



## 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:** 03/2011

**Revised:** 03/2015

**Course Title:** G-364 Multi-Hazard Emergency Planning for Schools      **Course Code:** G-364

**Length of Course:** 12 Hours      **Lecture/Lab Breakdown:** 9.5 hours /2.5 hours

**Target Audience** The target audience for this course is school and emergency management personnel who are interested in comprehensive emergency planning for grades K-12.

**Prerequisites:** none

**Referenced Texts:** FEMA G-364 Multi-Hazard Emergency Planning for Schools. Instructor Guide and PowerPoint provided on CD by PEMA.

**Course Goal:** The goal of the course is to provide schools with the knowledge, skills, and tools needed to review, enhance, and sustain an all-hazards school emergency operations plan (EOP). Through this course, participants will be able to build partnerships and develop positive working relationships among first responders and school staff.

**Description of Course:** This 1.5 -day, field-delivered course provides schools with the knowledge, skills, and tools needed to refine or develop an all-hazards school EOP and to identify how to train and exercise the school EOP. This course follows the guidance set forth in the FEMA Comprehensive Preparedness Guide, CPG 101, for developing an Emergency Operations Plan and explain how to utilize the National Incident Management System (NIMS) as the foundation for planning and building partnerships with outside agencies, such as law enforcement, fire, and emergency management.

**Description of Methodology to be used: (Brief):** Lecture, PowerPoint presentations, small group activities, and group discussion

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

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

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

### **COURSE OUTLINE DAY ONE**

<b><u>Time</u></b>	<b><u>Content</u></b>
1:15	Unit 1: Course Overview and Introduction
1:15	Unit 2: Getting Ready For Planning
2:00	Unit 3: Understanding the Situation
2:15	Unit 4: Developing the School Emergency Operations Plan
1:15	Unit 5: Developing Procedures and Functioning Annexes

### **COURSE OUTLINE DAY TWO**

<b><u>Time</u></b>	<b><u>Content</u></b>
0:45	Unit 6: Developing Hazard-Specific Annexes
2:15	Unit 7: Training and Exercising the School Emergency Operations Plan
1:00	Unit 8: Course Summary

**Competency Evaluation Mechanism (Brief description-attach copy):** Periodic questioning by instructor throughout presentation and a minimum score of 70% on the post course exam.

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

- Describe how the school EOP fits into the district and community EOPs.
- Identify who should participate in the school emergency planning process.
- Identify natural, technological, and human-caused hazards.
- Identify and assess hazards likely to impact the school.
- Determine goals for the school EOP based on identified hazards.
- Identify the steps to approve and disseminate the school EOP.
- Identify response, recovery, and continuity of operations (COOP) procedures used in school settings to respond to hazards and incidents.
- State the elements of hazard-specific annexes.
- Explain the benefits of training and exercising the school EOP.
- Identify the types of exercises available to exercise the school's plan.
- Describe how exercise results are used to improve school preparedness efforts.
- Implement course goals and objectives to develop and revise the school EOP.

**Questions/Comments: Contact the State Fire Academy Assistant Administrator**