Emergency Management Academic Program

Emergency Management Planning and Policy
PAD 5398 SPRING 2014 Online – Graduate Syllabus

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Online Office Hours: Wednesday 10:00a.m. -12:00p.m. by Phone or Skype
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Course Text/Readings to be Purchased:
ISBN-10: 1420074202

Course Readings Provided By Instructor*:


* Readings not provided for download by instructor are available through the FSU Library. If accessed from off-campus, students are required to login with their FSUID to gain access to these materials.

**Note:** The instructor reserves the right to change the content of the syllabus or course material 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.

**Course Objectives:**

At the end of this course, the student will be able to:

1) describe the functional demands that emergency managers should be aware of in crafting effective emergency management policies and programs.

2) assess how public policy choices impact emergency planning and the consequences of a disaster event.

3) explain the process an Emergency Manager follows in developing a comprehensive emergency management plan.

4) describe how all four phases of Emergency Management relate to the process.

5) apply emergency management technology and demonstrate its role in emergency operational planning.

6) evaluate the different types of costs that disasters and emergencies impose on individuals, the Nation, and society.

7) explain the shifts which have been taking place in disaster policy and the reasons behind them.

8) describe planning issues in disaster mitigation and recovery.

9) explain the issues relating to planning for special needs populations.

10) describe the challenges of evacuation and other protective actions.
Course Expectations:

This class is structured so that the information presented will progressively build upon itself. With this in mind, it is vital that students complete the required readings and review the slides assigned for each week of class. Additionally, quizzes, exams, assignments and discussions will utilize the concepts and background from the readings and will be necessary for successful completion of the course. The instructor reserves the right to change the course content at any time.

Any written assignments submitted must follow APA format. Papers that do not follow APA format will automatically be deducted points. Please see individual assignment details for grading rubric. Additionally, correct spelling and grammar are essential elements of any paper you submit for this class. Correct tense, subject-verb agreement and sentence structure are paramount to receiving full credit for your assignments. Many minor mistakes can be corrected by simply proof-reading your own work. For students that need help with their writing, FSU offers a free service through the Reading Writing Center - http://wr.english.fsu.edu/Reading-Writing-Center - Please contact the RWC directly for assistance.

http://campus.fsu.edu

Class materials and information are disseminated using the University's BlackBoard system (BB). In order to fully participate in this class, you are expected to have an FSU e-mail account and access to the internet. Email communication with students will be sent to FSUID@fsu.edu addresses. Students are expected to check their email regularly for announcements and other communications from the instructor. Students are also expected to check BlackBoard regularly for grade updates. If you see a dash or a zero in your grade book for an assignment, the assignment has not been turned in. It is the student’s responsibility to make sure BlackBoard has recorded the submission of their assignment to receive full credit. Reminders will not be sent out for late or missing assignments. For problems or help with the BlackBoard system, please contact FSU BlackBoard support: 850.644.8004 or help@campus.fsu.edu


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.

Honor Code

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](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.**

**TurnItIn Software:**

All papers and written assignments will be submitted through Blackboard's TurnItIn application under “Assignments” on the class website. This system ensures the originality of the student’s work by allowing us to easily detect plagiarism. It also saves trees. *You must be certain that your paper follows APA guidelines in regards to quotations and source citations.*

**APA Citation Policy:**

All papers and written assignments referencing another author’s work from print, web or other sources must acknowledge the original source following APA standards for citations. Written assignments that fail to cite the original source will be considered plagiarism. To learn more about how to avoid plagiarism, see here: [http://guides.lib.fsu.edu/content.php?pid=48388&sid=356101](http://guides.lib.fsu.edu/content.php?pid=48388&sid=356101) and here: [http://abacus.bates.edu/cbb/index03d2.html?q=](http://abacus.bates.edu/cbb/index03d2.html?q=)

**Wikipedia Policy:**

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 use in your research. You should look up and reference these sources for your class assignments.
**Attendance Policy:**

Although this is an online class, students are still expected to complete a "first day of class assignment" to satisfy FSU's policy of first day attendance. For more information, please see: [http://registrar.fsu.edu/news/attendance.htm](http://registrar.fsu.edu/news/attendance.htm).

It is the student’s responsibility to keep up with weekly course announcements. Additionally, a portion of your grade will be calculated by your participation in discussions via the class discussion board for certain assignments. 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.

**Students with Disabilities**

Students with disabilities needing academic accommodation should:
(1) register with and provide documentation to the Student Disability Resource Center; and (2) bring 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:

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

Student grades for this course will be composed of the assignments below:

**Semester-long Planning Practicum**
STEP 1: Identify Location – 2.5%
STEP 2: Identify Planning Team Members – 2.5%
STEP 3: Hazard and Vulnerability Assessment – 10%
STEP 4: Final Emergency Operations Plan (EOP)—20%
including Concept of Operations

**Book Case Study Analysis and Presentation**
Presentation – 10%

**Discussion Board**
Classmate Reactions – 5%

**Independent Study FEMA Courses**
235.B – 5%
800.B – 5%

**Reading Quizzes**
Quiz #1 – 5%
Quiz #2 – 5%

**Exams**
Exam # 1 – 15%
Exam #2 – 15%

**Grading Scale**

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<thead>
<tr>
<th>Percentage</th>
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<tbody>
<tr>
<td>93-100</td>
<td>A</td>
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<tr>
<td>90-92</td>
<td>A-</td>
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<tr>
<td>87-89</td>
<td>B+</td>
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<tr>
<td>83-86</td>
<td>B</td>
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<td>80-82</td>
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<td>77-79</td>
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<td>60-62</td>
<td>D-</td>
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<td>Below 60</td>
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**Late Work**

Unless discussed with the instructor prior to assignment due date, 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.

NOTE: Partial credit will be awarded for the 250-word TDQ post which is 50% of the TDQ grade. No credit is awarded for late “response” or participation posts after their due date.
Assignment Details

Emergency Management Semester-Long Planning Practicum
Each student will select a non-profit organization or small business of 2-20 employees to work with during the course of the semester to build an emergency management plan or standard operating procedure. In determining what organization or facility you would like to do a plan for, ensure that you will have access to that facility and key individuals within the organization/facility to coordinate with during your planning process. The course and supplemental readings will prepare you for the steps necessary to complete the project.

The Planning Practicum is broken up into 4 steps that will all build upon the previous step. They are broken up into 4 separate assignments. You will submit the complete Emergency Operations Plan (EOP) for your final step, i.e. Step 4. Detailed instructions for each step can be found in the weekly Course folders for the dates each step is due.

Independent Study FEMA Course Homework Instructions
INTERNATIONAL STUDENTS AND STUDENTS WITHOUT A VALID SOCIAL SECURITY NUMBER MUST CONTACT THE INSTRUCTOR DURING THE FIRST WEEK OF CLASS. WITHOUT A VALID SOCIAL SECURITY NUMBER, STUDENTS WILL NOT BE ABLE TO REGISTER ON THE FEMA WEBSITE.

Two 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 the designated TurnItIn folder under “Assignments” in order to receive credit for these assignments. It takes at least 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.

Independent Study (IS) Course 235b: Emergency Planning (5%)
This independent study course offered by the Federal Emergency Management Agency (FEMA) provides an overview of the fundamentals of and rationale behind the emergency planning process. The course can be found at: http://training.fema.gov/EMIWeb/IS/is235b.asp. The course should take about 6-10 hours and can be completed at your own pace. The certificate of course completion is due by the above deadline.

Independent Study (IS) Course 800.B: National Response Framework, an Introduction (5%)
This independent study course offered by the Federal Emergency Management Agency provides an overview of the concepts and principles of the National Response Framework (NRF) which is the plan that dictates federal response and recovery to a disaster. Students can find the course at: http://training.fema.gov/EMIWeb/IS/IS800b.asp. The course should take about 2-3 hours and must be successfully completed in one sitting. The certificate of course completion is due by the above deadline.
Reading Quizzes
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 with special emphasis on the journal articles and chapter readings. The quiz format will include multiple choice, essay, and fill-in the blank questions. The quizzes can be found in the Assignments folder. These will be submitted via BlackBoard.

Book Case Study Analysis and Oral Presentation Assignment

General Instructions and Format
During the course of the semester you will each present to the class a 5 minute oral presentation and analysis of a case study book. Students are required to record voice-overs to a MS PowerPoint slideshow. Be creative in your oral presentation and use visual aids that will capture your classmates’ interest in your event, demonstrate its relevance, and stimulate learning. Students will be required to post their video or slideshow to YouTube. Students will upload their presentations and submit the url to BlackBoard.

The due date for your book case study analysis and oral presentation assignment will be based on the book you select. Book choice is based on a first come, first served basis. If you do not select a book from the list provided by the end of the second week of class, a book will be assigned to you. The professor reserves the right to change presentation due dates throughout the semester. For a list of presentation dates, refer to "Schedule of Assignments" below.

Content
The presentation should both summarize and analyze the author’s perspective of the disaster event. At the close of the presentation you should, from your own perspective, illustrate to your fellow students how the disaster covered by the author should shape (or has shaped) emergency management planning and policy today. Additionally, students will research the disaster event from sources (at least 4) outside the book they have selected and provide their own analysis of what happened and if they agree or disagree with the viewpoint(s) presented by the author(s). The last slide of your presentation should be your APA style reference list and any information in your presentation used from these sources should be internally cited appropriately. You should also be prepared to answer any discussion questions on your presentation or the book’s treatment of the disaster event. Remember, you must research other treatments/historical accounts of your disaster event and determine if your author’s treatment of the disaster seems appropriate. Your presentation will be judged both on your ability to summarize and analyze the disaster event / the author’s treatment of the event and your oral presentation of the material.

Class Interaction
All students are expected to read their assigned text and give an oral presentation as well as be prepared to ask thoughtful questions of or make thoughtful comments on other students’ presentations via the class Discussion Board in BlackBoard. These activities will count toward the "Class Discussion" portion of your grade.

Book Assignments/How to Select a Book
The book list will be provided the second week of class. Books will be chosen on a first come, first served basis via the class discussion board in BlackBoard. Additional instructions will be sent out in a class announcement the second week of class.
Discussion Board
Each student must watch and provide feedback for the week's presentations. Responses should be approximately 250 words. Responses must be concise, topic appropriate and professional.

Schedule and Assignments:

Week 1: January 6-10
*Introduction to Emergency Management*
- Course Overview
- **Review Syllabus**
- Read: George Haddow: Case Studies in Emergency and Risk Management - Chapter 1, "Introduction to Crisis, Disaster, and Risk Management Concepts" (*Electronic text in Course Library*)
- Review slides

**Items Due:**
- Complete the First day attendance quiz in Assignments folder – REQUIRED – by Thursday by 5:30 p.m. This is an FSU policy.
- Complete the Academic Honor Policy Activity in the Week 1 folder found in the Course Library.

Week 2: January 13-17
*Foundations Review, Introduction to Planning and Policy*
- Read: Phillips: Disaster Recovery - pp. 19-21
- Read Overview “Developing and Maintaining Emergency Operations Plans (CPG) 101” (Electronic Text in Course Library)
- Read: George Haddow: Case Studies in Emergency and Risk Management - Chapter 2, “Preparedness” (Electronic text in Course Library)
- **Details of the Book Case Study Analysis together with the Book Assignment will be provided by the Instructor during this week**
- Review slides

**Items Due:**
- Complete Independent Study Course 235b, Emergency Planning. Submit certificate of course completion via TurnItIn under “Assignments” by Friday at 5:30 p.m.
  *Emergency Planning can be found at:*
  [http://www.training.fema.gov/EMIWeb/IS/is235b.asp](http://www.training.fema.gov/EMIWeb/IS/is235b.asp)
- Select book for Case Analysis via discussion board under “Student Tools” by Friday at 5:30 p.m.

Week 3: January 21-24
*Hazard and Vulnerability Analysis and the Planning Process*
- Read CPG 101, Chapter 4 found in the Course Library
- Skim the State of Florida’s CEMP: [http://floridadisaster.org/cemp.htm](http://floridadisaster.org/cemp.htm)
- Review slides
Week 4: January 27-31

Job Aids / Hazards
- Review slides

Items Due:
- Complete and submit the first two steps in the Semester-long Planning Project: "Identify Planning Location and Identify Planning Team Members." Detailed instructions can be found in the Week 4 folder of the Course Library. Submit the assignment via TurnItIn under “Assignments” due Friday by 5:30 p.m.

Week 5: February 3-7

Emergency Management Policy and Frameworks, Introduction to NIMS
- Read: George Haddow: Case Studies in Emergency and Risk Management—Chapter 7, “Statutory Authority” (Electronic text in Course Library)
- Read: Phillips: Disaster Recovery – pp. 35-43
- Read NIMS Introduction and Overview (Electronic Text in Course Library)
- Review slides

Items Due:
- Complete Independent Study Course 800.B, submit certificate of course completion via TurnItIn by Friday at 5:30 p.m.

National Response Framework, An Introduction can be found at: http://training.fema.gov/EMIWeb/IS/IS800b.asp

Week 6: February 10-14

Public Health Emergencies / Psychological Impacts of Disaster/Social Media
- Read NRF, Emergency Support Function (ESF) # 8, Health and Medical Services Annex found in the Course Library
- Read Phillips: Disaster Recovery - Chapter 10
- Review slides

Items due:
- Reading Quiz #1 by Friday at 5:30p.m.

Week 7: February 17-21

Critical Facilities, Protective Actions,
- Read Phillips: Disaster Recovery - Chapter 9
- Read Introduction to National Infrastructure Protection Plan (NIPP) (Electronic text in Course Library)
- Read: George Haddow: Case Studies in Emergency and Risk Management - Chapter 4, “Response” (Electronic text in Course Library)
- Review slides
**Week 8: February 24-28**

*Disaster Housing, Special Needs Populations*
- Read Phillips: Disaster Recovery - Chapter 7
- Read Chapter III (3) and V (5) of CPG 301 – Interim Emergency Management Planning Guide for Special Needs found in the Course Library
- Review Slides

**Items Due:**
- Complete and submit the third step in the Semester-long Planning Project: "Hazard and Vulnerability Assessment". Details for this assignment are found in the Week 8 folder of the Course Library. It is due via TurnItIn on Friday by 5:30 p.m.

**Week 9: March 3-7**
- Mid-term, due by Friday at 5:30pm.

**Week 10: March 10-14/SPRING BREAK**
- No class

**Week 11: March 17-21**

*Disaster Logistics*
- Review Mini Lecture
- Review Slides

**Items due:**
- Oral Presentations - Group 1: presentation url submitted to BlackBoard (Bb) by Wednesday at 5:30 p.m.
- Oral Presentations Responses - due on discussion board by Friday at 5:30pm

**Week 12: March 24-28**

*Historic and Cultural Resource Considerations / Mitigation Planning*
- Read Phillips: Disaster Recovery, Chapter 6
- Read George Haddow: Case Studies in Emergency and Risk Management—Chapter 3, “Mitigation” (Electronic text in Course Library)
- Read *Title 44: Emergency Management and Assistance* Sections:
  - 201.4 - Standard State Mitigation Plans - http://bit.ly/m8ONt1
- Review slides

**Items Due:**
- Oral Presentations - Group 2: presentation url submitted to Bb by Wednesday at 5:30 p.m.
- Oral Presentations Responses - due in discussion board by Friday at 5:30pm
Week 13: March 31 - April 4

**Recovery Planning**
- Read Phillips: Disaster Recovery, Chapters 3, 4, 5 and 11
- Read Chapter 1 of FEMA Publication 322, Public Assistance Guide
- Review slides

**Items Due:**
- Oral Presentations - Group 3: presentation url submitted to BB by Wednesday at 5:30 p.m.
- Oral Presentations Responses - due in discussion board by Friday at 5:30pm

Week 14: April 7-11

**Hazmat Planning, Technology and Planning**
- Review slides

**Items Due:**
- Complete Step 4 in the Semester-long Planning Project: Submit your complete Emergency Operations Plan (EOP) including the "Concept of Operations". Details for this assignment are found in the Week 12 folder in the Course Library. Note: Sample Step 4s by former students can be found in the Course Library. The assignment is due via TurnItIn by Friday at 5:30 p.m.

Week 15: April 14-18

**Business Continuity Planning (BCP) / Continuity of Operations Planning (COOP)**
- Review slides

**Items Due:**
- Oral Presentations - Group 4: presentation url submitted to Bb by Wednesday at 5:30 p.m.
- Oral Presentations Responses - due in discussion board by Friday at 5:30p.m.
- Reading Quiz #2 on readings and graduate presentations by Friday at 5:30p.m.

Week 16: April 21-25

**Professionalism and the Future of Emergency Management**
- Read George Haddow: Case Studies in Emergency and Risk Management—Chapter 10 “Future Trends and Issues” (Electronic text in Course Library)

**Guest Lecture**
- Review slides from Guest Lecturer in Course Library
- Review slides from weeks 9-15 for the Final Exam
Week 17: April 28- May 2
- Final Exam: Due by Wednesday, April 30th at 5:30p.m.