

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

**DISASTER MANAGEMENT (5584)**

**CHECK LIST**

**SEMESTER: SPRING, 2014**

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: Spring, 2014**

**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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**Guidelines for Doing Assignments**

We expect you to answer each question as per instructions in the assignment. You will find it useful to keep the following points in mind:

- 1) **Planning:** Read the assignments carefully, go through the Units on which they are based. Make some points regarding each question and then rearrange them in a logical order.
- 2) **Organization:** Be a little selective and analytical before drawing up a rough outline of your answer. Give adequate attention to question's introduction and conclusion.  
Make sure that:
  - a) The answer is logical and coherent,
  - b) It has clear connections between sentences and paragraphs,
  - c) The presentation is correct in your own expression and style.
- 3) **Presentation:** Once you are satisfied with your answer, you can write down the final version for submission. It is mandatory to write all assignments neatly. If you so desire, you may underlining the points you wish to emphasize. Make sure that the answer is within the stipulated word limit.

## **ASSIGNMENT No. 1**

**Total Marks: 100**

- Q.1 Differentiate among Emergency Management, Disaster Mitigation and Disaster Management by highlighting salient features of each. (20)
- Q.2 Elucidate five key steps to risk management. You may highlight any case study from local environment in support of your answer. (20)
- Q.3 Discuss the significance of training for Disaster mitigation. What are the different training methods available for capacity building? (20)
- Q.4 Explain various stages of Disaster Management Life Cycle in detail. (20)
- Q.5 Write short notes on following: (7+7+6)
- i) Post Disaster Phase
  - ii) Vulnerability Assessment
  - iii) Business Continuity Plan

## **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, actively, and practically to be eligible to sit in 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).
  1. Disaster recovery strategies
  2. Capacity building and training for a disaster resilient society
  3. Preparing for emergency response
  4. Institutional arrangements and legal frameworks for disaster mitigation
  5. Post-disaster management
  6. Decision making in managing
  7. Leadership styles for emergency managers
  8. Disaster mitigation and management
  9. Business impact analysis
  10. Proactive approach to disaster mitigation

# **DISASTER MANAGEMENT (5584) COURSE OUTLINES**

## **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