# Graduate Course Syllabus

### MGT 622: Emergency Planning and Preparedness

Center: Online

**Course Prerequisites**

MGT 620

**Course Description**

This course uses real-world disaster planning strategies and structures to prepare students for roles encompassing the construction of community or organizational disaster-preparedness programs. Various types of threats and hazards to communities and organizations will be studied. Using a scenario-based approach, students will examine existing real-world planning strategies intended to prevent or mitigate the consequences of a disaster event on communities. Students will use the latest guidelines and strategies from the Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA). Emphasis is on assessing risk, threats, and vulnerabilities to safeguard against disaster incidents. Emphasis will be on using FEMA systems and tools to assess and construct community disaster preparedness plans. Topics include all aspects of the all-hazards analysis, proper emergency management program building (including the use of community working groups), the National Preparedness System, the National Incident Management System, resilience planning, the whole-community concept, the construction of community emergency management plans with FEMA standards, and roles and responsibilities of local, state, and federal government. Students who have completed this course will be well-prepared to plan and prepare for different types of emergencies, using the same FEMA guidelines and tools for disaster planning and program building currently in use by emergency managers throughout the country.

**Course Outcomes**

- Evaluate community emergency management plans for their compliance with applicable federal agency guidelines
- Assess real-world hazard and threat analyses for the extent to which they comply with applicable federal agency guidelines
- Evaluate community disaster awareness plans for their efficacy in ensuring communities' abilities to appropriately respond to and mitigate disasters
- Evaluate community emergency management plans for their use of resiliency planning in ensuring the ability to continue essential functions during disaster events
- Develop instructions and standard operating procedures that assign specific tasks to working group members for ensuring efficient emergency management plan construction and maintenance

**Required Materials**

Using your learning resources is critical to your success in this course. Please purchase directly through the SNHU Online Bookstore rather than any other vendor. Purchasing directly from the bookstore ensures that you will

obtain the correct materials and that the IT Service Desk, your advisor, and the instructor can provide you with support if you have problems.

*Crisis Management and Emergency Planning: Preparing for Today's Challenges*
M. J. Fagel
CRC Press
2014
ISBN: 978-1-4665-5505-1

**Diversity, Equity, and Inclusion**
As indicated in our core values, SNHU is committed to "embrace diversity where we encourage and respect diverse identities, ideas, and perspectives by honoring difference, amplifying belonging, engaging civilly, and breaking down barriers to bring our mission to life."

This may or will be reflected in SNHU's curriculum as we embrace and practice diversity, equity, and inclusion (DEI) to provide the most transformative experience for our students, faculty, and staff. Because topics pertaining to DEI can be sensitive, please remember that embodying and practicing diversity, equity, and inclusion is one of our core values that you will encounter throughout the academic experience. In higher education, we are expected to think and engage critically. Use a growth mindset to embrace the diverse readings, course assignments, and experiences of your peers and faculty.

For more information about DEI at SNHU, please visit our website at the [Office of Diversity and Inclusion](#).

**Instructor Availability and Response Time**
Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours. Instructors will post grades and feedback (as applicable) within seven days of an assignment's due date, or within seven days of a late submission.

**Grade Distribution**

| Assignment Category | Number of Graded Items | Point Value per Item | Total Points |
|---|---|---|---|
| Discussion | 10 | 35 | 350 |
| Presentation | 1 | 40 | 40 |
| Outline | 1 | 40 | 40 |
| Final Project | | | |
|     Milestone One | 1 | 65 | 65 |
|     Milestone Two | 1 | 80 | 80 |
|     Milestone Three | 1 | 75 | 75 |
|     Final Submission | 1 | 350 | 350 |
| | | | **Total Course Points:** 1,000 |

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

**University Grading System: Graduate**

| Grade | Numerical Equivalent | Points |
|---|---|---|
| A | 93–100 | 4.00 |
| A- | 90–92 | 3.67 |
| B+ | 87–89 | 3.33 |
| B | 83–86 | 3.00 |
| B- | 80–82 | 2.67 |
| C+ | 77–79 | 2.33 |
| C | 73–76 | 2.00 |
| F | 0–72 | 0.00 |
| I | Incomplete | |
| IF | Incomplete/Failure * | |
| W | Withdrawn | |

* Please refer to the policy page for information on the incomplete grade process.

**Grading Guides**

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Guidelines and Rubrics section of the course.

**Weekly Assignment Schedule**

All reading and assignment information can be found within each module of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each

module.

| Module | Topics and Assignments |
|--------|------------------------|
| 1 | The National Preparedness System |
|   | 1-1 Discussion: Planning Fundamentals |
|   | 1-2 Presentation: Five Mission Areas |
| 2 | The Planning Environment |
|   | 2-1 Discussion: Benefits of the National Incident Management System |
|   | 2-2 Final Project Review |
| 3 | Format and Function |
|   | 3-1 Discussion: Emergency Support Functions |
|   | 3-2 Milestone One: Comparison of the Fairfax County EOP With CPG 101 |
| 4 | The Whole Community and the Planning Process |
|   | *Crisis Management and Emergency Planning,* Section IV, Chapters 16 and 17 |
|   | 4-1 Discussion: Opportunities and Challenges of the Whole-Community Concept |
|   | 4-2 Outline: Whole-Community Concept |
| 5 | Threat Assessment and Hazard Mitigation |
|   | *Crisis Management and Emergency Planning,* Section VI, Chapters 21 and 22 |
|   | 5-1 Discussion: Assigning Risk Priorities |
|   | 5-2 Milestone Two: High Risks of Fairfax County Plan |
| 6 | The Planning Process—Special Considerations and Working Groups |
|   | *Crisis Management and Emergency Planning,* Section III, Chapters 10, 11, 13, and 15 |
|   | 6-1 Discussion: Lessening the Impact of Pandemic Events |
| 7 | Emergency Management Plan Formats |
|   | 7-1 Discussion: Emergency Plan Formats |
|   | 7-2 Milestone Three: Annex Construction |
| 8 | Plan Validation and Maintenance |
|   | *Crisis Management and Emergency Planning,* Section V, Chapters 18, 19, and 20 |
|   | 8-1 Discussion: Emergency Preparedness Exercises |
|   | 8-2 Final Project: Continue Work |
| 9 | Critical Infrastructure |
|   | *Crisis Management and Emergency Planning,* Section VI, Chapter 23 |
|   | 9-1 Discussion: National Critical Infrastructures |
|   | 9-2 Final Project: Emergency Management Plan Compliance |
| 10 | Current and Future Challenges to Community Preparedness |
|   | 10-1 Discussion: Real-World Emergency Operations Plans |

**Attendance Policy**

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a graded assignment/discussion during the first week of class, the student is automatically dropped from the course for non-participation. Review the full attendance policy.

**Late Assignments Policy**

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor

feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the full late assignment policy.

**SNHU Student Handbook**

Review the student handbook.

**ADA/504 Compliance Statement**

Southern New Hampshire University (SNHU) is dedicated to providing equal access to individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and with Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

SNHU prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities. The university has adopted this policy to provide for prompt and equitable resolution of complaints regarding any action prohibited by Section 504, the ADA, or the ADAAA.

For questions about **support services, documentation guidelines, general disability issues, or pregnancy accommodations**, please visit the Online Accessibility Center (OAC).

As a student, you must complete an interactive intake process, with supporting documentation, in order to be granted accommodations. Once reasonable accommodations are approved by the OAC, you will receive an accommodations letter. You are then responsible for sharing the letter with your instructor. Accommodations are not retroactive.

If you feel you've been subject to discrimination on the basis of disability, by any party, you may file a complaint or grievance. For more information on the ADA/504 Grievance Policy, go to the Disability and Accessibility Services website.

**Academic Integrity Policy**

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the full academic integrity policy.

**Copyright Policy**

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the full copyright policy.

**SNHU Withdrawal Policy**

Review the full withdrawal policy.

**Southern New Hampshire University Policies**

More information about SNHU policies can be found on the policy page.