



**JIBC**

School of Public  
Safety & Security

Emergency Management  
Division

# MAKE SECURITY AND EMERGENCY MANAGEMENT YOUR BUSINESS



**BACHELOR OF EMERGENCY &  
SECURITY MANAGEMENT STUDIES**

## CAREER OPPORTUNITIES

Graduates are well positioned to transfer their skills and knowledge to supervisory or management positions in the corporate, public, and not-for-profit sectors. Typical position titles include:

- Emergency Planner or Manager
- Operations and Safety Manager
- Director of Emergency Management and Security
- Emergency Program Coordinator
- Business Continuity Planner or Manager
- Loss Prevention Officer
- Risk Management Officer

Graduates new to the field will be able to pursue entry level positions in security and emergency management, such as Emergency Program Assistant, Research Assistant or Training and Exercise Coordinator.

# BACHELOR OF EMERGENCY & SECURITY MANAGEMENT STUDIES

Economic, social and political contexts are constantly changing and becoming increasingly complex. As a result, corporations and non-profit organizations alike are seeking new ways to improve their safety, security and emergency management practices in order to protect people, assets, and resources. This complicated environment calls for insightful new knowledge, related technical skills, and the ability to think broadly and critically across a number of integrated areas.

The Bachelor of Emergency and Security Management Studies is a 120-credit, broadly based, multi-disciplinary program designed specifically to meet the safety, security, and emergency management challenges of today and tomorrow. Graduates are equipped with the basic conceptual approaches and methodologies of safety, security, and emergency management as they apply to business and community environments and the theoretical, methodological, and technical competencies required for a career in security and emergency management.

## WHO SHOULD APPLY?

The Bachelor of Emergency and Security Management Studies is suitable for:

- ▶ Mid-career professionals who are working (or anticipate working) in safety, security or emergency management
- ▶ Recent high school or college graduates new to the field of security and emergency management

With studies in security and emergency management, along with exposure to business and general education courses, graduates are prepared to fulfill a wide range of duties and responsibilities across a broad range of potential positions.

## WHAT WILL I LEARN?

From emergency and security fundamentals to business and liberal arts foundations, the comprehensive Bachelor of Emergency and Security Management Studies will provide you with a solid base of knowledge and leadership skills.

### BUSINESS & LIBERAL ARTS FOUNDATIONS

- ▶ Academic and critical writing
- ▶ Business communications
- ▶ Applied ethics
- ▶ Business systems
- ▶ Information management
- ▶ Human resource management
- ▶ Statistics and research methods
- ▶ Financial management
- ▶ Project management

### EMERGENCY MANAGEMENT & SECURITY FUNDAMENTALS

- ▶ Planning, preparedness, response and recovery
- ▶ Emergency and security legislation
- ▶ Business continuity
- ▶ Critical infrastructure
- ▶ Risk management
- ▶ The human side of disasters
- ▶ Crisis communications
- ▶ Intelligence analysis
- ▶ Corporate investigations
- ▶ Policy development
- ▶ Conflict resolution



## CURRICULUM SNAPSHOT

### EMERGENCY MANAGEMENT & SECURITY FUNDAMENTALS

#### (Core Required Courses)

- ▶ A Systems Approach to Business
- ▶ Foundations of Safety and Security
- ▶ Foundations of Emergency Management I: Planning and Preparedness
- ▶ Emergency and Security Legislation
- ▶ Introduction to Information Management
- ▶ Crisis Communications
- ▶ Introduction to Risk Management
- ▶ Foundations of Emergency Management II: Response and Recovery
- ▶ Human Behaviour and Social Constructs of Disasters
- ▶ Foundations of Business Continuity Management
- ▶ Critical Infrastructure Protection Systems
- ▶ Diploma in Emergency and Security Management Capstone Project (Diploma graduates only)
- ▶ Information Security Management
- ▶ Technology Applications in Security & Emergency Management Environments
- ▶ Corporate Investigations
- ▶ Introduction to Intelligence Analysis
- ▶ Ethical Issues in Security & Emergency Management
- ▶ Root Cause Analysis & Problem Identification

- ▶ Policy Development & Implementation
- ▶ Issues & Crisis Management
- ▶ Strategic Partnering
- ▶ Advanced Business Continuity Management
- ▶ Bachelor of Emergency and Security Management Studies Capstone Project

### TOPICS IN SECURITY & EMERGENCY MANAGEMENT (Electives)

In addition to the above core courses, students are required to take five, 300 and 400 level emergency and security management electives (15 credits).

### BUSINESS & LIBERAL ARTS FOUNDATIONS (Required)

- ▶ Aboriginal Culture: Governance & Contexts
- ▶ Introduction to Human Resource Management
- ▶ Introduction to Financial Management
- ▶ Project Management
- ▶ Theoretical and Applied Perspectives on Conflict Resolution
- ▶ Business Communications
- ▶ Applied Ethics
- ▶ Academic Writing
- ▶ Critical Reading and Writing
- ▶ Research Methods
- ▶ Introduction to Statistics



## COURSE DESCRIPTIONS

The Bachelor of Emergency and Security Management Studies comprises 40 courses, including a capstone project. Course work is divided between emergency management and security fundamentals and business and liberal arts foundations. All courses are three credits.

## EMERGENCY MANAGEMENT & SECURITY FUNDAMENTALS

### (CORE REQUIRED COURSES)

#### A Systems Approach to Business

Use a systems-based approach to examine business structures, processes, and functions within an organization. Examine accountabilities and responsibilities, and explore linkages and relationships between business functions, business lines, administrative responsibilities, and security and emergency management.

#### Foundations of Safety & Security

Explore practices and processes to make organizational assets safe and secure. Examine how safety and security link with operations, explore factors that impact safety and security, learn to conduct basic threat and vulnerability assessments, identify necessary security and loss prevention systems, and develop employee safety and security awareness programs.

#### Foundations of Emergency Management I: Planning & Preparedness

Explore the roles of planning and preparedness in emergency management. Examine the history and evolution of emergency management, as well as key concepts and principles that underpin successful preparation and planning.

#### Emergency & Security Legislation

Learn how legislation provides a foundation for informed emergency management, safety, and security decision making as well as effective management and operations. Explore the fundamentals of international standards and criminal and government legislation relevant to the emergency management and safety and security environments.

#### Introduction to Information Management

*Prerequisite: A Systems Approach to Business*

Explore information technology and knowledge management theory and practice as an essential element of business in today's digital economy. Learn about information systems and technology and the role of information systems in making organizations more efficient. Use the appropriate tools to assess critical business information requirements.

#### Crisis Communications

*Prerequisite: Business Communications*

Explore the role of the safety, security, and emergency management professional in crisis communications. Learn how to create a crisis communications plan that meets corporate needs and expectations. Develop the skills and tactics necessary to support organizational crisis communications.

#### Introduction to Risk Management

Learn core risk management principles, concepts and models. Explore critical considerations, including risk perception and tolerance as well as basic risk management strategies.

#### Foundations of Emergency Management II: Response & Recovery

*Prerequisite: Foundations of Emergency Management I: Planning & Preparedness*

Examine the response and recovery phases of emergency management. Building on Foundations of Emergency Management I: Planning & Preparedness, explore the theoretical frameworks and applied models related to emergency/disaster response and recovery. Learn about typical challenges to response and recovery efforts, as well as strategies to promote disaster resilience for the future.

#### Human Behaviour & Social Constructs of Disasters

Examine current research pertaining to the sociological and psychological dimensions of disasters and emergency management. Learn about the social geography of disasters and the contours of social vulnerability and resilience.

#### Foundations of Business Continuity Management

Explore key concepts and intersects of business continuity management, including business continuity, crisis management, emergency management, and business recovery. Learn how to ensure that an organization can plan for, respond to, and recover from a crisis or disaster. Examine various business and organizational models and learn how to initiate a business continuity management program within an organization.

#### Critical Infrastructure Protection Systems

Explore the principles and foundations of facility and infrastructure security. Examine core facility functions and determine the most effective safety, security, and emergency management measures; assess the effectiveness of existing measures; identify key stakeholders who must be involved in safety and security; and develop strategies to address gaps.

#### Diploma Capstone Project\*

Use simulation and research to synthesize and apply organizational safety, emergency, and security theory, concepts and principles

learned throughout the program. Develop and implement a safety, emergency, or security related project for an organization of your choice. \*Diploma students only.

#### Information Security Management

*Prerequisites: Introduction to Human Resource Management & Introduction to Information Management*

Build, maintain, and manage policies and strategies to secure organizational information. Study ethical theories and legislative and organizational policies governing protection of information, consider potential threats and vulnerabilities of information, and examine how information should be protected, what level of protection must be afforded to that information, how the security of information should be monitored, and how, when, and to whom that information should be released.

#### Technology Applications in Security & Emergency Management Environments

Address the use of technology to enhance critical decision making in the safety and security field. Examine how technology can support multiple source data integration, risk assessment, safety and security, and planning and response to emergencies.

#### Corporate Investigations

*Prerequisites: Introduction to Human Resource Management, Emergency and Security Legislation & Introduction to Risk Management*

Develop the knowledge and skills to conduct and manage basic safety and security related investigations in the workplace, within legal and regulatory frameworks. Determine if and when investigations are required, identify and define the scope of the investigation, conduct the investigation, participate in operational debriefings, prepare necessary documentation, make recommendations for action or change, and notify the appropriate internal and external authorities of issues and findings.

#### Introduction to Intelligence Analysis

Apply the key components of the intelligence cycle to the collection, analysis, and dissemination of intelligence in support of various corporate goals and objectives. Acquire the skill to conduct elementary intelligence charting techniques within the context of public safety and corporate security and be able to delineate between information, intelligence, and evidence. Attain valuable skills in relation to the preparation of intelligence documents and the protocols surrounding their dissemination.

#### Ethical Issues in Security & Emergency Management

*Prerequisite: Applied Ethics*

Examine the moral and ethical issues that can arise in public safety and security management and develop strategies to monitor ethical behaviour. Explore within

an ethical framework the inter-relationships of personal values, individual responsibility, decision making, discretion, and accountability. Specific topics to be covered include core values, codes of conduct, ethical dilemmas, corporate consequences, liability, and the importance of critical thinking.

#### Root Cause Analysis & Problem Identification

*Prerequisite: A Systems Approach to Business*

Examine a variety of tools and processes used in root cause analysis and determine the most appropriate for issue clarification and definition, cause and effect analysis, and problem resolution. Includes a segment on documenting and communicating problem-solving efforts.

#### Policy Development & Implementation

Examine theories of policy development, and analyze existing organizational policies to determine if the necessary emergency management and security issues have been considered and incorporated. Learn how to influence policy development and change, and write new policy built around the ethical and legal principles and management issues studied in earlier courses.

#### Issues & Crisis Management

*Prerequisite: Crisis Communications*

Examine the roles and responsibilities of emergency management and security professionals in issues and crisis management planning, response, recovery, and prevention. In the first half of the course, explore early identification of gaps in practice, procedure, or expectation, and develop strategies to address those issues to prevent them from becoming crises. The second half of the course focuses on the safety and security professional's roles and responsibilities in managing a crisis, including development and testing of a crisis management plan.

#### Strategic Partnering

*Prerequisites: A Systems Approach to Business & Introduction to Risk Management*

Gain the knowledge and skills to interact with key internal and external stakeholders in order to optimize safety and security services within your organization and community. Examine each potential partner's unique perspective on safety and security. Explore the intricacies of effective networks, including how to foster, maintain and effectively use networks and relationships to anticipate challenges, take early and appropriate action, and improve interactions, while increasing internal or organizational confidence to manage complex issues.

#### Advanced Business Continuity Management

*Prerequisites: Introduction to Risk Management & Foundations of Business*

#### Continuity Management

Examine applications for business continuity planning; develop, implement, and evaluate an enterprise business continuity program; and evaluate the effectiveness of business recovery team operations, using case studies as models. Also includes managerial issues in information technology recovery.

#### Degree Capstone Project

Use simulation and research to synthesize and apply organizational safety, emergency and security theory, concepts and principles learned through the whole program. Plan, develop, and implement a safety, emergency or security related project for an organization of your choosing. Projects and issues can vary depending upon your interests and needs.

## TOPICS IN SECURITY & EMERGENCY MANAGEMENT

### (ELECTIVES)

*In addition to the above core courses, students are required to take five emergency and security management electives (15 credits).*

## BUSINESS & LIBERAL ARTS FOUNDATIONS (REQUIRED)

#### Aboriginal Culture: Governance & Contexts

Examine Aboriginal governance, both historically and in contemporary contexts. Compare the common characteristics and contrast the differences that shape leadership roles for governance in the public, voluntary and private sectors. Effective governance will be examined in light of intergovernmental relations, governmental structures and the theories of power and politics. Determine how the style of Aboriginal governance can function effectively while still preserving cultures, values, and worldviews.

#### Introduction to Human Resource Management

Explore major human resource management theories, processes, and systems. Learn about human resource activities in an organization in preparation for managing people.

#### Introduction to Financial Management

Examine basic accounting principles, practices, and the fundamentals of organizational finance and fiscal responsibility. Learn about capital and operating budgets and review and interpret financial statements. Business insurance and personal and organizational liability topics will also be reviewed.

#### Project Management

Provides an overview of project management principles, processes, and systems. Improve

your project management skills so whether you are a project team member, a project leader, or a project sponsor, you can contribute effectively to successful project outcomes.

#### Theoretical & Applied Perspectives on Conflict Resolution

Explore conflict as an inescapable element of professional practice. Examine how competencies in analyzing and resolving conflict are essential for success in any job. Gain theoretical perspectives and practical skills to effectively manage conflict.

#### Applied Ethics

Explore ethical theory and the abilities and values required for ethical decision making. Develop skills in logical analysis and gain an understanding of moral principles and theories, as well as the ability to recognize and resolve common workplace moral disagreements.

#### Academic Writing

Analyze reading materials and write preparatory papers from reports and reviews, to a research paper. Learn how to analyze sources, and develop confidence in written communication through completing several written assignments.

#### Critical Reading & Writing

Prerequisite: Academic Writing

Develop skills in critical analysis and effective argumentative writing. Explore basic structural principles and rhetorical strategies by analyzing how structural and rhetorical theory is applied to writing from a variety of disciplines.

#### Business Communications

Examine organizational communications requirements and identify your personal communication style. Use this knowledge to plan and facilitate meetings; prepare effective presentations; and plan, organize, and write business documents.

#### Introduction to Statistics

Explore the rationale for the procedures commonly used in the summary of statistical surveys and the interpretation of data. Learn about the collection, description, analysis, and summary of data.

#### Research Methods

*Prerequisite: Introduction to Statistics*

Gain the knowledge and basic tools to conceptualize core research questions and design appropriate methods for hypothesis testing, data collection, and analysis. Explore qualitative methods, participant observations, comparative studies, case study research, ethnography, descriptive field studies, and secondary data analysis.

*Students are required to take two additional 3-credit liberal studies courses of their choice.*

## WHAT SETS THIS PROGRAM APART

**Innovative** – Canada's only degree program to combine emergency management and security fundamentals with a solid foundation in business and management studies

**Flexible** – Diploma exit option

**Laddered** – Automatic credit granted for the JIBC Emergency Management Certificate

**Career Focused** – Qualify for leadership positions across Emergency Management, Security and Public Safety

**Completely Online** – Complete your studies from anywhere, anytime

**Recognized** – JIBC is an accredited Canadian post-secondary institution with a reputation for excellence in justice and public safety education



## PROGRAM STRUCTURE

The Bachelor of Emergency and Security Management Studies program will be offered in a flexible structure depending on overall student needs. This may include part-time or full-time offerings and a combination of online and face-to-face delivery.

Currently, the program is offered on a part-time, online, cohort basis. Each class, or cohort, moves through the program together. All courses are conducted online, so you can participate in the program from anywhere in the world—all you need is a computer and an Internet connection. Courses are facilitated by faculty who are experts in their fields.

## DEGREE OR DIPLOMA CREDENTIAL OPTIONS

In this unique program, students may choose to exit the program with a Diploma in Emergency and Security Management after completing 63 credits of course work.

## SCHEDULE AND COURSE LOAD

In the current part-time cohort format, students take three courses per semester\*, three semesters a year. Semesters run September to December, January to April, and May to August. Depending on exams, students have a two- to three- week break between semesters.

In future full-time cohorts, students will be able to take up to five courses per semester, two semesters per year.

*\*Students transferring credit in from another post-secondary institution may have a lighter course load.*

## WHEN CAN I START?

Cohorts start in September of each year.

Students wishing to start in January or May are encouraged to begin taking some of the liberal studies requirements. Contact the program coordinator for more information on this option.



## HOW TO APPLY

### ADMISSION REQUIREMENTS

- ▶ High school graduation or equivalent
- ▶ Mathematics 11 or equivalent (minimum grade of C)
- ▶ English 12 or equivalent (minimum grade of C)

Official (sealed) transcripts verifying admission requirements must be submitted with your application. Submit transcripts representing your highest level of education. Official high school transcripts can be ordered from the Ministry of Education in the province you attended school.

Students who are at least 25 years of age who do not have BC Grade 12 or its equivalent but meet all other admission requirements may, with approval, be admitted into the program based on other qualifications or experience. However, all students are required to meet specific course prerequisites. Therefore, students without Mathematics 11 or English 12 are required to complete the appropriate equivalent.

### APPLICATION PROCESS

Program applications are accepted on an on-going basis. There is a \$75 non-refundable application fee. Application forms can be downloaded from [www.jibc.ca/emergency](http://www.jibc.ca/emergency).

Applications must include the following:

- ▶ Application form
- ▶ Entrance letter of approximately 250 words describing why you are interested in the program and how you will balance your studies with your other responsibilities to ensure your success in the program
- ▶ Sealed transcript(s) (can be forwarded directly from the government or institution)
- ▶ \$75 application fee

### Program Consultation

The program consultation is a brief telephone conversation that provides an opportunity for you to ask questions about the program and for us to share information with you regarding program expectations. Many of our students must juggle school with work and family responsibilities, and it can quickly become overwhelming. We want you to succeed; therefore, we want to make sure you know what to expect and have plans in place to enable you to dedicate an appropriate amount of time to your studies. Your program consultation will be scheduled once we receive your completed application package.

### APPLICATION DEADLINE

New cohorts start every September. The deadline for admission is May 31.

### DEGREE VERSUS DIPLOMA EXIT

You can apply for either the diploma program or the degree program and switch paths (i.e., diploma to degree or degree to diploma) without penalty up until the end of your fourth term of study, after which time an administrative fee of \$75 will be charged. Diploma graduates who wish to return to complete the degree must apply for readmission.

## GRADUATES OF THE EMERGENCY MANAGEMENT CERTIFICATE PROGRAM

Graduates of the JIBC's Emergency Management Certificate Program will automatically receive credit for the following two courses:

- ▶ Foundations of Emergency Management I
- ▶ Foundations of Emergency Management II

## CREDIT TRANSFER

You may be able to receive credit for applicable courses taken at other post secondary institutions. To apply for credit transfer, you will need to submit the following:

- ▶ Completed Credit Transfer Application
- ▶ Official transcripts verifying the courses you have taken
- ▶ Course outlines describing the courses you have taken

Contact the program coordinator for more information and for a Credit Transfer Application form.





## EXPERTS IN EMERGENCY MANAGEMENT EDUCATION

As part of the JIBC School of Public Safety and Security, the Emergency Management Division has been educating emergency management leaders in Canada and internationally for more than 20 years.

### Leading Academic and Professional Programs

- Bachelor of Emergency and Security Management Studies
- Emergency Management Certificate
- Emergency Management Exercise Design Certificate

### Comprehensive Professional Training & Services

- Emergency Management
- Incident Command System
- Emergency Operations Centre
- Exercise Design
- Emergency Social Services
- Search and Rescue

## FROM CANADA'S LEADING PUBLIC SAFETY EDUCATOR

The Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator - a dynamic post-secondary institution recognized nationally and internationally for innovative education in the areas of justice and public safety. The JIBC offers a range of applied and academic programs (certificates, diplomas, and degrees) that span the spectrum of safety - from prevention to response and recovery.

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