

# **BASIC WORKSHOP IN EMERGENCY MANAGEMENT**

## **INSTRUCTOR METHODOLOGY**

New Jersey State Police Office of Emergency Management  
(REV - 6, 7/01)



# **INSTRUCTOR METHODOLOGY**

## **NJSP-OEM WORKSHOP IN EMERGENCY MANAGEMENT**

The purpose of this unit is to aid instructors in preparing to deliver this workshop. The course “Workshop in Emergency Management: Basic” is a FEMA Course. It has been revised from previous versions and reflects the requirements and demands of the New Jersey Emergency Management Coordinators.

As an instructor, please familiarize yourself with the changes of this manual. One of the major changes is the attachment sections at the end of each unit or module. These have been added to aid in your presentation and give the coordinator a reference manual, once he or she successfully completes the course.

### **INTRODUCTION**

As the instructor, you should set a tone for the course that clearly communicates the following ideas:

The course is designed to provide Emergency Program Managers with the information necessary to operate an effective emergency management program. There should be maximum interaction between the instructor and the participants.

Participants should relate their own experiences as a program manager during the unit presentation and discussion.

Consider the following:

While this course is designed to provide the participants with emergency management concepts, sometimes it is recommended to stimulate discussion with lines of questions. If a question draws a blank, rephrase it so the group can communicate.

Pacing the course to accommodate the interests of the participants should be a paramount goal. While the material to be covered is extensive, the interest level demonstrated by the group should dictate how much time is spent on that topic.

## **COURSE GOAL**

The goal of this course is to provide instruction and guidance to individuals who are new to emergency management, or those who lack a conceptual understanding of how to develop and conduct a comprehensive program for managing/coordinating the planning, response and recovery involved in emergencies.

The training will include information on legal authority, roles and responsibility of elected and appointed officials, emergency planning, training and exercising, and procedures for obtaining assistance from superseding authorities.

This course also meets the requirements spelled out in appendix A:9-40.1 for newly appointed Emergency Management Coordinators.

## **PARTICIPANT QUALIFICATIONS**

This course is not only intended for emergency management coordinators, but for all members of the emergency management community. If sections of this course are of interest to the participant, he or she may use one of them to conduct training sessions back in his or her community.

## **HOW TO USE THIS WORKBOOK**

The workbook presents suggested time lines for each topic. You may find that certain topics require more time than others. You are encouraged to be flexible in you delivery, to best serve the particular group's learning needs.

Use the workbook as a tool. It is designed to serve as a reference guide. You are encouraged to supplement the materials presented with personal knowledge and experience in emergency management by citing examples or adding pertinent information on each topic. Materials are available at the State Office of Emergency Management to aid in your delivery. To request these materials, contact the Training & Program Support Bureau at (609) 882-2000 extension 6457. Please allow 4 weeks prior to your course delivery.

This workshop is structured in modular format comprised of core modules. There are elective modules that are also available to use when delivering this course. The topics can be found in the TRAINING MODULE under electives. Each module contains a lesson plan that provides an overview of the subject matter, required materials for delivery, and any supplemental teaching aids. The instructor will deliver the course modules and may choose from the optional electives to complete an eight hour program. Instructor notes are contained at the beginning of the module, so you'll always want to read these sections before beginning the module. The attachments related to

each topic appear at the end of each module.

## **COURSE CHECKLIST**

The following is a list of items that maybe used during the delivery of the course. For example: equipment, supplies, registration forms, participant packets, evaluation forms, course manager forms and certificates for completion. To request these materials, contact the Training & Program Support Bureau at (609) 882-2000 extension 6457.

Please allow 4 weeks prior to your course delivery.

1. Workshop in Emergency Management Student Manuals
2. Attendance Sheet
3. FEMA Course Manager forms
4. NJSP-OEM Evaluation Forms
5. Overhead projector
6. Transparencies
7. Flipchart/blackboard
8. Markers/Chalk
9. Projection screen
10. Video Tapes
11. VCR
12. Extension cords
13. Certificates

## **MEDIA - VCR SUPPLIES**

The following VHS tapes are available from the NJSP-OEM to use during the course delivery.

*“When Disaster Strikes New Jersey”*

*“Disaster, How America Responds”*

*“Asking For Help”*

*“Federal Emergency Response Plan”*

The Role of the Emergency Management Coordinator - *“Someone Like You”*

## **COURSE MANAGER AND EVALUATION FORMS**

Since this is a FEMA Course, the instructor / course manager must complete a Course Manager and Evaluation Form at the conclusion of the class. These forms (FEMA Form 95-38 and 95-39) are included with this workshop manual. Also a NJSP-OEM Participant Evaluation form must also be completed by those attending the course. If certificates are to be handed out at the conclusion of the course, notification to the Field Training Unit must be made in writing at least 30 days prior to conducting the course. All requests must be forwarded through the respected Region. NJSP-OEM and FEMA course forms for conducting this workshop can be found at the end of this module in the attachment section.

### **The following must be completed at the conclusion of the workshop:**

1. FEMA Form 95-38 (Course Manager Cover Sheet)
2. FEMA Form 95-39 (Course Manager Evaluation Form)
3. Workshop Agenda
4. Basic Workshop Final Examination Scores

## **WORKSHOP IN EMERGENCY MANAGEMENT AGENDA**

8:30 AM - 9:00 AM	Registration
9:00 AM - 9:45 AM	UNIT 1 - Introduction
9:45 AM - 10:15 AM	UNIT 2 - History of Emergency Management
10:15 AM - 10:45 AM	UNIT 2 - continued
10:45 AM - 12:00 NOON	UNIT 3 - Emergency Planning
12:00 PM - 1:00 PM	LUNCH
1:00 PM - 2:00 PM	UNIT 4 - Roles of Government
2:00 PM - 2:45 PM	UNIT 5 - The Declaration Process
2:45 PM - 3:00 PM	UNIT 6 - Training
3:00 PM - 3:15 PM	BREAK
3:15 PM - 4:00 PM	UNIT 7 - Exercising
4:00 PM - 4:30 PM	UNIT 8 - Summary/Conclusion

## ATTACHMENTS

- ATT. #1 FEMA Course Manager Evaluation Form (95-38)
- ATT. #2 FEMA Course Manager Evaluation Form (95-39)
- ATT. #3 NJSP-OEM Participant Evaluation Form
- ATT. #4 Workshop Attendance Sheet

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
COURSE MANAGER - COURSE EVALUATION**

<b>COURSE TITLE</b> Emergency Management Workshop - Basic	<b>COURSE CODE</b> G-250	
<b>CITY</b>	<b>STATE</b> NJ	<b>BEGINING COURSE DATE</b>
<b>COURSE MANAGER</b>	<b>% OF COURSE ATTENDED</b>	<b>BUSINESS PHONE</b>

**PLEASE MARK THE APPROPRIATE RESPONSE AND PROVIDE REQUESTED COMMENTS**

<b>COURSE</b>	YES	NO
A. Objectives were met.....	.....	.....
B. Delivered according to POI/IG.....	.....	.....
C. Covered thr right amount of material.....	.....	.....
D. Content was relevant.....	.....	.....
E. Time allocations were appropriate.....	.....	.....
F. Training aids were appropriate and of good quality.....	.....	.....
G. Difficulty level of material was appropriate.....	.....	.....
H. Sequence of sessions facilitated learning.....	.....	.....
I. Course is in need of revision/modification.....	.....	.....
J. Comments:		

**PRINTED MATERIALS**

A. Technically accurate.....	.....	.....
B. Up to date.....	.....	.....
C. Well Organized.....	.....	.....
D. Relevant.....	.....	.....
E. Good Quality.....	.....	.....
F. Complete.....	.....	.....
G. Comments:		



B. How was the attainment of the instructional objectives assessed (examinations, activities, interaction, other)?

C. Additional Comments

COURSE MANAGER'S SIGNATURE

DATE

FEDERAL EMERGENCY MANAGEMENT AGENCY  
**COURSE EVALUATION TRANSMITTAL**

**COURSE NAME**  
WORKSHOP IN EMERGENCY MANAGEMENT - BASIC

**COURSE CODE**  
G250

**DATE DELIVERED**

**COURSE MANAGER**

**NO. OF PARTICIPANTS**

**COURSE LOCATION**

**STATE**  
NJ

**REGION**  
II

**DATA ATTACHED**

PARTICIPANT COURSE EVALUATIONS

COURSE MANAGER COURSE EVALUATIONS

FINAL EXAMINATION SCORES

PARTICIPANT ROSTER

COURSE AGENDA

**NAMES OF THE INSTRUCTORS**

**ORGANIZATIONS REPRESENTED**

<b>COMMENTS:</b>	
<b>SEND THIS FORM AND REQUESTED ATTACHMENTS TO YOUR REGIONAL TRAINING OFFICE</b>	
<b>SIGNATURE OF INDIVIDUAL COMPLETING FORM</b>	<b>DATE</b>
<b>REGIONAL REVIEW</b>	<b>DATE</b>

# NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT EVALUATION FORM

Please complete the following evaluation form. Your comments are valuable to us improving course content and delivery.

**COURSE NAME:**

**DATES:** FROM \_\_\_\_\_ TO

**LOCATION:**

**INSTRUCTOR  
NAME**

WAS PREPARED	YES	NO	YES	NO	YES	NO	YES	NO
KNEW SUBJECT MATTER	YES	NO	YES	NO	YES	NO	YES	NO
ENCOURAGED PARTICIPATION	YES	NO	YES	NO	YES	NO	YES	NO
USED VISUAL AIDS PROPERLY	YES	NO	YES	NO	YES	NO	YES	NO
STIMULATED DISCUSSIONS	YES	NO	YES	NO	YES	NO	YES	NO
SUMMARIZED MATERIAL	YES	NO	YES	NO	YES	NO	YES	NO
ADDRESSED PARTICIPANTS NEEDS	YES	NO	YES	NO	YES	NO	YES	NO
OBJECTIVES COVERED	YES	NO	YES	NO	YES	NO	YES	NO

WERE VIDEOS APPROPRIATE FOR COURSE DELIVERY? YES NO

DID COMPUTER PRESENTATION CONTRIBUTE TO LEARNING ENVIRONMENT? YES NO

WERE COURSE TOPICS DELIVERED IN A LOGICAL SEQUENCE THAT AIDED LEARNING? YES NO

DID THE COURSE CONTRIBUTE TO YOUR KNOWLEDGE AND ABILITY TO PERFORM IN YOUR EMERGENCY  
MANAGEMENT ROLE? YES NO

**COMMENTS:**

Please use other side for additional comments

**COURSE NAME : Workshop in Emergency Management**

**DATE:**

**SIGN-IN SHEET**

	NAME OF PARTICIPANT	TITLE	ORGANIZATION	PHONE NUMBER
1				
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