MICHAEL GOODWIN

INTRODUCTION TO EMERGENCY MANAGEMENT

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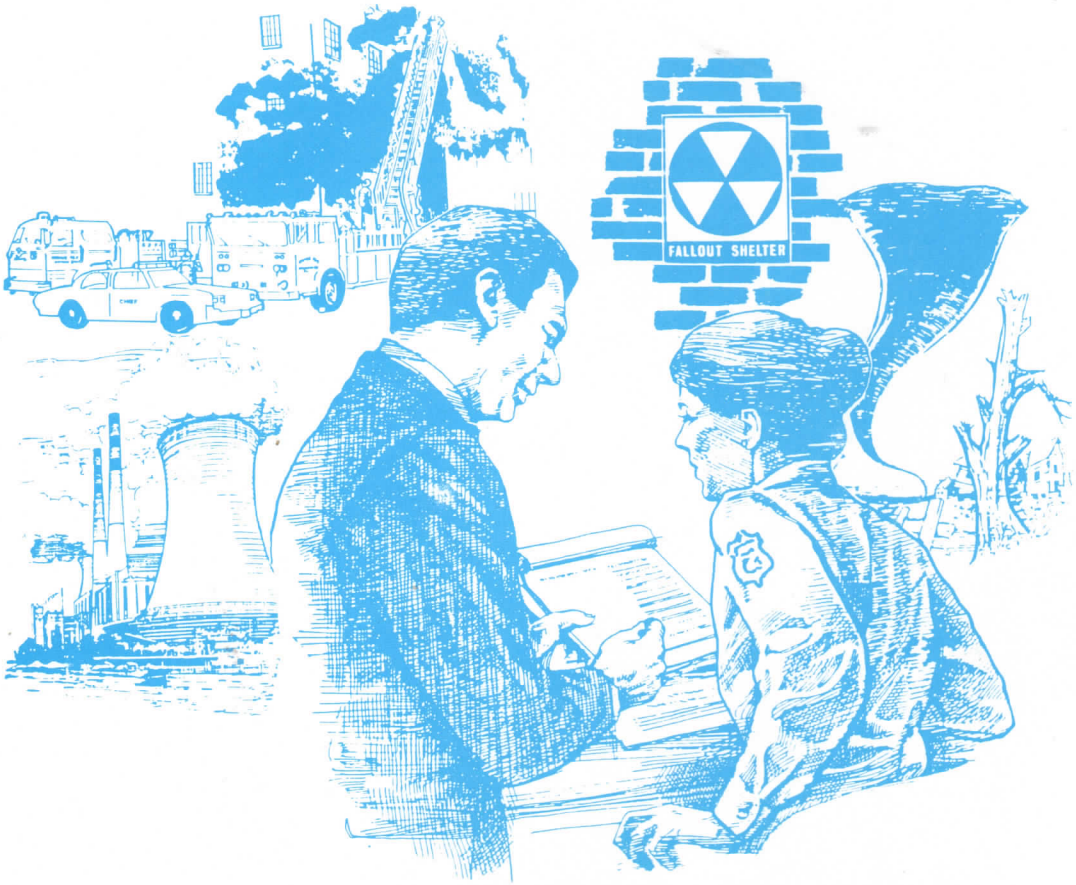
INTRODUCTION TO EMERGENCY MANAGEMENT



FEDERAL EMERGENCY MANAGEMENT AGENCY

EMERGENCY MANAGEMENT INSTITUTE
NATIONAL EMERGENCY TRAINING CENTER

Debra Goodwin

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INTRODUCTION AND ORIENTATION

INTRODUCTION

In any field of endeavor, the effectiveness of a system depends upon how well those who are part of that system understand the functions that must be carried out and their own roles and responsibilities in smoothly executing those functions. Certainly this is true of emergency management. The potential for human suffering and devastation in a disaster makes it still more critical for emergency program managers and related professionals to understand fully the nature of emergency management and their relationship to it.

Introduction to Emergency Management is intended to provide such an orientation to the emergency management field--to offer information that will enable the newcomer to develop a clear view of emergency management and to clarify the nature of roles in that system. The primary purpose of the course is to provide an overview of emergency management concepts and functions, emphasizing the importance of harmonious teamwork among those involved in the emergency management process.

Course content is geared for a broad potential audience: those who have responsibility for some aspect of emergency management in their jurisdictions and limited depth of experience with integrated emergency management. Like any introductory course, this one is general in its approach, and primarily is intended to provide basics upon which you can build future educational experiences.

Introduction to Emergency Management is structured into four units.

- Unit I addresses the need for emergency management by analyzing hazards, risks, and the nature of emergencies and disasters through a series of instructor presentations, a videotape, a narrated slide program, class discussions, and individual and small group activities.

- Unit II focuses on the emergency management process, presenting functions, actions, and participants involved in all-hazards emergency management. Roles of the three levels of government and the private sector (including non-profits) are examined in class, with further reading available in Appendix C of this text. Again, instructor presentations, class discussion, and specific activities are combined in the learning approach to the materials.

- Unit III analyzes the team approach to emergency management. Videotapes, discussions, case studies, and activities comprise most of this unit, which identifies members of the emergency management team and discusses the importance of teambuilding and coordination, the nature of interactions within the system, and the importance of sensitive management of conflicts.

- Unit IV closes the course with an opportunity to apply the teambuilding approach to the emergency management process discussed in the course using a group activity and presentation demonstrating the need for emergency management.

The design of the course assumes that you, as an adult learner, have important ideas to contribute to the class. It is your responsibility to participate to the fullest extent in class activities and discussions so that all class members can derive the greatest possible benefits from the course. All of us can learn from one another; the value of that kind of sharing cannot be overstated.

We hope that you enjoy the course and that you take something valuable home with you at its end.

SAMPLE AGENDA

DAY ONE

Morning

- Lecture/Paired Activity: Introduction and Orientation

UNIT I: THE NEED FOR EMERGENCY MANAGEMENT

- Lecture: Overview
- Videotape Presentation/Large Group Discussion: The Need for Emergency Management
- Slide/Tape Presentation/Large Group Discussion: What Is Emergency Management?
- Lecture: Key Terms

Afternoon

LUNCH

- Individual Activity/Small Group Discussion: Hazards and Risks
- Summary
- "Take It Home"

UNIT II: THE EMERGENCY MANAGEMENT PROCESS

- Lecture: Review and Overview
- Lecture/Large Group Discussion: Four Phases of Emergency Management
- Individual Activity/Small Group Discussion: Problem Solving in Crisis-Prone County

DAY TWO

Morning

- Lecture: Review
- Lecture: Evolution of Emergency Management and Civil Defense
- Lecture/Small Group Discussion: Role of the Federal Government
- Lecture/Large Group Discussion: Role of the State Government
- Lecture/Video Presentation/Large Group Discussion: Role of the Local Government

Afternoon

LUNCH

- Lecture/Large Group Discussion: Role of the Local Government (continued)
- Video Discussion
- Lecture: The Need to Supplement Resources
- Lecture/Small Group Activity: Private-Sector Resources
- Summary
- "Take It Home"

UNIT III: THE TEAM APPROACH TO EMERGENCY MANAGEMENT

- Lecture: Review and Overview
- Lecture: Building the Emergency Management Team
- Pairs Activity/Large Group Discussion: Team Experiences
- Lecture: Characteristics of Effective Teams
- Lecture/Video Presentation/Group Discussion: Teambuilding

DAY THREE

Morning

- Lecture: Review
- Lecture: Integrated Emergency Management
- Lecture/Large Group Discussion: Functional Groups in Emergency Management
- Lecture/Large Group Discussion: Interactions in Emergency Management
- Small Group Activity/Large Group Discussion: Interdependence Within the Emergency Management Team
- Lecture/Large Group Discussion: Coordination Among Organizations
- Video/Individual Activity/Small Group Discussion: Analysis of Teamwork in a Disaster Response

Afternoon

LUNCH

- Lecture: Coordination in Emergency Response
- Lecture/Videotape Presentation: Role of an EOC
- Lecture/Discussion/Activity: Emergency Management and Conflict
- Videotape/Activity/Group Discussion/Lecture: Resolving Conflicts

DAY FOUR

Morning

- Lecture: Review
- Individual Activity/Small Group Discussion: Coordination in an Emergency
- Summary
- "Take It Home"
- Exam, Units I, II, and III

UNIT IV: APPLYING THE PROCESS

- Lecture: Review
- Small Group Activity: Emergency Management in Crisis-Prone County

Afternoon

LUNCH

- Small Group Reports: Emergency Management in Crisis-Prone County (continued)
- Course Summary
- Evaluation/Course Closure

INTERVIEW FORM

1. What is your name?

_____

2. By what name would you like to be called during this training session?

_____

3. Describe your community.

About what size is it? _____

Is it rural, urban, or suburban? _____

Does it have heavy industry, light manufacturing, or principally service-oriented activity?

_____

What are the political and administrative structures of your community?

_____

_____

_____

4. What is your current occupation? _____

How long have you held this position? _____

What percentage of your time is devoted to emergency service or management activities?

_____

_____

_____

5. What emergency-related positions have you held before your current position?

_____

_____

_____

6. Briefly describe your organization and its responsibilities in emergency program areas.

_____

_____

_____

7. What motivated you to take this course? (Be specific.)

_____

_____

_____

8. What benefits do you expect from participation in this course?

_____

_____

_____

9. Tell me one interesting thing about you that has nothing to do with emergency management.

_____

_____

_____