FOUNDATIONS OF EMERGENCY MANAGEMENT

PAD4391
UNDERGRADUATE SYLLABUS
SPRING 2014 ONLINE

Mentor: Judy Nunez
Office: University Center "A" Building, Room 3400
Office Hours: Tuesday and Thursday, 2:00-4:00 p.m.
Other hours available by appointment
Phone: 850.644.0892
E-mail: jnunez@fsu.edu

Required Texts:


Readings—As Assigned by Instructor
(Note: Readings may be accessed through available subscriptions of the FSU Library System or Course Library where indicated. The instructor reserves the right to change the content of the syllabus during the course of the semester. Any changes will be posted in the announcement section on BlackBoard. Students should regularly log in to check announcements.)
**APA Style Book Review**—Students will be assigned an additional text (based on a case study of a historical disaster event) to read and analyze.

**Course Objectives:**
After completing the course, students will be able to:

- Describe the four phases of emergency management
- Making distinctions between natural and technological or man-made hazards
- Discuss the concept of acceptable risk in terms of individual and community exposure to natural and/or technological hazards
- Discuss the role of government in managing natural and technological hazards
- Describe the general evolution of emergency management in the U.S.
- Describe and discuss the legal and political relationships among federal, state, and local emergency management agencies
- Describe and discuss the concept of “all-hazards” emergency management
- Describe and discuss the Integrated Emergency Management System (IEMS) model
- Describe and discuss the kinds of problems that can occur when programs require intra-governmental, multi-organizational, cooperation
- Discuss basic planning concepts
- Select emergency exercise types based on desired outcomes
- Identify future trends in emergency management

**Course Description:**
This course is designed to introduce students to the fundamental concepts, theories, principles and practices in emergency management.

**Course Structure:**
This class will consist of slide presentations, discussion board participation, case studies, papers, quizzes, exams, homework assignments, and a Tabletop Exercise System Technology (TEST) exercise.

**Course Expectations:**
The class sessions will be interactive, therefore participation and completion of assigned readings are very important. In addition to discussion boards, there will be individual presentations that will require you to provide feedback to your fellow students in the form of comments and/or questions. In order to fully participate, you will be expected to have an e-mail account (free to Florida State University students) and access to the internet. If you do not have an Internet account, please see us so that we can assist you in getting signed up. This online class will take place on the Blackboard Conferencing System Web Board: [http://campus.fsu.edu](http://campus.fsu.edu)

Students are expected to do their own original work. Any student caught cheating, including using papers, reports, or tests from other students will be penalized to the full extent allowed by the Student Handbook.
Emergency Management and Homeland Security (EMHS) Certificate Requirements:
Successful completion of the courses applied to the EMHS Certificate is defined as a grade of C- or higher. Students who receive grades lower than a C- in any courses must repeat that course if they wish to have it apply to the EMHS certificate.

Academic Honor Policy:
The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “... be honest and truthful and ... [to] strive for personal and institutional integrity at Florida State University.” (Florida State University Academic Honor Policy, found at http://dof.fsu.edu/honorpolicy.htm.)

The Florida State University Academic Honor Policy has eight different types of violations:

1. **Plagiarism**: Presenting the work of another as one's own (i.e., without proper acknowledgement of the source). For a few tips on avoiding plagiarism please view http://abacus.bates.edu/cbb/index8698.html?q=node/60#tutorials
2. **Cheating**: Improper access to or use of any information or material that is not specifically condoned by the instructor for use in the academic exercise.
3. **Unauthorized Group Work**: Unauthorized collaborating with others.
4. **Fabrication, Falsification, and Misrepresentation**: Unauthorized altering or inventing of any information or citation that is used in assessing academic work.
5. **Multiple Submissions**: Submitting the same academic work (including oral presentations) for credit more than once without instructor permission.
6. **Abuse of Academic Materials**: Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.
7. **Complicity in Academic Dishonesty**: Intentionally helping another to commit an act of academic dishonesty.
8. Attempting to commit any offense as outlined above.

**Software:**
All papers will be submitted through Blackboard’s application. This system ensures the originality of the student’s work by allowing us to easily detect plagiarism. You must be certain that your paper follows APA guidelines in regards to quotations and source citations. Note: Copying work from other sources without appropriate citations will be considered plagiarism and is punishable under the academic honor code.

**Wikipedia Policy:** You may not cite Wikipedia as an original source. However, you are encouraged to scroll down to the references section of a given Wikipedia page. There, you will find the original sources for the information you wish to use in your research. You should look up and reference these original sources for your class assignments.
**Attendance Policy:**
Excused absences include documented illnesses, deaths in the immediate family and other documented crises, call to active military or jury duty, religious holy days, and official University activities. Accommodations for these excused absences will be made and will do so in a way that does not penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

**Americans with Disabilities Act:**
Students with disabilities needing academic accommodation should:
1. Register with and provide documentation to the Student Disability Resource Center; and
2. Bring/Provide a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

This syllabus and other class materials are available in alternative format upon request. For more information about services available to FSU students with disabilities, contact the:

Students Disability Resource Center
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
sdrc@admin.fsu.edu
http://www.disabilitycenter.fsu.edu

**Grading and Assignments:**

<table>
<thead>
<tr>
<th>Course Evaluation</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA Style Book Review</td>
<td>15%</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>10%</td>
</tr>
<tr>
<td>3 FEMA Independent Study Courses</td>
<td>15%</td>
</tr>
<tr>
<td>Exam #1:</td>
<td>15%</td>
</tr>
<tr>
<td>Exam #2:</td>
<td>15%</td>
</tr>
<tr>
<td>3 Case Study Assignments</td>
<td>15%</td>
</tr>
<tr>
<td>2 Reading Quizzes:</td>
<td>10%</td>
</tr>
<tr>
<td>Tabletop Exercise Activity</td>
<td>5%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Grade Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
</tr>
<tr>
<td>63-66</td>
<td>D</td>
</tr>
<tr>
<td>60-62</td>
<td>D-</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>
Late Work
Unless discussed with the instructor prior to assignment deadline, any assignment submitted past its deadline will be docked 10 points. An additional 10 points will be deducted from each assignment for every week it is late.

Assignments:

APA Style Book Review (15%):

General Instructions for the Content and Format of Paper:
Students will have to write an APA style book review on an assigned book. The booklist will be provided the third week of class. Specific Instructions regarding the format of the assignment will be provided in the Course Library on BlackBoard.

Oral Presentation (10%)

General Instructions and Format of Oral Presentation:
During the course of the semester you will each present to the class a 3 minute oral presentation on an assigned topic. As this is an online course, your oral presentation will be done in the form of a YouTube video. Be creative in making the video and use visual aids that will capture your classmates’ interest in your event, demonstrate its relevance, and stimulate learning. Note: You must include a photo or video footage of yourself in the presentation. Specific Instructions for the assignment can be found in the Course Library.

Content and Class Participation
The presentation should both discuss and analyze the assigned topic. All students are not only expected to research their topic and give an oral presentation, but also to be prepared to ask thoughtful questions of or make thoughtful comments on other students’ presentations. Your oral presentation will be judged both on your ability to summarize and analyze your topic as well as your participation in the ensuing class discussion (your responses to classmates’ questions and comments) on the Discussion Board.

Topic Assignments/How to Select a Topic
The topic list will be provided the third week of class. Topic selection will be done on a “first come, first serve” basis. You will choose a topic from the list provided in the Discussion Board. That topic is your assigned topic for the oral presentation, provided no student has chosen it before you.

FEMA Independent Study (15%)

Homework Instructions:
Three independent study courses are required to be completed as supplemental preparation for this course. These homework assignments have been included to help provide a
background in governmental systems and practitioner perspectives. Students will find a direct link to each course under the corresponding description. At the end of the course, students will be required to complete a quiz on the material in the course. A certificate will be emailed to students upon successful completion of the course. This certificate should be placed in their designated folder in order to receive credit for these homework assignments. It takes between 24-48 hours for a certificate to be emailed to students. You must account for this in completing the course in time to meet the due date.

**Required Independent Study Courses:**

**Independent Study Course ICS-230.c: Principles of Emergency Management (5%)**

This independent study course offered by the Federal Emergency Management Agency (FEMA) illustrates the emergency management process as well as elements of the emergency management program to individuals new to the field. The course can be found at: [http://training.fema.gov/EMIWeb/IS/is230b.asp](http://training.fema.gov/EMIWeb/IS/is230b.asp). Course length will vary slightly according to reading styles.

**Independent Study Course ICS-100: Introduction to Incident Command System (5%)**

This independent study course offered by FEMA provides an overview of the history, features, principles, and organizational structure of the incident command system. The course can be found at: [http://training.fema.gov/emiweb/is/is100b.asp](http://training.fema.gov/emiweb/is/is100b.asp). This course should take about 3 hours to complete.

**Independent Study Course IS-139: Exercise Design (5%)**

This independent study course provided by FEMA illustrates the fundamentals of exercise design and provides the student with the necessary skills to design efficient and effective exercises that aid emergency management professionals prepare for real incidents or events. This course can be found at: [http://training.fema.gov/EMIWeb/IS/is139.asp](http://training.fema.gov/EMIWeb/IS/is139.asp). Course length will vary depending on individual study styles.

**Case Study Assignments (15%):**

Students will be assigned several case studies from the Schneider text. Students will have to write one paragraph characterizing elements of the disaster from the point of view of that week’s readings and/or discussion. As with all written assignments, the case study analyses will be submitted via TurnitIn. Detailed instructions will be provided in the Course Library.
Reading Quizzes (10%):

There are two Reading Quizzes (worth 5 points each) throughout the semester. These quizzes are designed to test your reading comprehension on the assigned reading material. The quiz format will include multiple choice, short answer, essay, true/false, and fill in the blank questions.

Tabletop Exercise (5%):

Students will be required to complete a virtual tabletop exercise using the Center for Disaster Risk Policy’s (CDRP’s) Tabletop Exercise System Technology (TEST) software. TEST will simulate an emergency operations center environment and walk students through the various steps involved in responding to a specific disaster or event. Students will be evaluated on their participation and responses.

Syllabus Schedule:

Week 1/January 6-10
Foundations of Emergency Management:
- Course Overview
- Review Syllabus
- Take First Day Attendance Quiz in Assignments Folder—REQUIRED—by Thursday, January 9th at 5:30 p.m.
- Complete the Academic Honor Policy Activity in the Week 1 folder found in the Course Library.
- Get a head start on Week 2 FEMA assignment

Week 2/January 13-17
Comprehensive Emergency Management—The Fundamentals:
- Read Haddow, Bullock & Coppola: Chapter 1- The Historical Context of Emergency Management
- Read Lindell, Prater & Perry: Chapter 1—Introduction to Emergency Management
- Review slides in the corresponding folder in the Course Library
- Complete FEMA Independent Study Course IS-230.c and submit certificate by Friday, January 17th at 5:30 p.m.: http://training.fema.gov/EMIWeb/IS/is230b.asp
- Select a book from the booklist provided by the instructor for the APA Style book review. Make your book selection on the booklist discussion board found under the Communication tab on the class site on BlackBoard. Book selection is due by Friday, January 17th at 5:30 p.m.
**Week 3/January 21-24 (Jan. 20th = Martin Luther King, Jr. Day/No Class)**

**The Role of the Emergency Manager; An Overview of the National Incident Management System (NIMS):**

- Read Lindell, Prater & Perry: Chapter 2—*Emergency Management Stakeholders*
- Read Lindell, Prater & Perry: Chapter 3 (pp.60-71 only)—*Building an Effective Emergency Management Operation*
- Review the slides on the Incident Command System (ICS), the National Incident Management System (NIMS), and Emergency Support Functions (ESFs)
- **Complete FEMA Independent Study Course IS-100 Introduction to Incident Command System and submit certificate by **Friday, January 24th **by 5:30 p.m.**
  [http://training.fema.gov/emiweb/is/is100b.asp](http://training.fema.gov/emiweb/is/is100b.asp)
- Select a topic from the list provided by the instructor for the oral presentation. Make your selection on the topic list discussion board under the Communications tab on the class site on BlackBoard by **Friday, January 24th **at 5:30 p.m.**

**Week 4/January 27-31**

**Disasters as Public Policy Issues:**

- Read Schneider (pp.ix-79) (Preface & Chapters 1-6)
- Review the slides on Public Policy Issues
- **Take Reading Quiz #1. The Quiz covers readings from weeks 2-4 except for the slides. Complete the quiz by **Friday, January 31st **at 5:30 p.m.**

**Week 5/February 3-7**

**Public Policy Continued and Legal Issues**

- Read Lindell, Prater & Perry Chapter 14—*Legal Issues in Emergency*
- Read Schneider: Chapters 7 & 8
- Review slides on Legal Issues
- **Complete Schneider case study assignments (1 paragraph each) and submit via TurnItIn by **Friday, February 7th **at 5:30 p.m.**

**Week 6/February 10-14**

**Natural and Technological Disasters/ Hazard Assessment and Emergency Planning**

- Read Haddow, Bullock & Coppola :Chapter 2- Natural and Technological Hazards and Risk Assessment.
- Read Lindell, Prater & Perry: Chapter 6—*Hazard, Vulnerability, and Risk Analysis*
- Review slides
- Read Schneider: Chapters 9,10 &11
- **Complete Schneider case study assignments (1 paragraph each) and submit via TurnItIn by **Friday, February 14th **at 5:30 p.m.**

**Week 7/February 17-21**

- **Exam 1 Week. The exam material covers weeks 1-6. Complete by **Friday, February 21st **at 5:30 p.m.**
Week 8/February 24-28
Individual and Organizational Emergency Response
- Read Haddow, Bullock & Coppola : Chapter 6 - The Disciplines of Emergency Management: Response
- Read Lindell, Prater & Perry: Chapter 8—Myths and Realities of Household Disaster Response
- Read Schneider: Chapters 12 & 15
- Complete Chapter 12 & 15 case study assignments (1 paragraph each) and submit via TurnItIn by Friday, February 28th at 5:30 p.m.

Week 9/March 3-7
Emergency Management and the Media
- Read Haddow, Bullock & Coppola : Chapter 5 - The Disciplines of Emergency Management: Communications
- Read Lindell, Prater & Perry: Chapter 4—Risk Perception and Communication
- Review slides on emergency management and the media
- Complete Reading Quiz #2 (Weeks 5-9) by Friday, March 7th at 5:30 p.m.

Week 10/March 10-14—SPRING BREAK/No Classes

Week 11/March 17-21
Student Oral Presentation Week
- Post YouTube Oral Presentation on specified discussion board by Wednesday, March 19th at 5:30 p.m. (one-half of the assignment).
- View Presentation(s) and participate on the Discussion Board leaving thoughtful feedback (questions, comments) on at least 4 presentations by Friday, March 21st at 5:30 p.m. (second-half of the assignment required to potentially receive full credit).

Week 12/March 24-28
Recovery
- Read Haddow, Bullock & Coppola : Chapter 7 - The Disciplines of Emergency Management: Recovery
- Review slides
- Submit APA Style Book Review via TurnItIn by Friday, March 28th by 5:30 p.m.
Week 13/March 31- April 4
Preparedness: Training and Exercising
- Read Haddow, Bullock & Coppola :Chapter 4- The Disciplines of Emergency Management: Preparedness
- Read Haddow, Bullock & Coppola :Chapter 9- Emergency Management and the Terrorist Threat
  - Read about HSEEP (Familiarize yourself with the program)
  - Review slides on Training and Exercising
  - Complete FEMA Study Course IS-139 Exercise Design and submit certificate by Friday, April 4th by 5:30 p.m.: http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-139

Week 14/April 7-11
Training and Exercising/Tabletop Exercise (TEST)
- Complete required Exercise Application Activity using TABLETOP EXERCISE SYSTEM TECHNOLOGY (TEST) by Friday, April 11th at 5:30 p.m.

Week 15/April 14-18
Mitigation
- Read Haddow, Bullock & Coppola :Chapter 3- The Disciplines of Emergency Management: Mitigation
- Review slides

Week 16/April 21-25
Standards and Evaluations and the Future of Emergency Management
- Read Haddow, Bullock & Coppola :Chapter 10- Future of Emergency Management
- Read Lindell, Prater & Perry: Chapter 12—Emergency Management Standards and Evaluations
  - Review slides from weeks 8-15 for Exam #2

Week 17/April 28-May 2 – FINAL EXAM WEEK
- Complete Exam by Wednesday, April 30th at 5:30 p.m.