Introduction to Emergency Management and Disaster Planning

Learning Objectives:

The students will be given an overview of the history and philosophy of the comprehensive emergency management (CEM) system. Students will be able to identify the concepts associated with the four phases of emergency management and disaster planning: mitigation, response, recovery, and preparedness. They will learn the terms and concepts associated with development of an emergency management program with emphasis on the State of Florida and local government. The course will examine the roles and responsibilities of federal, state, and local government, and non-profit agencies for response to disasters and emergencies with emphasis on man-made, natural, and technological events which are most likely to affect the State of Florida. The student will be introduced to the State of Florida Comprehensive Emergency Management Plan (CEMP) and the “All Hazards” approach to planning.

Grading Criteria:
A.................901 – 1000 pts
B..................801 – 900 pts
C..................701 – 800 pts
D..................601 – 700 pts
Fail...............0 – 600 pts

Course Requirements:

Attendance & Participation (150 pts): Each class session represents 5 points for attendance and 5 points for participation. Attendance and participation are critical for the successful completion of the course. Students will be allowed to miss one (1) class session without penalty. Students who attend all 16 class sessions will receive an additional 10 points toward their final grade.

Individual (Short) Research Paper (150 pts): Each student will be responsible for completing a short research paper. The student will be required to provide a summary of the enabling state and local legislation that governs their county of residence’s emergency management efforts. This paper will provide the framework for the research report due at the end of the semester. APA (4th Edition) format is required for all written assignments. The body of the paper will be no less than five double-spaced pages. Late papers will be assessed 5 points for each day late.

Mid-Term Exam (200 pts): A mid-term examination will be given covering concepts presented during the first half of the course. The examination will be a combination of short answer and identification formats. Persons unable to attend the mid-term may be offered a make-up examination in essay format.
Syllabus Tentative Course Outline
Introduction to Emergency Management and Disaster Planning

Research Report (300 pts): The student will be required to conduct research and report on a private public agency or department having emergency management responsibilities within their county of residence. The student must obtain pre-approval by the instructor NLT the 4th week of class. Final class size will determine whether the students will be required to provide a 15 minute presentation on their agency. The body of the research report will be not less than 10 pages double-spaced and follow the APA (4th Edition) format.

Final Examination (200 pts): A final examination will be given on material covered through the 2nd half of the semester. This examination will follow the same format as the mid-term.

Required Text:


Tentative Schedule:

Session 1: Course Introduction, Objectives, Expectations
What is Emergency Management and Disaster Planning

Session 2: The Evolution of Emergency Management
Introduction and Chapter 1

Session 3: Foundations of Emergency Management
Chapter 2

Session 4: Coordination
Chapter 3, Guest Speaker

Session 5: Community Preparedness
Chapter 4

Session 6: State and Federal Government Perspective
Chapter 5

Session 7: Hazard Mitigation, Review for Mid-term
Chapter 6

Session 8: Mid-term Examination. Short Research Paper Due

Session 9: Preparedness
Chapter 7
Syllabus Tentative Course Outline  
Introduction to Emergency Management and Disaster Planning

Session 10: Response  
Chapter 8

Session 11: Recovery  
Chapter 9

Session 12: Day-to-Day Operations  
Chapter 10, Guest Speaker

Session 13: Emergency Management Contemporary Issues  
Chapter 11

Session 14: A Look to the Future (Part 1)  
Chapter 12

Session 15: Technology and Emergency Management (IST Guest Speaker?)  
Review for Final Examination, Research Report Due

Session 16: Final Examination
Course description: In this course we will examine issues related to management of disasters and other public emergencies. Topics include philosophy and concepts of emergency management, the job and responsibilities of the emergency manager, developing and reviewing emergency management plans, training for disaster mitigation and response, incident command for emergencies and technology in emergency such as simulation techniques. Students will have the opportunity to examine a number of computer-based programs relating to disaster management. Some assignments will require access to the World Wide Web. A considerable amount of class time will be devoted to class exercises and presentation and discussion of student projects.

Readings:

Readings are from a variety of books, articles, reports, publications by the Federal Emergency Management Agency, the National Fire Academy and internet sites. A preliminary readings list is attached. The readings list will be expanded during this course.

Course grade will determined by four quizzes (25 points each), a special project examining one of the course topics in detail (100 points) and a final (50 points). The special project will be presented to the class as well as documented in a paper. Six quizzes will be given and the lowest two grades will be dropped.

Weekly Schedule

1. Introduction to Course, Concepts of Emergency Management
2. 
3. con’t Quiz #1
4. Introduction to the Incident Command System
5. Developing Emergency Management Plans Quiz #2
6. con’t
7. Case Studies and Lessons Learned Quiz #3
8. Job and Responsibilities of Emergency Managers
9. Emergency Operations Centers Quiz #4
10. Project topic chosen and approved by instructor
11. Training for Disaster Mitigation and Response
12. Technology in Emergency Management Quiz #5
13. Presentation of Projects and Exercises Quiz #6
14. con’t
15. con’t
Final
READINGS LIST
for Managing Public Emergencies, PAD 4932-091
Fall 1996
Instructor. Peter Kincaid

General Texts on Managing Public Emergencies


DESIGN OF EMERGENCY MANAGEMENT EXERCISES


EXERCISE and EVENT DOCUMENTATION


BEHAVIOR IN EMERGENCIES


World Wide Web SITES

COMPREHENSIVE EMERGENCY PLANNING
(PAD 4932, Section 0W94, 3 credit hours)
taught via the Internet
UNIVERSITY OF CENTRAL FLORIDA
SPRING 1998

for information on registration: call the UCF Department of Public Administration—407/823-2604.

University of Central Florida Senior-level Undergraduate Course or MPA elective
Department of Public Administration
College of Health and Public Affairs
   Instructor: J. Peter Kincaid, Ph.D.
   Professor of Public Administration and Principal Scientist
   Institute for Simulation and Training/University of Central Florida
   3280 Progress Drive
   Orlando, FL 32826 (pkincaid@ist.ucf.edu, 407/658-5028, -5059(fax))

This 3 credit hour course is for practitioners in the emergency response professions (e.g., fire/rescue and emergency management) or majors in Public Administration who are preparing to go into these fields. The goal of the course is to define, carry out, and report on a significant issue faced by Fire/Rescue and/or Emergency Management agencies. The product of the course is a written report which has significant value to the profession and one or more agencies. One model for the reports are the Applied Research Projects conducted by Fire Service executives enrolled in the National Fire Academy’s Executive Fire Officer Program.

Examples of appropriate subject areas include:

1. Development of a mitigation plan for a local or state government agency.

2. Development or analysis of a component of a human resources program (e.g., appraisal, training, employee-based decision making).

3. The use of new technologies in emergency planning and response operations (simulation programs for hazardous material spread, decision support computer programs for dealing with hazardous materials incidents, Geographic Information Systems, the new generation of Emergency Operation Centers).

4. Planning for and participating in a major emergency management exercise (State, Federal or large metro level).


6. Planning for first response to terrorism, including terrorists’ use of weapons of mass destruction.
Text: There is no text for this course. However, there will be posted readings on the class Internet site. These consist mainly of journal articles and government reports, some of which are available via the Internet, such as the FEMA World Wide Web site.

Students will have weekly assignments for the first half of the course, due by the next week for the first half of the course. These will consist of readings, researching data from government agencies and contacts, etc. The second half of the course will be devoted to writing the project paper. Group projects are encouraged, although individual projects are also fine. Typically, the project will benefit a government agency or company for which the student works.
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<tr>
<th>Week</th>
<th>Assignment</th>
<th>Due Date/Comment</th>
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| 1 (1/7) | Post your biography on course web site  
Respond to “issue of the week” in chat room | Due 1/12  
Due 1/12 format provided |
| 2 (1/12) | Respond to “issue of the week” in chat room  
Internet assignment (FEMA WWW site) | Due 1/19  
Due 1/19 |
| 3 (1/19) | Outline of class project  
Respond to “issue of the week” in chat room  
Internet assignment (FL Div. of Emergency Management WWW site) | Due 1/26  
list team members  
and their assignments  
Due 1/26  
Due 1/26 |
| 4 (1/26) | Chose government decision makers for interviews  
and outline structured interview questions  
Order documents from FEMA or other government agency  
Respond to “issue of the week” in chat room | Due 2/2  
Due 2/2 report which documents ordered  
Due 2/2 |
| 5 (2/2) | Detailed outline of class project  
Conduct interviews and report on them | Due 2/9  
Due 2/23 |
| 6 (2/9) | Respond to “issue of the week” in chat room | Due 2/16 |
| 7 (2/16) | Internet assignment—project related | Due 3/2 |
| (2/23) | SPRING BREAK THIS WEEK | |
| 8 (3/2) | Respond to “issue of the week” in chat room | Due 3/9 |
| 9 (3/9) | First draft of class project report | Due 3/23  
report made available to all students for comments |
| 10 (3/16) | Internet assignment—project related | Due 3/23 |
| 11 (3/23) | Briefing slides for class project  
Short position paper | Due 4/13  
Due 4/13 |
| 12 (3/30) | Review at least three other class projects and post comments | Due 4/6  
comments posted for all class members |
| 13 (4/6) | Final draft report | Due 4/13 |
| 14 (4/13) | Provide course critiques | Due 4/25 |
| 15 (4/20) | | Final report due 4/25 |