FACULTY
Courses in the Certificate Program in Safety and Emergency Management are taught by highly experienced faculty with advanced degrees and extensive field experience.

COMPUTER REQUIREMENTS
The basic computer and Internet connection requirements to participate in the Certificate Program in Safety and Emergency Management are access to an Internet connection that will support a Java-capable Web browser (Netscape 3.x, Internet Explorer 3.x, or higher) and an operational e-mail account. Word processing software is also necessary. A high-speed Internet connection is desirable.

TEXTBOOKS
Textbooks are available from the KSC Bookstore by phoning 603-358-2245 or ordering online at www.keene.edu/bookstore/contactus.cfm. Text assignments for each course will be determined by the instructor.

HOW TO ENROLL
To register for courses or receive an application to the program, please contact:
Office of Continuing Education and Extended Studies
Safety and Emergency Management Certificate
Keene State College
229 Main Street
Keene, New Hampshire 03435-2605
Phone 603-358-2290 or 800-KSC-1909
Fax 603-358-2569
E-mail continuing-ed@keene.edu

CLASS MEETING LOCATION
All class meetings are conveniently located at the Keene State College Safety Center in Manchester, New Hampshire. The Safety Center is located at the Manchester Airport Ammon Center.

DIRECTIONS
From the North or South: Take Interstate 93 to Route 101 west, follow directions below
From the East or West: Take NH Route 101 to Manchester, follow directions below
• From NH Route 101, take Exit 2 for Route 3A South, Brown Ave. and Manchester Airport.
• Follow Brown Ave south for 1.4 miles.
• After entering airport property, follow signs to Ammon Drive.
• Turn left onto Ammon Drive, proceed to stop sign, and bear left into parking lot.
• Parking is in front of the Ammon Center.
• KSC Safety Classrooms are on first floor to the left of the entrance.
The Keene State College Office of Continuing Education and Extended Studies is proud to offer a Certificate Program in Safety and Emergency Management. A long-time leader in safety education and training and a member of the Federal Emergency Management Agency (FEMA) Higher Education Project, Keene State College has created this unique program in response to regional demand for safety and emergency management education credentials for professionals in fields such as healthcare, education, law enforcement, business, and industry. This program is designed with the flexibility to enhance the technical and professional knowledge of those currently engaged in safety and emergency management roles, as well as to provide the foundations of safety and emergency management to those who wish to pursue careers in these fields.

**KEY FEATURES OF THE PROGRAM**

- **Tailored to working professionals:** Each course is offered through a combination of on-line curriculum and three pre-scheduled class meetings over a 10-week period. This program is expressly designed to meet the scheduling and access needs of working professionals. Required courses can be completed in one year and the full certificate may be earned in 18 months.

- **Building on your experience:** Wherever feasible, activities and projects will be adapted to build upon the learner’s experience and education.

- **College Credit:** Earn a 24-credit-hour certificate in Safety and Emergency Management that prepares you to serve in a safety and emergency management role. In addition to five required courses, learners elect three courses to allow further specialization in safety or emergency management.

- **Applicable toward a degree:** You may apply course credits earned in the Certificate Program in Safety and Emergency Management toward a degree from Keene State College’s Department of Technology, Design and Safety. Academic advising is required for those who wish to apply for enrollment in a degree program.

- **Rolling admission:** Opportunity for enrollment throughout the year.

**PROGRAM OUTLINE**

**Required Courses (Core)**
- TDS 181 Safety Awareness
- TDS 381 Legal Aspects of Safety
- TDS 380 Safety and Health Standards
- TDS 290 Emergency Planning
- TDS 290 Exposure Assessment

**Sample elective courses**
- TDS 286 Ergonomics
- TDS 383 Hazardous Materials
- TDS 281 Fire Science
- TDS 387 Accident Investigation
- TDS 399 Environmental Regulation

*Further elective courses in safety and emergency management will be announced. The elective courses listed here are examples.*

**COURSE DESCRIPTIONS**

**TDS 181 SAFETY AWARENESS**
Assessment of risk-taking and the causes of accidents and health risks. Designed for students of technology, design, safety, management, education, science, health, and industry. Development of safety strategies to produce minimum risk and maximum success in a variety of activities.

**TDS 286 ERGONOMICS**
The application of ergonomic principles to prevent musculoskeletal disorders. Topics include work physiology, cumulative trauma disorders, and risk factors such as temperature, repetition, and manual material handling.

**TDS 290 EMERGENCY PLANNING**
This course will introduce key activities in the emergency planning process, such as vulnerability analysis, incident command, developing a written plan, conducting training, and coordinating activities with outside resources.

**TDS 290 EXPOSURE ASSESSMENT**
Basics of assessing exposure risks, including biological, radiological, and chemical hazards.

**TDS 381 LEGAL ASPECTS OF SAFETY**
Study of liability and the legal ramifications of accidents. Includes safety management concerns, personal and administrative liability, chemical dependency issues, and an introduction to federal and state regulations governing safety in industry, education and transportation.

**TDS 383 HAZARDOUS MATERIALS**
The safe handling, storage, and use of hazardous materials for industrial, commercial, transportation, and public service operations are covered in detail. Accident prevention measures, training, emergency procedures and response, public safety, and regulatory requirements are studied.

**TDS 380 SAFETY AND HEALTH STANDARDS**
Compliance with OSHA in the workplace, including rights and responsibilities under OSHA, inspections, citations, appeals, and record keeping. The course will also cover the more frequently referenced standards in general industry.

**TDS 387 ACCIDENT INVESTIGATION**
A study of the various techniques and procedures used in investigating accidents, with special emphasis on those procedures used in the industrial environment. Case studies and actual accident scenarios are used as part of the course.