understanding of the vital role an Emergency Operations Center (EOC) plays in a community's preparedness, response, and recovery activities. (1.0 CEUs)

IS-279: Engineering Principles and Practices for Retrofitting Flood-Prone Residential Structures

This course is offered both as independent study and as a prerequisite to successful completion of the more technical in-residence course of the same name, offered by the Emergency Management Institute (EMI). The information presented in this course provides essential, non-technical background knowledge about retrofitting. The retrofitting measures presented are creative and practical, comply with applicable floodplain regulations, and are satisfactory to homeowners. It is assumed that students planning to attend the technical course at EMI will have mastered this ISP course. (1.0 CEUs)

IS-288: The Role of Voluntary Agencies in Emergency Management

This ISP course provides a basic understanding of the history, roles, and services of disaster relief volunteer agencies in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management operations. (1.0 CEUs)

IS-292: Basic Disaster Operations

This course will provide individuals with the basic information about Federal disaster programs and operations. It will prepare the FEMA manager for response or recovery operations whether assigned to; a Regional Operations Center (ROC), an Emergency Operations Center (EOC), Disaster Field Office (DFO), or other FEMA fixed-facility. (1.0 CEUs)

IS-301: Radiological Emergency Response

The goal of this ISP course is to provide a learning experience in which participants demonstrate a comprehensive understanding of radiological protection and response principles, guidelines, and regulations to prepare them for the operations course (RERO). (1.0 CEUs)

IS-302: Modular Emergency Radiological Response Transportation Training

This series of modules can serve as a refresher training course for those students already proficient in radiological response. The refresher course should take from 6 to 8 hours to complete. This course includes the following topics: radiological basics, biological effects, hazard recognition (markings, labels, and placards), initial response actions, radioactive material shipping packages, on-scene patient handling, radiological terminology and units, assessing package integrity, radiation detection instrumentation, and radiological decontamination. (1.0 CEUs)

IS-317: Introduction to Community Emergency Response Teams (CERT)

This course serves as an introduction to CERT for those wanting to complete training or as a refresher for current team members. It has six modules with topics that include an introduction to CERT, Fire Safety, Hazardous Material and Terrorist Incidents, Disaster Medical Operations, and Search and Rescue. It can be taken by anyone interested in CERT; however, to become a CERT volunteer, one must complete the classroom training offered by a local government agency such as the emergency management agency, fire or police departments. (0.8 CEUs)

IS-324: Community Hurricane Preparedness)

This course provides people involved in the decision making process for hurricane preparedness with basic information about:

- How hurricanes form;
- The hazards they pose;
- How the National Weather Service (NWS) forecasts future hurricane behavior; and,
- What tools and guiding principles can help emergency managers prepare their communities. (1.0 CEU's)

IS-330: Refresher Course for Radiological Monitors

This course concentrates on refresher skills training and updates to regulations and policies regarding radiological response operations. Individuals must have completed FEMA's Fundamentals Course for Radiological Response (G320) or the Department of Energy (DOE's) Modular Emergency Radiological Response Transportation Training (MERRTT) to request this course. The most current version of the course includes a variety of activities and exercise scenarios to refresh and renew individual's knowledge and skills about radiological response. This course is targeted to the emergency responder and individuals who have responsibilities to manage radiological emergencies. (1.0 CEUs)

IS-331: Introduction to Radiological Emergency Preparedness Exercise Evaluation

This course introduces the student to the basic concepts and terminology of the offsite emergency preparedness program for commercial nuclear power plants. It provides an introduction to the program's exercise evaluation regulations, philosophy, and methodology. The pre-exercise, exercise, and post-exercise roles and responsibilities of the evaluator are covered in depth. (1.0 CEUs)

IS-340: Hazardous Materials Prevention

This course consists of nine lessons, excluding the Course Introduction. The lessons address: Why Plan for HazMat Incidents; The Basis for HazMat Planning; Beginning the Planning Process; Identifying Hazards; Analyzing Vulnerabilities; Establishing Response Priorities; Assessing Resources; Developing the HazMat Appendix; and a Course Summary. (1.0 CEUs)

IS-346: An Orientation to Hazardous Materials for Medical Personnel

This course is designed to prepare hospital personnel to analyze hazardous material situations, take the necessary steps to assure medical provider safety, and identify appropriate resources for decontamination and medical care. However, additional training is required in order to diagnose and treat patients who have been involved in hazardous materials incidents. This course alone does not fulfill all of OSHA's requirements for hazardous materials training at the awareness level. (1.0 CEUs)

IS-362: Multi-hazard Emergency Planning for Schools

This course is a short and "easy to take" web-based course that focuses on multi-hazard emergency planning for schools. This course: describes emergency management operations, roles and duties; explains how to assess potential hazards that schools may face; and explains how to develop and test an Emergency Operations Plan that addresses all potential hazards. This course is designed for school administrators, principals, and first responders. However, anyone with a personal or professional interest in school preparedness is welcome to participate. Teachers, students, bus drivers, volunteers, and parents alike will find useful information in this course. (0.8 CEUs)

IS-386: Introduction to Residential Coastal Construction

Important! This is a very comprehensive, advanced level course. The target audience includes; engineers, architects, and building code officials. Floodplain management, hazard mitigation, planning, and building officials with building science knowledge are also part of the target audience. This course will introduce the student to basic information about residential coastal construction. Some unit topics include; coastal environment, regulatory requirements, and hazards identification. (1.4 CEUs)

IS-393.A: Introduction to Hazard Mitigation

As the costs of disasters continue to rise, governments and ordinary citizens must find ways to reduce risks to our communities. As communities plan for new development and improvements to existing infrastructure, mitigation can and should be an important component of the planning effort. This means taking action to reduce or eliminate long-term risk from hazards and their effects. This course provides an introduction to mitigation for those who are new to emergency management and/or mitigation. (1.0 CEUs)

IS-394.A: Protecting Your Home or Small Business from Disaster

The purpose of this course is to provide a foundation of knowledge that will enable participants to:

- Describe different types of natural disasters
- Describe hazards that pose a risk to their home or small business
- Explain how protective measures can reduce or eliminate long-term risks to their home and personal property from hazards and their effects
- Explain how protective measures for small businesses secure people, business property, and building structures and prevent business loss from a natural disaster (1.0 CEUs)

IS-513: The Professional in Emergency Management (Currently Under Revision)

This course is for any professional in emergency management or anyone who is looking for a career in the profession. You could be asked to respond to questions about hazards that you may not normally encounter and about national-level activities outside your community. There are two parts to this course. One part is an orientation to the national assets coordinated by FEMA and the Federal role in disaster management. The other part is devoted to increasing your knowledge of a wider range of hazards. We have joined these two different topics in one course because they represent the broader field of emergency management. If you widen your professional outlook, you may become a more versatile emergency manager. You will be better able to coordinate outside your jurisdiction and to apply your skills to hazards and circumstances in any part of the country. (1.0 CEUs)

IS-546: Continuity of Operations (COOP) Awareness Course

The one-hour Continuity of Operations (COOP) Awareness course is designed for all public sector employees. The course provides a fundamental understanding of COOP, terms, objectives, and benefits to public sector departments and agencies. It gives a brief overview of the elements of a viable COOP capability. This awareness course provides information on how a COOP event might affect employees, the department/agency and an employee's family. Both employees designated to be part of the Emergency Relocation Group (ERG) and those who are not will benefit from this course. The first lesson defines COOP, covers the basic concepts and benefits of COOP. Subsequent lessons explain the objectives of COOP planning and describe the basic elements of a viable COOP capability. (0.1 CEUs)

IS-547: Introduction to Continuity of Operations (COOP)

This five hour web-based course is designed for a broad audience - from senior managers to those involved directly involved in the continuity of operations (COOP) planning effort. The course provides a working knowledge of the COOP guidance found in Federal Preparedness Circular 65, "Federal Executive Branch Continuity of Operations." The course provides activities to enhance your COOP program. (0.5 CEUs)

IS-630: Introduction to the Public Assistance Process

This is an introductory level course designed for all audiences including Federal, State, tribal and local emergency management staff with responsibilities in FEMA's PA program. It is highly recommended for non-public assistance personnel who need a basic understanding of the process. Four units of instructions cover such topics as an overview, eligibility, kickoff meeting, project formulation, and small project validation. The materials include a section on, "How to take this course," an interactive summary activity, and a resource center which includes public assistance policy publications, forms, a glossary, a link to FEMA's website, and an end of course examination. (0.2 CEUs)

IS-631: Public Assistance Operations I

This course addresses such topics as; initial operations, governing documents, eligibility, special considerations, project formulation (worksheet and validation), and a summary. The course also includes a resource center with public assistance policy publications, forms, a glossary, a link to FEMA's website, and an end-of-course exam. (1.0 CEU's)

IS-632: Introduction to Debris Operations in FEMA's Public Assistance Program

This course is divided into two major topic areas: General Debris Removal Operations, and Critical Issues in Debris Operations. There is

also a resource center which includes public assistance documents, test resources (exams), sample forms, key content, and a link to FEMA's website. (1.0 CEUs)

IS-650: Building Partnerships with Tribal Governments

This course is designed to provide participants basic knowledge to: build effective partnerships with tribal governments, and work in concert with tribal governments to protect native people and property against all types of hazards. Throughout this course, tribal representatives speak about their history, their culture, their way of life, and how to develop good relationships with tribal communities. (1.0 CEUs)

IS-700: National Incident Management System (NIMS), and Introduction

On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5 (HSPD-5). This directive instructed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). The NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to in concert during domestic incidents. This course explains the purpose, principles, key components, and benefits of NIMS. It also contains "Planning Activity" screens giving you an opportunity to practice some planning tasks.
(0.3 CEUs)

IS-702: NIMS Public Information Systems

The public information systems described in NIMS are designed to effectively manage public information at an incident, regardless of the size and complexity of the situation or the number of entities involved in the response. The goal of this course is to facilitate NIMS compliance by providing you with the basic information and tools that you need to apply the NIMS public information systems and protocols during incident management. This course is designed for local and State public information officers and takes approximately three hours to complete. (0.3 CEUs)

IS-703: NIMS Resource Management

This interactive computer-based course provides the principles, tools, processes, and systems used in the NIMS that incident managers need for timely and effective resource management

during an incident. Primary tasks addressed in this course are:

- Establishing systems for describing, inventorying, requesting, and tracking resources;
- Activating these systems prior to and during an incident;
- Dispatching resources prior to and during an incident; and
- Deactivating or recalling resources during or after incidents. (0.5 CEUs)

IS-800.A: National Response Plan (NRP), an Introduction

The National Response Plan, or NRP, describes how the Federal Government will work in concert with State, local, and tribal governments and the private sector to respond to disasters. This course introduces the NRP. It is intended for DHS and other Federal staff responsible for implementing the NRP, and Tribal, State, local and private sector emergency management professionals. (0.3 CEUs)

IS-860: National Infrastructure Protection Plan (NIPP)

Explain the criticality of protecting and ensuring the continuity of critical infrastructure and key resources (CI/KR) of the United States. The purpose of this course is to introduce the National Infrastructure Protection Plan (NIPP). (0.2 CEUs)

IS-1900: NDMS Federal Coordinating Center Operations Course

IS-1900, NDMS Federal Coordinating Center Operations Course provides training to address the needs of Federal Coordinating Centers (FCCs). The purpose of this course is to:

- Provide the training necessary to ensure all FCCs as being proficient to perform their duties.
- Provide flexible training for FCCs which will not sacrifice training quality or standards.
- Provide a forum for FCC development through individual participation.
- Acclimate FCCs to function during incidents of national significance.
- Acclimate FCCs to function in support of the DoD. (0.3 CEUs)