

HOMELAND SECURITY EMERGENCY MANAGEMENT PROGRAM



ASSOCIATES DEGREE AND CERTIFICATE ONLINE PROGRAM

In any emergency, trained professionals are needed to help preserve life and property and to ensure short- and long-term recovery. The Pierce College **Homeland Security Emergency Management (HSEM) online degree program** trains adults to oversee emergency planning and training programs, coordinate disaster response and recovery efforts, and navigate the administrative and technical demands of disaster and emergency management efforts. Here are some frequently asked questions. For more information about our HSEM Program visit: www.pierce.ctc.edu/dept/hsem or contact our office.

Potential Student Packet

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<http://www.pierce.ctc.edu/dept/hsem/>



Homeland Security Emergency Management AA Degree & Certificate Program

US National Preparedness Goal--A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.

Dear Potential Student,

Thank you for your interest in Pierce College's **Homeland Security Emergency Management (HSEM)** program.

Are you always prepared in case of emergency? Do you have a cool, calm and collected attitude during a crisis? Do you work well with people under duress? Are you good at creating order out of chaos, making detailed plans, understanding policies and procedures? Can you take the lead at a moment's notice? Do you like helping people? Then you may make a great Emergency Manager.

Emergency Managers provide a guiding hand in preparedness, mitigation, response, and short and long term recovery from emergencies, disasters or other events. They are needed in local, state, tribal, regional and federal government agencies, as well as in business and industry, medical and emergency services, non-profit organizations and many other employment fields. It is a growing profession.

This packet has a wealth of information about our state certified online degree and certificate programs, including Frequently Asked Questions, the program requirements, course schedules, textbooks and an introduction to our faculty and staff.

You can also find out more at our **HSEM website**: <http://www.pierce.ctc.edu/dept/hsem/>

We strive for excellence and hope this program is exactly what you are looking for. Don't hesitate to call or write if you have any questions or wish to make an appointment with me.

Robert Lord

HSEM Program Coordinator

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FREQUENTLY ASKED QUESTIONS

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Special Topics

Internships/Volunteer Opportunities

Military Programs

GoArmyEd

Contact us

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What is in this Potential Student Packet?

In this packet you will find information about what is required for you to complete an AA degree or Certificate in Homeland Security Emergency Management. You will also find a description of all HSEM courses, a schedule of the courses we offer each quarter of this 2013-14 Academic Year, the list of required textbooks and an introduction to the HSEM instructors and staff. You will also find information about application to Pierce College, tuition, financial aid, internship opportunities, and much more.

What is an Emergency Manager?

Emergency Managers provide a guiding hand in preparedness, mitigation, response, and short or long term recovery from emergencies, disasters or other events. They are needed in all government agencies, as well as in business and industry, medical and emergency services, non-profit organizations and many other employment fields.

How do I fit this into my life?

As a future emergency management professional, you can fit this program neatly into your life. A two-year Associate of Arts (AA) transferable degree or one-year Certificate in Homeland Security Emergency Management (HSEM) can enhance an existing job or lead to a rewarding career. All of the HSEM courses are online, and many of the General Requirement courses can be taken online, at Pierce College campuses or at your nearest Community College campus.

What is the employment outlook for Emergency Management jobs?

The Federal Department of Labor identifies homeland security as a "high-demand field," one that requires a large number of trained professionals across a number of industry sectors. The Bureau of Labor Statistics predicts a 22% increase in specialist positions emergency management by 2020. See the trends assessment at: <http://www.pierce.ctc.edu/dist/coe/trends-assessment.php>

What jobs are in the Emergency Management field?

Emergency Management is a growing field. You can learn more about what jobs are available by reviewing the Job Searching Emergency Management link on our website: <http://www.pierce.ctc.edu/dept/hsem/> or checking out the Trends Assessment at the Homeland Security Emergency Management Center of Excellence website, at: <http://www.pierce.ctc.edu/dist/coe/trends-assessment.php> or by going online and searching "Emergency Management jobs".

Some areas you might also search are:

Emergency Communications
Emergency Management
Local, State, Tribal & Federal Government Agencies
Law Enforcement
Occupational Safety and Health
Faith Based Organizations
Telecommunication & Public Information
Community Service
Industry / Business / Manufacturing / Private Sector
All-hazards Preparation, Mitigation & Recovery Planning
Grant & Policy Writing
This is not a complete list.

Public Works
Public Health
Medical
Fire
Security (Physical & Cyber)
Education
Agriculture
Insurance
Information Technology
Risk Management
Public Administration

What if I have existing education and experience?

You can have Pierce College evaluate prior college, military and vocational education to see what credits may transfer. Request an official transcript be sent from your prior institute to Evaluations, Pierce College, 9401 Farwest Dr. SW, Lakewood, WA 98498. Also, ask the HSEM Program Coordinator about Prior Learning Assessment (PLA) credit for work experience and training. To graduate from Pierce, 25 of the last 45 credits for the AA and 13 of the Certificate credits must be taken from Pierce College (SOC students are exempt). For more graduation info: <http://www.pierce.ctc.edu/dist/proftech/requirements>

How much does it cost?

Your financial commitment toward a new career will be about \$12,000 for a 2-year AA degree with a minimum of 98 credits. The Certificate program is 26 credits and can take as few as two quarters to complete, but is designed to fit your time and lifestyle. It costs about \$3,700. These approximate costs include tuition, fees and textbooks. The fee (tuition) for all HSEM courses is \$110 per credit plus online access, technical and other applicable fees. General Education courses (Math, English, etc.) follow a different tuition rate.

What does the HSEM Program include?

- National Incident Command System
- Emergency Policy, Planning & Management
- Training & Exercise Design
- Hazard, Risk & Vulnerability Assessment
- Preparedness, Mitigation, Response and Recovery
- Cultural, Environmental & Socioeconomic Diversity
- Volunteer & Resource Management
- Administration & Public Information Management
- Special Topics each quarter
- Critical thinking and decision making skills
- Internships in existing Emergency Management operations
(Read more about internships under Special Features)

Am I ready for online learning?

If you are uncertain about your level of readiness to take online classes, please take the assessment at Pierce College's SmarterMeasure. <http://pierce.smartermeasure.com/>

What is expected of me as an online student?

To be successful at eLearning (online learning), you need an ability and willingness to learn independently. You must be self-motivated, self-disciplined and willing to invest the time and effort to complete your coursework. ELearning classes are as demanding as traditional, campus-based classes, so you should expect to make the same time commitment. You are responsible for your own work schedule and deadlines. You are required to maintain a 2.0 grade or higher in each course to remain in the HSEM Program. Calculate about 3 hours of work per week per course credit.

Because eLearning relies entirely on various forms of technology, you should be prepared and well-versed in those technologies. E-Learners must be willing to speak up when they need help, and be able to take charge of their education. While you are in school, you are highly encouraged to do community volunteer work, because it is considered equivalent to work experience; it will deepen your understanding of the nature of Emergency Management, and it can lead to employment.

How does the online system work?

All of the HSEM courses are offered online using the Canvas Learning Management System. You can find out more about online services and tutorials at Pierce College eLearning: www.pierce.ctc.edu/el/ or distedu@pierce.ctc.edu (253) 964-6244 or (Toll Free): (877) 353-6763 For Canvas tutorials go to: <http://guides.instructure.com/m/8470>

If things get challenging, where can I find help?

First, let your instructor know. They are all dedicated to your success.

You may also contact the HSEM Program office at 253-964-6395.

For academic help, Student Online Services: <http://www.pierce.ctc.edu/sos/>

Also, mental health counseling is available at: <http://www.pierce.ctc.edu/dist/counseling/>

What are Placement Tests?

If your goal is an AA degree, Math and English are required courses and you will have to take the Compass placement test to establish where to start. The test determines what your skill level is to be sure you begin at a level at which you can succeed. If you live far from a Pierce College campus, you can arrange for your local community college to proctor the Compass test for you.

If it has been a while since you studied Math or English, you might want to review your skills before taking the Compass test. Prospective students can now, for **FREE**, brush up on their pre-algebra, algebra and college algebra skills prior to taking the COMPASS assessment. Please visit the Pierce College Testing Center webpage <http://www.pierce.ctc.edu/dist/testing/>, for the link to the WAMAP Placement Review. There are many tools on the internet to help you review your English skills. Here is one example: <http://www.grammar-monster.com/>

What classes do I take?

The HSEM Program Coordinator will interview you to find out what career goal you want to pursue and develop an Academic Plan that meets your interests and obligations. It will show every course you need to complete your Pierce College goal. Call 253-912-2211 or write to rlord@pierce.ctc.edu to make an appointment with the HSEM Program Coordinator.

What if I live far from a Pierce College campus?

Several Washington State Community Colleges include our HSEM program in their curriculum, including Peninsula College, Skagit College and several others. Check with our office to see if there is one near you.

Also, it is possible to take some of your General Requirement courses at a local college and have the credits transferred to Pierce College. You will need to contact Evaluations to make sure the courses will transfer: evaluations@pierce.ctc.edu

Can I take everything online?

All of the HSEM courses are online. Many of the General Requirement and Elective courses are offered online by Pierce College. You can also take online courses from the Military site even if you have never been in the military. The Military site schedules courses frequently and they have a separate payment process, but their courses are transferred to your Pierce College transcript. To learn more, see: <http://www.pierce.ctc.edu/military/>

When can I start?

You can start in the HSEM program any quarter. In the Academic 2013-14 Calendar start dates are:

Fall quarter starts
September 23rd

Winter quarter starts
January 6th

Spring quarter starts
March 31st

All of the HSEM courses are offered twice per year. The more advanced courses require prerequisites or the Program Coordinator's permission to attend.

How do I get started?

Get Started at Pierce College in Six Steps (These steps may vary depending on if you are a new student, transferring student or former student.) <http://www.pierce.ctc.edu/dist/admissions/getstarted/>

Step 1 - Application:

Submit a Pierce College online admissions form or visit the admissions office. There is a \$25 non-refundable admissions fee for new or returning students (those who have not attended Pierce for four or more consecutive quarters). <http://www.pierce.ctc.edu/dist/admissions/>. It takes about 24 hours to receive your Student Identification number which you will use throughout your Pierce College experience.

Step 2: Money for college:

Apply for financial aid, including scholarships, grants and loans, and learn about payment options. <http://www.pierce.ctc.edu/dist/financialaid/>

Step 3: Assessment:

Complete a COMPASS assessment to determine the best classes for you. <http://www.pierce.ctc.edu/dist/testing/>

Step 4: Student Orientation, Advising and Registration (SOAR):

If you live in the Pierce College area, you will want to attend the new student orientation. <http://www.pierce.ctc.edu/dist/admissions/getstarted/nso>

Step 5: Payment:

You will need to pay your tuition and fees when you register. Avoid the lines and pay online!

Step 6: Appoint an Advisor:

Inform admissions that you are a Homeland Security Emergency Management (HSEM) degree/certificate student and they will assign the HSEM Program Coordinator as your advisor.

How do I register in my classes?

When you are ready to register for classes, contact the HSEM office and provide them with your Student ID number (a very important number emailed to you with your Pierce College acceptance letter). We will generate a Registration Access Code (RAC). With your Academic Plan and RAC, you can register in the assigned courses on campus, or you can go online and register and pay for them at:

<http://www.pierce.ctc.edu/dist/admissions/getstarted/regandpay>

Where can I learn more about Emergency Management?

FEMA Independent Study (IS) courses are free, and most have federal, state, tribal, and local applicability. In fact, some of these courses are required for employment by some agencies. It is recommended that you take the following IS courses at your convenience, and save your certificates of completion: IS-100; IS-200; IS-700; IS-800; and the Professional Development Series (PDS). The FEMA IS site may be accessed via this link:

<http://training.fema.gov/is/>

What EM Professional Associations can I join?

It is highly recommended that you join professional associations for the education, networking and job announcements. We recommend the Washington State Emergency Management Association (WSEMA) at: <http://www.wsema.com/> and/or the International Association of Emergency Managers (IAEM) at: <http://www.iaem.com/home.cfm> which both have student membership fees. The HSEM office sends out many announcements of other organizations and opportunities through the school year.

SPECIAL FEATURES

Special Topics

Every quarter you will have an opportunity to study special topic in the HSEM 190-X course. For Summer 2013 quarter, there will be an actual Tabletop Exercise where students participate in an emergency management drill. Though all of the HSEM courses are online, this class requires a 2-day in-classroom participation. If you are out of the area, virtual-attendance is possible. The Special Topic for Fall quarter will be Disaster Mental Health, for Winter quarter it will be Continuity of Operations Planning, and for Spring quarter it will be the CYNEFIN Framework.

Internships

On the job training is critical to giving Pierce students the insight and information they need to succeed once their education is complete. The Homeland Security Emergency Management program includes five credits of work-based experience for students completing the associate's degree option. This work-based training provides opportunities to directly connect with potential employers. Normally students begin an internship program in the second year of the program.

Volunteering

Students are encouraged to begin volunteering in an organization in the field to gain work experience and to have opportunities to apply what they are learning during their degree/certificate program. The Program Coordinator will assist you in finding both internships and volunteer opportunities.

Military Programs

Pierce College provides educational programs at Joint Base Lewis-McChord. These programs are specifically designed to serve the needs of active-duty military personnel, their family members, VA benefit recipients, and civilians in the community. Shorter terms, continuous entry courses and online courses meet specific needs of non-traditional students. All students may access the programs offered through the Military.

<http://www.pierce.ctc.edu/military/>

Payment of VA benefits to veterans at the military bases differs slightly from payment to veterans enrolled elsewhere at Pierce College. Veterans should contact the [Office of Veteran Student Services](#) at Pierce College Fort Steilacoom prior to enrolling at Joint Base Lewis-McChord: 253-964-6505.

The cost per credit or course at the military sites may differ from what is charged at the Fort Steilacoom or Puyallup colleges. Check with the military site for exact costs.

GoArmyEd

For those students who are eligible to use the GoArmyEd on line program do not register before contacting the Pierce College Military Program at: Voice: (253) 964-6567 ftlewis@pierce.ctc.edu
<http://www.pierce.ctc.edu/military/>



ASSOCIATE IN TECHNOLOGY HOMELAND SECURITY EMERGENCY MANAGEMENT

GENERAL EDUCATION REQUIREMENTS (40 CREDITS)

Communications (10 credits)

ENGL& 101	English Composition I	5		
ENGL& 235	Technical Writing	5		

Quantitative/Symbolic Reasoning Skills (5 credits)

MATH& 146	Intro to Statistics	5		
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Social Sciences (10 credits)

Required:

PSYC& 100	General Psychology	5		
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Select one:

HIST& 158	History of United States III	5		
POLS& 101	Intro to Political Science	5		
POLS& 203	International Relations	5		
POLS 230	State and Local Government	5		

Humanities (5 credits)

Select one:

CMST& 101	Speech Communication	5		
CMST& 102	Intro to Mass Media	5		
CMST& 105	Intercultural Communications	5		
CMST& 220	Fundamentals of Public Speaking	5		
CMST& 230	Small Group Communication	5		

Natural Sciences (10 credits)

Select two:

ATMOS 101	Intro to Weather	5		
ENVS& 100	Survey of Environmental Science	5		
ENVS 150	Environmental Issues	5		
GEOG 210	Physical Geography	5		
GEOL& 110	Environmental Geology	5		

HSEM CORE REQUIREMENTS (43 CREDITS)

*HSEM 102	Introduction to Emergency Management	5		
*HSEM 110	Basic Incident Command System/Nat'l Incident Mgmt System	2		
*HSEM 120	All Hazards Emergency Planning	3		
*HSEM 130	Technology in Emergency Management	3		
*HSEM 157	Public Information Officer	2		
*HSEM 160	Emergency Response Awareness to Terrorism	5		

*HSEM 180	Public Administration	3		
*HSEM 190-X	Special Topics in HSEM (X =A, B, C...)**	3		
HSEM 200	Emergency Operations Center	2		
HSEM 210	Exercise Design and Evaluation	3		
HSEM 220	Developing and Managing Volunteer Resources	2		
HSEM 230	Disaster Response and Recovery	2		
HSEM 240	HSEM Work-Based Learning	5		
HSEM 250	Homeland Security Law and Ethics	3		

HSEM ELECTIVES (15 CREDITS)

BTECH 200	A-E Microsoft Word A __ B __ C __ D __ E __	Total		
BTECH 210	A-E Microsoft Excel A __ B __ C __ D __ E __	Total		
BTECH 225	A-C PowerPoint A __ B __ C __	Total		
BUS 250	Business Communications	5		
CJ 105	Corrections in America	5		
CJ 112	Criminal Justice in America	5		
CJ 120	Constitutional Rights	5		
CJ 150	Policing in America	5		
CJ 226	Response to Terrorism	5		
ENGL&103	Composition Argumentation and Research	5		
HSEM 190-X	Special Topics in HSEM A __ B __ C __ D __ __ __	Total		
INTS 150	Contemporary Rebellion, Secessionist & Terrorist Org	5		
MNGT 186	Professional Development	5		
MNGT 283	Principles of Supervision and Leadership	5		
OSH 100	Introduction to Occupational Safety & Health	5		
OSH 110	Safety Management	5		
OSH 190	Industrial Security	3		
OSH 240	Handling Hazardous Materials	4		

Total Credits Required 98

**Indicates courses required for HSEM Certificate (26 credits)*

***HSEM 190-X Special Topics (X = A, B, C...) has a different topic each quarter (represented by the changing letter designation) and may be repeated an unlimited number of times. The first time applies towards the Core Requirements and additional HSEM 190-X courses apply towards Electives.*

Students must earn a minimum of a 2.0 in each HSEM course to obtain this degree.

Note: Students should be aware that certain criminal behavior and having a criminal record may prohibit their employment opportunities in many Homeland Security and Emergency Management occupations. Students are encouraged to research these situations and consult with the HSEM program advisor.

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ASSOCIATE INTECHNOLOGY HOMELAND SECURITY EMERGENCY MANAGEMENT

PROGRAM OUTCOMES

The Homeland Security Emergency Management (HSEM) associate degree program is designed to prepare the next generation of emergency management and policy leaders with the knowledge and skills they need to improve outcomes in disasters of all types. The 96 credit online degree program includes instruction in policy as well as planning and operational components of emergency management and homeland security, including opportunities to gain practical experience and work with current incident management technologies. The curriculum provides policy foundations and advances students through core competencies in hazard identification; risk and vulnerability assessment; planning; terrorism; mitigation, preparedness, response and recovery; and planning for diverse populations. The Associate in Technology Homeland Security Emergency Management (HSEM) degree will prepare students with the competencies to work in an all-hazards preparedness environment, including an understanding of socioeconomic and cultural diversity issues.

Pierce College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability or age in its programs and activities.



Students who major in Homeland Security Emergency Management will be prepared to:

- Apply effective interpersonal communication, critical thinking and decision-making skills commensurate with a defined level of responsibility.
- Develop agency/organization specific tools to evaluate specific domestic security challenges for the 21st Century that face the United States and other industrialized nations.
- Design and modify plans and programs at federal, state, and/or local levels to reflect the evolving strategic policy issues associated with a statutory and presidential direction for homeland security.
- Interpret ethical and legal issues that impact emergency management and homeland security.
- Recognize how to access and disseminate information through multiple agencies in order to forecast the risks, types, and orders of magnitude of terrorist threats most likely to confront the nation/state.
- Define the interdisciplinary nature of Homeland Security/Emergency Management functions and be able to assess and integrate various functional areas.
- Develop policies, procedures and protocols to allow seamless agency integration from prevention to incident response scenarios.
- Apply a solid foundation of knowledge and skills to assume leadership roles in emergency management, homeland security, and/or public policy.
- Participate in employer-directed training for performance enhancement and career advancement.

For More Information:

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Related Codes

Intent: **F or J**
HSEM AT: **966**

Updated Spring 2013



HOMELAND SECURITY EMERGENCY MANAGEMENT CERTIFICATE

COURSE REQUIREMENTS (26 CREDITS)

		Credit	Quarter	Grade
HSEM 102	Intro to Homeland Security Emergency Management	5		
HSEM 110	Basic ICS/NIMS	2		
HSEM 120	All Hazards Emergency Planning	3		
HSEM 130	Technology in Emergency Management	3		
HSEM 157	Public Information Officer	2		
HSEM 160	Emergency Response Awareness to Terrorism	5		
HSEM 180	Public Administration	3		
HSEM 190 ABCD	Special Topics in HSEM	3		
Total Credits Required		26		

Student must earn a minimum of a 2.0 in each HSEM course to obtain this certificate.

NOTE: Students should be aware that certain criminal behavior and having a criminal record may prohibit their employment opportunities in many homeland security and emergency management occupations. Students are encouraged to research these situations and consult with the HSEM program advisor.

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HOMELAND SECURITY EMERGENCY MANAGEMENT CERTIFICATE

The Homeland Security Emergency Management certificate is offered at Pierce College through online course work. The certificate is designed to prepare the next generation of emergency management and policy leaders with the knowledge and skills they need to improve outcomes in disasters of all types. The program addresses competencies required of emergency management professionals in careers in federal, state or local government.

Students explore the complex world of emergency and disaster management issues and learn the critical thinking and decision-making skills necessary to support and supervise comprehensive, integrated and effective management in the event of natural, system-wide or human-induced crisis.

Pierce College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability or age in its programs and activities.

Special funding may be available for unemployed workers and low-wage working parents. See your advisor or call (253) 964.6265.

PROGRAM OUTCOMES

Students who obtain a certificate in Homeland Security Emergency Management will be prepared to:

- Apply effective interpersonal communication, critical thinking and decision-making skills commensurate with a defined level of responsibility.
- Develop agency/organization specific tools to evaluate specific domestic security challenges for the 21st Century that face the United States and other industrialized nations.
- Design and modify plans and programs at federal, state, and/or local levels to reflect the evolving strategic policy issues associated with a statutory and presidential direction for homeland security.
- Recognize how to access and disseminate information through multiple agencies in order to forecast the risks, types, and orders of magnitude of terrorist threats most likely to confront the nation/state.
- Define the interdisciplinary nature of Homeland Security/Emergency Management functions and be able to assess and integrate various functional areas.
- Apply a solid foundation of knowledge and skills to assume leadership roles in emergency management, homeland security, and/or public policy.

For More Information

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Homeland Security Emergency Management

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Related Codes

Intent: **F or J**
Cert: **966C**

Updated Spring 2013

HSEM 102 - Introduction to Homeland Security Emergency Management (5 Credits) No prerequisite

Designed to provide student with exposure to new and developing theories, practices, and technology in emergency management. This course prepares Homeland Security professionals to implement protective measures without compromising individual rights and freedoms. Builds familiarity with the distinctive qualities of the various disasters one may face as a citizen leader or first responder.

HSEM 110 - Homeland Security Incident Management (2 Credits) No prerequisite

HSEM 110 introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features, principles and organizational structure of the ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS). (Course will meet ICS 100, 200, 700 and 800 requirements.)

HSEM 120 - All Hazards Emergency Planning (3 Credits) Prerequisite HSEM 102 (may be concurrent)

This course is designed to introduce students in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. Emphasis will be placed on hazard/risk analysis and planning team development. Other topics, such as Continuity of Operations (COOP), NIMS compliance, and contingency planning for areas such as Special Needs (Vulnerable Population) or Animal Sheltering are discussed. The Emergency Support Functions and other changes made by the National Response Plan and the State CEMP are discussed also.

HSEM 130 - Technology in Emergency Management (3 Credits) Prerequisite HSEM 102 (may be concurrent)

This course will cover the importance for emergency management professionals to understand the internet resources available and how to use them. It will provide overviews of WebEOC, using technology with training and exercises reverse 911 notification systems, video conferencing/downlinks, GIS capabilities, etc.

HSEM 157 - Public Information Officer (2 Credits) No prerequisite

The course is designed to train participants for coordinating and disseminating information released during emergency operations and for assisting in the scheduling and coordination of news conferences and similar media events.

HSEM 160 - Emergency Response Awareness to Terrorism (5 Credits) No prerequisite

Prepares student to enter and advance in the field of emergency management through the acquisition of specialized knowledge of disaster planning, preparedness, emergency response, mitigating and recovery. This course covers the new National Incident Management System (NIMS), Weapons of Mass Destruction (WMD) Awareness, Proper Protective Equipment (PPE), Operational Security (OPSEC), Decontamination Awareness and the new National Response Plan (NRP). HSEM 160 creates a solid foundation in planning.

HSEM 180 - Public Administration (3 Credits) No prerequisite

This course provides an overview in the structure and issues of public service. Course participants will examine the context of public administration: the political system, the role of federalism, bureaucratic politics and power, and the various theories of administration that guide public managers today. Course components include public administration, personnel, budgeting, decision-making, organizational behavior, leadership, and policy implementation. Lessons will be drawn from the most current applications of public administration today, such as Hurricane Katrina efforts and Homeland Security.

HSEM 190-X – Special Topics (3 Credits) (X = A, B, C...)

Special topics are announced each quarter. One HSEM 190 course is required for AA and Certificate. Up to 15 additional HSEM 190 credits are allowed for electives. Each topic receives a letter designation.

HSEM 200 - Emergency Operations Center (2 Credits) Prerequisite HSEM 102 & HSEM 110

This course provides the student with skills and knowledge to manage an Emergency Operations Center (EOC), acquire and control resources, and interface with on-scene responders within Incident Management Systems. Topics include EOC design, preparing, staffing and operating, jurisdictional setting, and the critical link between Incident Management Systems and emergency management operations. Prerequisite: HSEM 110 Basic ICS/NIMS.

HSEM 210 - Training, Exercise Design and Evaluation (3 Credits) Prerequisites HSEM 102 & HSEM 120

This course is designed to introduce the student to the fundamentals of exercise design and to prepare you to design and conduct a small functional exercise for an organization. The course includes an overview of different learning styles, and effective methods for providing training to employees; and advantages and disadvantages of different training media and associated costs. It addresses: the value of conducting exercises, the components of a comprehensive exercise program, the exercise development process and tasks, organization of the design team, exercise documentation, the steps in designing an exercise, and the evaluation process based on the Homeland Security Exercise Evaluation Program. Students will design an exercise based upon a community's emergency plans and conduct an in class functional exercise.

HSEM 220 - Developing and Managing Volunteer Resources (2 Credits) Prerequisites HSEM 102

This course provides 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, placement, training, supervision, and evaluation; coordinating with voluntary agencies and community-based organizations, and special issues including spontaneous volunteers, liability and stress.

HSEM 230 - Disaster Response and Recovery (2 Credits) Prerequisites HSEM 102 & HSEM 120

The purpose of this course is to enable students to understand and think critically about response and recovery operations in the profession of emergency management. Students will utilize problem based learning by analyzing actual disaster events and applying the theories, principals, and practice of response and recovery. In addition, students will learn about the issues faced by special populations and how to address these special needs in natural disaster response and recovery.

HSEM 240 - HSEM Work Based Learning (5 Credits) Prerequisites HSEM 102 & Advisor approval

This course is designed to integrate the student's academic and technical skills into a work environment. Résumé and interview skills development are combined with supervised practical experience in a professional emergency management setting. The student must work with the Internship Coordinator to plan their internship program.

HSEM 250 - Homeland Security Law & Ethics (3 Credits) Prerequisites HSEM 102

This course is designed to give the student an overview of various statutes, regulations, constitutional law, and common law associated with Homeland Security. This course examines emergency response, weapons of mass destruction, local government powers, Federal Emergency Management Agency (FEMA), Department of Homeland Security, civil rights, international anti-terrorism efforts, Homeland Security Act of 2002, and the Patriot Act. Students will be introduced to the legalities and ethics relevant to organizing for counterterrorism, investigating terrorism and other national security threats, crisis and consequence management.

Homeland Security Emergency Management 2013-14 Course Schedule

FALL 2013

COURSE	ITEM	COURSE TITLE	CREDIT	PREREQ.
HSEM 110*	5748	Basic Incident Command System/Nat'l Incident Management System	2	None
HSEM 120*	5745	All Hazards Emergency Planning	3	HSEM 102
HSEM 157*	5749	Public Information Officer	2	None
HSEM 160*	5746	Emergency Response Awareness to Terrorism^	5	None
HSEM 180*	5715	Public Administration^	3	None
HSEM 190-E**	Adv	Special Topics – Disaster Mental Health	3	HSEM 102 & 12 cr.***
HSEM 200	Adv	Emergency Operations Center	2	HSEM102&110
HSEM 210	Adv	Training, Exercise Design and Evaluation	3	HSEM 102&120
HSEM 240	Adv	HSEM Work Based Learning (Advisor approval req.)	5	HSEM 102
HSEM 250	Adv	Homeland Security Law & Ethics^	3	HSEM 102

WINTER 2014

HSEM 102*	5725	Intro to Homeland Security Emergency Management^	5	None
HSEM 110*	5748	Basic Incident Command System/Nat'l Incident Management System	2	None
HSEM 130*	5731	Technology in Emergency Management^	3	HSEM 102
HSEM 180*	5715	Public Administration^	3	None
HSEM 190-C**	Adv	Special Topics – Continuity of Operation Planning	3	HSEM 102 & 12 cr.***
HSEM 220	Adv	Developing and Managing Volunteer Resources	2	HSEM 102
HSEM 230	Adv	Disaster Response and Recovery	2	HSEM 102&120
HSEM 240	Adv	HSEM Work Based Learning (Advisor approval req.)	5	HSEM 102

SPRING 2014

HSEM 110*	5748	Basic Incident Command System/Nat'l Incident Management System	2	None
HSEM 120*	5745	All Hazards Emergency Planning	3	HSEM 102
HSEM 157*	5749	Public Information Officer	2	None
HSEM 160*	5746	Emergency Response Awareness to Terrorism^	5	None
HSEM 180*	5715	Public Administration^	3	None
HSEM 190-F**	Adv	Special Topics – CYNEFIN Framework	3	HSEM 102 & 12 cr.***
HSEM 200	Adv	Emergency Operations Center	2	HSEM102&110
HSEM 210	Adv	Training, Exercise Design and Evaluation	3	HSEM 102&120
HSEM 240	Adv	HSEM Work Based Learning (Advisor approval req.)	5	HSEM 102
HSEM 250	Adv	Homeland Security Law & Ethics^	3	HSEM 102

SUMMER 2014

HSEM 102*	5725	Intro to Homeland Security Emergency Management^	5	None
HSEM 110*	5748	Basic Incident Command System/Nat'l Incident Management System	2	None
HSEM 130*	5731	Technology in Emergency Management^	3	HSEM 102
HSEM 180*	5715	Public Administration^	3	None
HSEM 190**	Adv	Special Topics – To be announced	3	HSEM 102 & 12 cr.***
HSEM 220	Adv	Developing and Managing Volunteer Resources	2	HSEM 102
HSEM 230	Adv	Disaster Response and Recovery	2	HSEM 102&120
HSEM 240	Adv	HSEM Work Based Learning (Advisor approval req.)	5	HSEM 102

^Requires a textbook

Adv Advisor approval required

* HSEM Certificate (26 Credits)

**HSEM 190 has a different topic each quarter designated with a letter (-A, -B, -C, etc.).

The HSEM Certificate and AA Programs require one HSEM 190 course.

You may take HSEM 190 courses as many times as you wish and receive up to 15 Elective credits.

***Prerequisites: HSEM 102 & 12 completed HSEM credits or Advisor's approval.

9/11/13

WE HAVE SOME TEXTBOOKS IN OUR FREE LENDING LIBRARY-- AVAILABLE IN THE HSEM OFFICE.

HSEM 102 - Introduction to Homeland Security Emergency Management

Goss, Kay (2007) *Emergency Management Handbook*, Fire Protection Publications, Stillwater, OK. ISBN: 978-0-87939-282-6

HSEM 110 - Homeland Security Incident Management

No textbooks.

HSEM 120 - All Hazards Emergency Planning

No textbooks.

HSEM 130 - Technology in Emergency Management

Pine, John (2007) *Technology in Emergency Management*, Wiley. Paperback: ISBN 978-0-471-78973-4 E-book: ISBN 978-0-470-47243-9

HSEM 157 - Public Information Officer

No textbooks.

HSEM 160 - Emergency Response Awareness to Terrorism

McEntire, David (2009) *Introduction to Homeland Security – Understanding Terrorism with an Emergency Management Perspective*, First Edition, Wiley. Paperback: ISBN 978-0-470-12752-0 6 E-book: ISBN 978-0-470-46579-0

HSEM 180 - Public Administration

Milakovich, M. and Gordon, G. (2009) *Public Administration in America*, Eleventh Edition Wadsworth Cengage, ISBN-13: 978-1-111-82801-1

HSEM 190 – Special Topics

No textbook. Reading materials are provided.

HSEM 200 - Emergency Operations Center

No textbook. Reading materials are provided.

HSEM 210 - Training, Exercise Design and Evaluation

No textbook. Reading materials are provided.

HSEM 220 - Developing and Managing Volunteer Resources

No textbook. Reading materials are provided.

HSEM 230 - Disaster Response and Recovery

No textbook. Reading materials are provided.

HSEM 240 - HSEM Work Based Learning

No textbook. Reading materials are provided.

HSEM 250 - Homeland Security Law & Ethics

Hunter, Nan D. (2009). *The Law of Emergencies: Public Health and Disaster Management*, Burlington, MA: Elsevier, Inc. ISBN: 978-1-85617-547-0

HOMELAND SECURITY EMERGENCY MANAGEMENT POSITIONS

Job Search criteria suggestions (Not a complete list)

Emergency management related jobs do not always include the words “Emergency” or “Management” in their titles. Below is a list of possible job titles or search criteria that might yield a job in the emergency management field. These are not only in emergency management specific organizations, but are found in other public, non-profit, tribal and private organizations such as agriculture, aviation, ecology, energy, fire services, health, highways, law enforcement, ports, railroad, technology, transport, utilities, etc. Specialists are needed at all classification levels in operations, logistics, planning, administration and finance.

Acting director, emergency management	Generator rental manager
Airport emergency program manager	GIS programmer/engineer
American Red Cross coordinator	Hazard analyst
Animal ID coordinator	Homeland security coordinator
Business emergency preparedness project manager	Homeland security unit manger
Chief of police	HSEM grant manager
Communication officer	HSEM policy development
Communications system technician	Information security risk officer
Community program educator	IT risk manager
Compliance manager	IT service management manager
Continuity of operations planner	Logistics analyst
CORE program specialist	Mitigation coordinator
Deputy chief	Mitigation planner
Detachment Commander	Mitigation, response & recovery unit manager
Detective	National incident management
Director EM public works	NVS planning coordinator
Disability integration specialist	Operations coordinator
Disaster management	Ops response center supervisor
Disaster recovery analyst	Outreach coordinator
Disaster recovery consultant	Planning, exercise & training unit manager
Disaster response	Plans & training manager
Domestic preparedness	Police Lieutenant
EM Coordinator	Public administration
Emergency management coordinator	Public health section manager
Emergency management director	Public information officer
Emergency management program specialists	Public works director
Emergency management specialist	Realty specialist
Emergency management system director	Regional director
Emergency materials removal worker	Regional public health
Emergency response planner	Reserve veterinarian corps coordinator
Emergency preparedness	Response planning manager
Emergency preparedness coordinator	Risk manager
Emergency preparedness manager	Safety and security
Emergency preparedness program specialist	Safety officer
Emergency program specialist	Security services manager
Emergency response team leader	Sheriff/EM director
Emergency services program coordinator	Special projects manager
Environmental protection specialist	Strategic operations planner
EOC manager	Training officer
Field manager OPM	Tribal fire department
Fire Commissioner	Utility support division manager
Firefighter/EMT	Warning coordination meteorologist
	WATrac program manager



Robert Lord, HSEM Program Coordinator and Instructor

Bob retired from the Fire Department as a Fire Chief with 35 years of experience in emergency services. Throughout his career he focused on emergency management, training, and special technical teams. Robert became active with FEMA and is certified as a Training Unit Leader. He enjoys instructing External Affairs and Incident Command for FEMA and Leadership & Management courses through local colleges and the University of Phoenix. Robert earned a Bachelor of Arts Degree in Workforce Education and Development from the University of Illinois and a Master's Degree in

Organizational Leadership with a major in personnel development from Chapman University. He also has a graduate certificate in Non-Profit Organizational Management and participated in the National Fire Academy Fire Executive Officer Program. Robert is certified as a Senior Professional Human Resource Manager (SPHR). Currently Robert is the Emergency Operations Officer for Bellevue College. In this position he also supports the emergency management program at Renton Tech College.



Paul McNeil, Retired from WA State EOC, Instructor

Paul McNeil is an instructor in Pierce College's HSEM degree program. He has vast experience in military, international, federal, state and local HSEM systems and development. Following an Army and Air Force career he began a thirty year civil service career in emergency medical services and emergency management. He began in Pierce County EMS, and then spent three years developing EMS systems in the Middle East. He returned to local and state government and spent the last nine plus years of that career managing the 24/7 emergency operations for the Washington

Emergency Management Division (EMD). He retired from EMD in July 2012. Paul is an alumnus of Saint Martin's College, Gonzaga University, and the Naval Postgraduate School's Center for Homeland Defense and Security.



Judy L. Harmon, Pierce County DEM, CEM, Instructor

Judy is a Certified Emergency Manager with a Bachelor of Business Administration degree currently serving full-time at Pierce County Emergency Management as the Program Coordinator for Training with Homeland Security. Judy has been with Pierce County since 2003 and in the Emergency Management and Safety field since 1989. As an Emergency Medical Technician with a local fire department for 14 years, and a Medical Volunteer at the 2002 Winter Olympics, Judy has first-hand experience about the role of First Responders in emergency situations. She also served as the Training Officer for 9 years with the Washington State Task Force 1, one of FEMA's Urban

Search & Rescue teams. Currently she works in multiple emergency operations center positions and in field deployments as a Duty Officer or a member of the Pierce County Type III Incident Management Team. Judy is a member of the International Association of Emergency Managers, the Washington State Emergency Management Association, the American Society for Training & Development, and the American Society of Safety Engineers. Judy is glad to be part of the Pierce County faculty since 2011 and able to share her experience and knowledge with future emergency management professionals.



Jason York, DSHS, MEP, Instructor

Jason is the Emergency Manager for the City of Eugene Oregon. In this role he is responsible for EOC Operations, Continuity Planning, Exercise and Training, and managing of a variety of grant programs. Prior to this positions Jason was an Emergency Management Program Specialist with the Washington Department of Social and Health Services. In this role Jason was responsible for developing emergency and continuity plans for over 130 offices covering 6 distinctive administrations. Additionally, Jason has worked as an emergency logistician with Washington Emergency Management Division and is an Air Force veteran where he led two contingency deployments and developed several table-top, functional, and full scale exercises for several Air Wings. Jason has been with Pierce College since 2011 and has emergency management experience with the local, state, federal levels as well as in the private sector. He holds a Bachelor's in History from the University of Idaho and a Masters of Education in Instructional Design from Phoenix University. Jason currently splits his time between Eugene, OR and Lacey, WA.



Vivian Eason, Thurston County DEM, Instructor

Vivian is an Emergency Management Coordinator with Thurston County Emergency Management in Olympia since 2006. Vivian's is responsible for developing emergency plans, public education and other duties of emergency management for the county. Prior to this role Vivian worked in the Criminal Justice Arena for over 23 years. The last 15 of those years were with the Thurston County Sheriff's Office, Corrections Facility. Vivian is also an active Army Reservist with over 25 years of experience in the career specialty of Civil Affairs. She continues to serve in the Army Reserves as a Master Sergeant/Course Manager for the 4/104 (CA/MISO) school in Mt. View, CA. Vivian holds a Bachelor's degree with emphasis in Social Science from The Evergreen State College. Vivian currently lives in Rochester, WA.



Linda Crerar, Director of HSEM Center of Excellence and Instructor

Linda is an experienced business and government executive with more than 30 years experienced in the private and government sectors in Washington State. Over the past seven years she has worked to develop strategies to help build capacity in the public, private, and civic sectors to be resilient in the face of disasters and other crises. She serves on the state's Homeland Security Strategic Plan Development working group and has served on the state's Homeland Security Committee and was the executive staff to the Governor's Emergency Management Council. Linda currently serves as Director of the Center of Excellence for Homeland Security/Emergency Management. She has a Masters in Applied Behavioral Science from Whitworth College in Spokane, WA and Bachelor of Arts from The Evergreen State College in Olympia, WA.