



Pennsylvania State Fire Academy

1150 Riverside Drive
Lewistown, PA 17044-1979

Pennsylvania Emergency Management Agency

2605 Interstate Drive
Harrisburg, PA 17110

Minimum Standard for Accreditation (MSA)

Original program: 12/2010

Revised:

Course Title: G-235 Emergency Planning

Course Code: G-235

Length of Course: 16 Hours **Lecture/Lab Breakdown:** 13 hrs / 3 hrs

Target Audience: Those occupying volunteer or paid Emergency Management positions dealing with emergency planning.

Prerequisites: FEMA Independent Study Program 235 and Independent Study Program 800

Referenced Texts: FEMA G-235 Emergency Planning Student Manual. Instructor Guide and PowerPoint provided on CD by PEMA.

Course Goal: This training will illustrate the changes in emergency planning based upon recent disasters. While promoting the integration of all Department of Homeland Security (DHS) mission areas into the planning process, and providing a link between the Comprehensive Preparedness Guide (CPG) 101 and the actual planning requirements at the State, local, and tribal levels. This course will also facilitate a coordinated emergency planning system through all levels of government, while improving the overall response for all emergencies, regardless of the hazard or its size or complexity. Ultimately reducing the time required to revise emergency plans.

Description of Course: This program is designed to provide emergency management personnel (planners) with the ability to write comprehensive emergency management plans in concert with Federal, State, local, and tribal plans.

Description of Methodology to be used: (Brief): Lecture, PowerPoint presentations, and activities.

Student Equipment/Supply Needs: Note taking materials (Pen/Pencil, paper), Student Manual.

Equipment/Audiovisual/Supply requirements: Classroom setting with chairs and tables; computer, LCD projector, and screen; additional handouts per instructor choice.

Special Notes & Conditions: Minimum of 10 students, Maximum of 30 students in class. Two (2) Instructors are required for delivery of this course.

COURSE OUTLINE

<u>Time</u>	<u>Content</u>	<u>Notes</u>
2:00	Unit 1: Introductions and Course Overview	
1:30	Unit 2: The Changing Environment for Emergency Planning	
2:00	Unit 3: Planning Principles	
4:00	Unit 4: Steps in the Planning Process – Part 1	
2:30	Unit 5: Steps in the Planning Process – Part 2	
3:00	Unit 6: Coordinating Planning	
1:00	Unit 7: Course Summary	

Note: Times are flexible due to class size, student backgrounds, etc.

Competency Evaluation Mechanism (Brief description-attach copy): 20 Question Pre-Course Exam, Periodic questioning by instructor throughout presentation, and a 70 % score on a 20 Question Post-Course Exam.

Course Objectives (specific): Upon completion of the course the participant will be able to:

- Describe how recent disasters have changed the way governments at all levels should plan.
- Explain how the Comprehensive Preparedness Guide (CPG) 101 helps State, local, and tribal governments determine and structure their planning requirements.
- Relate emergency planning to National Incident Management System (NIMS) compliance and integration.
- Associate planning principles and concepts to the overall planning process.
- Identify how the steps in the planning process can improve both deliberate and crisis action planning.
- Implement the planning process model for future planning efforts.
- Determine which Emergency Operations Plan (EOP) format is best suited to their jurisdictions.

Questions/Comments: Contact the State Fire Academy Assistant Administrator