

UNIVERSITY OF CENTRAL FLORIDA

Syllabus Tentative Course Outline
Introduction to Emergency Management and Disaster Planning

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:

Drabek, Thomas E. *Emergency Management Principles and Practice for Local Government*, Washington, D.C.: International City/County Management Association. 1991.

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

READINGS LIST
for Managing Public Emergencies, PAD 4932-091
Fall 1996

Instructor. Peter Kincaid

General Texts on Managing Public Emergencies

Dynes, R.R., & Tierney, K.J. (Eds.) (1994). *Disasters, Collective Behavior and Social Organization*. Newark, Delaware: University of Delaware Press.

Federal Emergency Management Agency. (1988). *The CEO's Disaster Survival Kit*. Washington, DC: Author

Keating, J., Gaynor, J., Groner, N., Mitchell, J., Tierney, K., & Williams, J. (1992). *Fire Related Human Behavior. Course Guide/Reader*. Emmitsburg, MD: National Emergency Training Center, National Fire Academy.

Krebs, D.R., Kenneth, C.H., & Gabriele, M. B. *When Violence Erupts: A Survival Guide for Emergency Responders*. St. Louis: C.V. Morris Co.

DESIGN OF EMERGENCY MANAGEMENT EXERCISES

Federal Emergency Management Agency. (1990, January). *Exercise Design Course: Guide to Emergency Management Exercises*. SM 170.2. Emmitsburg, MD: FEMA, Emergency Management Institute.

EXERCISE and EVENT DOCUMENTATION

Florida Division of Emergency Management. *1995 Statewide Exercise, "Zack" Command and Control Handbook*. Tallahassee, FL: Author.

Federal Emergency Management Agency. (1992, August). *Interagency Hazard Mitigation Team Report: Hurricane Andrew*. Washington, DC: Author

BEHAVIOR IN EMERGENCIES

Cantor, D. (Ed.) (1990). *Fires and Human Behavior*, 2nd Ed. London: David Fulton Publishers.

World Wide Web SITES

FEMA - <http://www.fema.gov/homepage.html>

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).
5. An analysis of an important issue facing the Federal Emergency Management Agency.
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.

Week	Assignment	Due Date/Comment
1 (1/7)	Post your biography on course web site Respond to “issue of the week” in chat room	Due 1/12 format provided Due 1/12
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