

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Commonwealth MBA/MPA Program)**

DISASTER MANAGEMENT (5584)

CHECK LIST

SEMESTER: AUTUMN, 2013

This packet comprises the following material:-

1. Text Books
2. Assignment No. 1, 2
3. Assignment Forms (two sets)
4. Course outlines

In this packet, if you find anything missing out of the above mentioned material, please contact at the address given below:

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WARNING

- 1. PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
- 2. SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

Course: Disaster Management (5584)
Level: COL MBA/MPA

Semester: Autumn, 2013
Total Marks: 100

Instructions:

- (a) All written assignment must be well organized, presented in an easy-to-read format and neat. Moreover, pay particularly close attention to grammar, spelling, punctuation and understandability. Communication is extremely important in this course.
 - (b) Documentation is likewise very important. Un-supported statements or opinions are worth less to the reader, who desires to verify your finding. Complete and specific documentation is mandatory. Also, your references should be to primary sources, except in rare unusual situation.
 - (c) Quoting should be kept to an absolute minimum.
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ASSIGNMENT No. 1

- Q. 1 One of the biggest challenges of disaster mitigation is dealing with uncertainty during a specific timeframe that involves sensitive situations such as life and integrity of human beings. One error by the disaster manager can result in the loss of hundreds of lives. Apart from having knowledge and skills, the disaster manager must quickly assess the situation and provide solutions, for which a lot of practice and experience is required. Keeping in view the above facts, write a detailed note on need of capacity building and training. **(20)**
- Q. 2 What are the aims of business continuity plan? Explain different steps involved in business continuity plan. Also discuss the need of business continuity plan. **(20)**
- Q. 3 There is a sudden blast heard in the vicinity. No one knows what happened. You are living in the neighborhood and would be the first responder. Describe actions you would take in light of the situation. List and explain the actions in terms of priority. **(20)**
- Q. 4 Lack of disaster preparedness can lead towards negative administrative, social and political impacts. Write in support of these facts. Describe how disaster preparedness increases vulnerability of the society? **(20)**

- Q. 5 Explain the different methods that can be used to assist communities in reducing disaster risks. Describe how a community-based action plan for disaster management can be implemented actively? (20)

ASSIGNMENT No. 2

Total Marks: 100

Instructions:

1. This assignment is a research-oriented activity. You are required to develop a term paper and submit to the tutor for evaluation prior to the final examination. The last date of this assignment will be notified separately by our directorate of regional services and the same will be communicated to you directly as well as through approved study centers assigned to you.
2. You will have to participate in the activity fully, and practically to be able to pass the final examination of the course.
3. For the preparation of this assignment, you should first thoroughly review the conceptual framework of the topic and develop a scholarly material of the same giving references, quotations, and extracts of various scholars and experts. Then visit any business/commercial organization and study the relevant practical aspects there. Combining the theoretical and practical aspects, develop a comprehensive paper consisting of at least 20 to 25 typed pages to be submitted to your tutor.
 - a) Introduction to the topic
 - b) Important sub-topics
 - c) Practical study of the organization with respect to the topic
 - d) Review of theoretical and practical situations, merits, de-merits deficiencies or strengths of the organization with respect to the topic under study.
 - e) Conclusion and recommendation
 - f) Annex, if any
4. Prepare a copy of this assignment and submit to your tutor for your evaluation.
5. You should add any illustrative material/data/tables/analysis for effective submission.
6. A number of topics given below are the general aspects of the course and you are required to select one of the topics according to the last digit of your roll number. For example, if the roll number is N-9337241, you will select topic number 1, and if the roll number is O-3427185 then you will select topic number 5 (the last digit).
 - 0) Proactive approach to disaster mitigation
 - 1) Capacity building and training for a disaster resilient society
 - 2) Preparing for emergency response
 - 3) Institutional arrangements and legal frameworks for disaster mitigation
 - 4) Post-disaster management
 - 5) Disaster recovery strategies
 - 6) Decision making in managing disasters
 - 7) Leadership styles for emergency managers
 - 8) Disaster mitigation and management
 - 9) Business Impact Analysis

DISASTER MANAGEMENT (5584)

COURSE OUTLINE

BLOCK–1: INTRODUCTION AND OVERVIEW OF DISASTERS

- Principles of Disaster Mitigation and Management
- Mitigation
- Preparedness
- Response
- Relief and Recovery
- Disaster Management
- Another School of Thought
- Types of Disasters
- Frequently Occurring Hazards
- Multi-Hazards

BLOCK–2: PROACTIVE APPROACH TO DISASTER MITIGATION

- Understanding Prevention, Preparedness, and Planning
- Prediction of Disaster
- Information for Hazard Assessment
- Remote Sensing – A Tool for Predicting and Preventing Hazards
- Understanding the Risk Management Process

BLOCK–3: CAPACITY BUILDING AND TRAINING FOR A DISASTER RESILIENT SOCIETY

- Need for Training in Disaster Mitigation
- Techniques for Capacity Building and Training
- Exercise Development and Conduct of Drills
- Roles and Responsibilities of the Emergency Exercise Review Panel
- Exercise Design

BLOCK–4: PREPARING FOR EMERGENCY RESPONSE

- Emergency
- First Approach: The Emergency Site Management System
- Second Approach: The Incident Command System
- Mobilization of Search and Rescue Equipment
- Alternative Communication Systems
- Evacuation Planning
- Information and Inventory during the Warning Phase
- Immediate Post-disaster Phase – The Response
- Communications and Control during the Immediate Post-Impact Phase
- The Search and Rescue
- Making Rapid Impact Assessment
- Immediate Post-disaster Impact Assessment

- Hazard Assessment, Damage Assessment
- Social Assessment
- Property Assessment
- Assessment of Resources
- Mobilization
- Storage and Distribution of Relief
- The Recovery Phase
- Mitigation and Risk Management
- The Role of Community in Emergency Preparedness & Response
- Evacuation Planning, In-place sheltering

BLOCK-5: INSTITUTIONAL ARRANGEMENTS AND LEGAL FRAMEWORKS FOR DISASTER MITIGATION

- Emerging Institutional Frameworks for Disaster Reduction
- International Support Systems for Disaster Mitigation and Management
- United Nations System
- United Nations Secretariat
- The World Bank Group
- The Red Cross
- Successful National Practices
- The US System
- The Canadian System
- Disaster Management in a Regional Context
- Asia
- The Americas
- Institutional Structures in Developing World Countries
- Bangladesh
- Sri Lanka
- India
- Future Challenges and Priorities

BLOCK-6: POST-DISASTER MANAGEMENT

- Recovery, Reconstruction
- Identification of Hazardous Sites: Use of Baseline Data and Community Involvement in Planning and Reconstruction.
- Rehabilitation, Restoration

BLOCK-7: BUSINESS CONTINUITY PLANNING

- The Purpose of Business Continuity Planning
- Economic Impacts
- Risks and Opportunities
- Business Continuity Planning
- Steps of Business Impact Analysis (BIA)
- Recovery Strategies

- Personnel
- Critical Resources
- Supply and Distribution
- Premises
- Vital Records
- Computers
- Insurance
- Finances
- Communications
- Coordination
- Marketing
- Public Information
- Cost Options
- Developing the Business Continuity Plan Testing

**BLOCK-8: GOAL SETTING AND DECISION MAKING IN MANAGING
DISASTERS**

- Leadership Styles for Emergency Managers
- Decision Making Model for Emergency Planning – Goal Programming
- Problem-Solving Techniques
- Legal Issues and Opportunities & New Directions

