*Department of Global Health*

**Emergency/Disaster Recovery**

**PHC 6184**

**Course Syllabus**

**INSTRUCTOR INFORMATION**

**Instructor:**

Michael Gonzalez, Ph.D.

Tampa International Airport Fire Chief

Tampa Fire Rescue

**Contact Information:**

Telephone: (813) 348-6520 Days

(813) 238-3110 Nights and Weekends

e-mail: mgonzale@health.usf.edu

**Instructor Office Hours:**

By appointment and via e-mail.

**Instructor Policies:**

The best method to contact me is through e-mail. Every effort will be made to reply within 24-48 hours. Being an online course, with e-mail often our only form of communication, I try to respond promptly. Therefore, if you do not hear back from me within this time frame, please resend your e-mail as there may have been a problem with transmission and/or give me a telephone call. To help avoid any problems, I have the following requests of you:

 You MUST use the Blackboard e-mail or a USF account. This helps to reduce the chances that your e-mail is blocked by the Spam filter. E-mails from yahoo, AOL, and gmail often end up in Spam mail.

 Include the course number in the subject line.

 Always address your e-mail to me and sign the e-mail. Blackboard does not allow you to see who the message went to. Therefore, if you do not address the message to me, I have no way of knowing if this was an e-mail sent to only me or to others. You may not receive a reply.

 All completed FEMA courses and the Term Paper MUST be submitted through the digital dropbox.

 All FEMA Group Discussions and Discussion Questions MUST be completed in your Working Group link. The Group Summary MUST be submitted through the applicable Discussion Board link.

**REQUIRED MATERIALS**

**Required Textbooks:**

Waugh, L. W. and Tierney, K. (Eds.). (2007). Emergency management: Principles and practice for local government. Washington D. C.: International City Management Association. Can only buy at: <http://www2.icma.org/main/sc.asp?t=0>   
  
FEMA Higher Education Project. (2004). Introduction to Emergency Management Textbook. Chapter 11: Community Disaster Recovery. Can download for free at: <http://www.training.fema.gov/EMIWeb/edu/fem.asp>  
  
Haddow, G. D., Bullock, J. A. & Coppola, D. P. (2008). Introduction to Emergency Management, 3rd Edition. (Homeland Security Series). Can buy at Amazon: <http://www.amazon.com>

Landesman, L. Y. (2005). Public Health management of disasters: The practice guide. 2nd Edition. Can buy at Amazon: <http://www.amazon.com>

Petterson, J. (1999). A review of the literature and programs on local recovery from disaster. Natural Hazards Research Working Paper #102, Natural Hazards Research and Applications Information Center, Institute of Behavioral Science, University of Colorado. Can be found for free at <http://www.colorado.edu/hazards/wp/wp102/wp102org.html>  
  
Tierney, K. J., Lindell, M.K., & Perry, R. W. (2001). Facing the unexpected: Response in the United States. ISBN 0-309-06999-8. Can buy at Amazon: <http://www.amazon.com>

**Federal Emergency Management Agency (FEMA) Courses**

These courses can be found for free at: http://[www.training.fema.gov/emiweb/IS/crslist.asp](http://www.training.fema.gov/emiweb/IS/crslist.asp)

1. IS-7 A Citizens Guide to Disaster Assistance

2. IS-100 Introduction to the Incident Command System

3. IS-242 Effective Communications

4. IS-288 The Role of Voluntary Agencies in Emergency Management

5. IS-800 Introduction to the National Response Plan

6. IS-814 Long Term Community Recovery

**COURSE INFORMATION**

**Description:**

The content of this course is designed to expose the concepts of: 1) recovery models used by the United States and International operations, 2) recovery planning and response considerations regarding a disaster environment, especially in terms of major disaster incidents, 3) command and control systems, organizational structures, and 4) various emergency management roles and responsibilities regarding the overall recovery effort. In addition to the United States and international focus, the course also addresses the coordination and problem solving aspects of disaster operations.

**Purpose:**

This course is designed to develop or improve the skills of persons interested in providing emergency health services after community emergencies. One of four courses in the USF graduate certificate program in Disaster Management, this course examines the process of recovering from a disaster in emergency management and will expose the student to terms used in the field.

Emergency/Disaster Recovery provides an introduction to recovery strategies. Other topics covered in this course include: roles of local, state and federal government; roles of first responders; disaster declaration; community response and individual behaviors after a disaster; elements of mitigation; federal assistance recovery programs; communication strategies; command and control systems; volunteer organizations; role of the Emergency Operations Center; post-disaster assessment; special needs population; recovery plans for businesses; long-term recovery vision; linking capacity building and relief with development; the international roles of the United States, United Nations, nongovernmental organizations, and international financial institutes in disaster recovery; and the importance of personal, family and community recovery.

**COURSE OBJECTIVES**

By the end of the course, participants will be able to:

**Part 1**

 Understand the role of the local, state and federal government in the recovery process.

 Describe the roles and responsibilities of local and state officials after a disaster.

 Describe the roles and responsibilities of first responders.

 Illustrate procedures for requesting disaster assistance from the federal government.

 Describe a typical sequence of events following a disaster declaration.

 Describe the factors that influence an individuals or communities response to a disaster.

 Describe the different responses people make to technological verses natural disasters.

 Explain the elements of mitigation.

 Describe the benefits of effective mitigation.

 Explain how the opportunities for mitigation are often best during the recovery period.

 Understand the role of the Community Development Block Grant in mitigation local efforts.

 Know the skills and tools required for accomplishing mitigation.

 Explain how land-use planning and ordinances can promote risk reduction.

 Understand why risk-reduction and mitigation programs are not more widely applied.

 Describe the federal assistance recovery programs available to individuals and businesses.

 Explain the four critical assumptions of an effective disaster communications strategy.

 Understand how Risk Communication Theory is used in developing effective awareness campaigns during the recovery period.

 Know the role of the media in the recovery effort.

 Explain the need to establish a Joint Information Center to coordinate the collection and dissemination of information.

 Understand the concepts and principles of the Incident Command System

 Describe the Section Chief positions and their associated functions within the Incident Command System.

 Describe the process of setting up an Incident Command System.

 Understand how to manage resources at an incident.

 Describe the five major management systems within the Incident Command System.

**Part 2**

 Describe the roles of the American Red Cross and the Salvation Army in disaster recovery.

 Describe the roles of the State and National Volunteer Organizations Against Disasters.

 Understand the importance of volunteers in the recovery process.

 Understand the challenges that organizations face when responding to a disaster.

 Know what variables affect the response activities of the individual and community.

 Describe how post-disaster needs assessments provide information necessary to coordinate recovery priorities.

 Explain the importance of developing special needs facilities after the disaster.

 Understand the importance of restoring the psychological and social functioning of individuals and the community.

 Outline the steps for long-term disaster recovery.

 Understand the difference between pre- and post-disaster politics.

 Understand the value of pre-existing recovery plans for business and communities.

 Describe the importance of developing a shared long-term recovery vision for the community.

 Explain why it is important to link capacity building and relief with development.

 Describe the role of the United Nations in international disaster recovery.

 Describe the role of the United States in international disaster recovery.

 Describe the role of nongovernmental organizations in international disaster recovery.

 Describe the role of international financial institutes in international disaster recovery.

**COURSE REQUIREMENTS**

1. Weekly Discussions & Activities: Throughout the course, assignments, activities and/or discussion questions will be posted regarding the topic area. These activities will be posted under the Assignment tab for each unit and may include individual assignments, group assignments and/or group discussions. To be prepared for discussions and activities, you should read the assigned chapters covered in the unit, review the guided learning activities, and complete any individual assignments posted. Do NOT wait until the last day to be involved in your group discussions! Weekly assignments will account for 10% of your final grade.

2. Prepare a term paper of no less than 10 pages regarding an aspect of disaster recovery that is of interest to you. The instructor must approve the topic no later than the 8th week of class. The paper must be in APA style or it will not be accepted. The paper will account for 20% of your final grade.

3. Take six FEMA Independent Study Courses. All courses can be found at: <http://www.training.fema.gov/emiweb/IS/crslist.asp>. After reading the material for the FEMA courses the students will meet in their groups to discuss and evaluate, in writing, the course material (2% per FEMA course completion and 3% per group discussion participation for a total of 30%).

4. Mid-term exam (20%).

5. Final exam (20%).

**GRADING**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **GPA** | **Score** |  |  |  | **Grade** | **GPA** | **Score** |
| A+ | 4.0 | 97-100 |  |  |  | C | 2.00 | 73-76 |
| A | 4.0 | 93-96 |  |  |  | C- | 1.67 | 70-72 |
| A- | 3.67 | 90-92 |  |  |  | D+ | 1.33 | 67-69 |
| B+ | 3.33 | 87-89 |  |  |  | D | 1.00 | 63-66 |
| B | 3.00 | 83-86 |  |  |  | D- | 0.67 | 60-62 |
| B- | 2.67 | 80-82 |  |  |  | F | 0.00 | 59 and lower |
| C+ | 2.33 | 77-79 |  |  |  |  |  |  |

**OTHER POLICIES**

1. All assignments must be turned in by the due date on the course schedule, unless otherwise notified by the instructor. No makeup of missed work will be allowed.

2. All assignments are due no later than 11:59 PM EST on the Saturday prior to the due date listed on the Course schedule unless otherwise noted.

3. Students who anticipate being absent from class due to the observation of a major religious observance must provide notice of the dates to the instructor, in writing, no later than the 14th day of class.

4. Cheating of any sort is not tolerated and will be punished. I take this VERY seriously! Please review the USF Graduate Handbook for the official policies. Please note the University of South Florida has an account with an automated plagiarism detection service, which allows instructors to submit student assignments to be checked for plagiarism. It really works! I reserve the right to 1) request that assignments be submitted to me as electronic files and 2) electronically submit assignments to plagiarism software for detection. Assignments are compared automatically with a huge database of journal articles, web articles, and previously submitted papers.

**IMPORTANT RESOURCES**

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| --- | --- |
| Technical problems: | If you are having problems accessing course, course materials, links, videos, presentations, documents, assignment submission, use the Tech Assistance button on the course website. The Tech Assistance button links to the Technical Support page of the Office of Educational Technology & Assessment website at: http://health.usf.edu/publichealth/eta/techsupport.html. Select from any of the available options. Students will receive a reply WITHIN 24 hours via phone or email based on student preference. |
| Student Handbook: | Review USF Student Handbook at: <http://www.sa.usf.edu/handbook/USF_Student_Handbook.pdf> |
| Student Rights and Conduct: | See USF Student Handbook to review:  -- USF Student Rights/Responsibilities  -- USF Student Code of Conduct |
| Academic Dishonesty/ Plagiarism: | Plagiarism will not be tolerated and is grounds for failure. Review USF Academic Dishonesty and Disruption of Academic Process Policy at: <http://usfweb2.usf.edu/usfgc/ogc%20web/currentregs/USF3-0015.htm>  *Also available in the Student Handbook*  The University of South Florida has an account with an automated plagiarism detection service (*SafeAssignment*), which allows instructors and students to submit student assignments to be checked for plagiarism. I (the instructor) reserve the right to 1) request that assignments be submitted as electronic files and 2) submit students’ assignments to *SafeAssignment*, or 3) request students to submit their assignments to *SafeAssignment* through myUSF. Assignments are compared automatically with a database of journal articles, web articles, the internet and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized. For more information about Plagiarism and *SafeAssignment*, visit:  Plagiarism tutorial: <http://www.cte.usf.edu/plagiarism/plag.html>  *SafeAssignment* manual: <http://eta.health.usf.edu/technology/plagiarism/studentman.pdf> |
| Technology Checklist: | Link to basic technology requirements includes list of hardware and link to download required software: <http://health.usf.edu/publichealth/eta/students_tech_requirements.htm> |
| Library Resources: | USF Library Resources and Services: <http://www.lib.usf.edu/>  Shimberg Health Sciences Library: <http://health.usf.edu/library/home.html>  ‘How to Find a Journal Article’ tutorial: <http://eta.health.usf.edu/publichealth/library/tutorial/index.html> |
| Citation Style Guides and Examples: | <http://www.lib.usf.edu/public/index.cfm?Pg=CitingSources>  This course uses APA style. |
| Using Bibliographic Management Software: | <http://eta.health.usf.edu/publichealth/library/bms/bms_v5_interface.html> |
| Netiquette (online communication etiquette): | Netiquette guidelines: <http://eta.health.usf.edu/publichealth/standards/syllabus/Online_Netiquette.pdf> |
| Plagiarism: | Tutorial on Plagiarism: <http://www.cte.usf.edu/plagiarism/plag.html> |
| Safe Assignment: | *SafeAssignment* Student Manual: <http://eta.health.usf.edu/technology/plagiarism/studentman.pdf> |
| How to use Blackboard v7 Assignment Submission Tool: | <http://eta.health.usf.edu/technology/Assignmenttoollarge.html> |
| How to use Blackboard v7 Discussion Board: | <http://eta.health.usf.edu/technology/Blackboard/Bb_v7_Discussion_board/Bb_discussion_board_narrated/player.html> |
| How to use Blackboard v7 Journal/Blog Tool: | <http://support.learningobjects.com/help/campus_pack/2.7.13/journal/journal.htm> |
| How to use Blackboard v7 Teams/Wiki Tool: | <http://support.learningobjects.com/help/campus_pack/2.7.13/wiki/wiki.htm> |

**SCHEDULE OF CLASSES**

**I. Unit 1 - Introduction and Overview**

**Section 1 – Introduction and Overview of the Course**

Activities:

 Discussion Question 1 (2 points)

**Section 2 – Mitigation and Preparedness**

Readings:

Haddow, Bullock & Copolla. (2008). Introduction to Emergency Management 3rd Edition: pp. 75-97.

 Waugh & Tierney. (2007). Emergency Management: Principles and practice for local government: pp. 89-111.

 Waugh & Tierney. (2007). Emergency Management: Principles and practice for local government: pp. 113-142.

FEMA Course:

 IS-7 A Citizens Guide to Disaster Assistance (2 points for the course and 3 points for participation in the group discussion) http://[www.training.fema.gov/emiweb/IS/crslist.asp](http://www.training.fema.gov/emiweb/IS/crslist.asp)

**Section 3 – Disaster Response**

Readings:

Haddow & Bullock. (2003). Introduction to Emergency Management: The disciplines of emergency management: pp. 77-86, 91-119, 124-130, and 337-367.

OR

Haddow, Bullock & Copolla. (2008). Introduction to Emergency Management 3rd Edition: pp. 99-154.

Haddow, Bullock & Copolla. (2008). Introduction to Emergency Management 3rd Edition: pp. 445-450.

Tierney, Lindell, & Perry. (2001). Facing the Unexpected: Disaster preparedness and response in the United States: pp. 121-156.

Tierney, Lindell, & Perry. (2001). Facing the Unexpected: Disaster preparedness and response in the United States: pp. 157-198.

Activities:

 IS-7 A Citizens Guide to Disaster Assistance group discussion (2 points for the course and 3 points for participation in the group discussion)

**II. Unit 2 – Components of Disaster Response and Recovery**

**Section 4 – Communications**

FEMA Course:

 IS-242 Effective Communication (2 points for the course and 3 points for participation in the group discussion) http://[www.training.fema.gov/emiweb/IS/crslist.asp](http://www.training.fema.gov/emiweb/IS/crslist.asp)

Readings:

 Haddow & Bullock. (2003). Introduction to Emergency Management: The disciplines of emergency management: pp. 121-124.

OR

 Haddow, Bullock & Copolla. (2008). Introduction to Emergency Management 3rd Edition: pp. 143-146.

 Haddow & Bullock. (2003). Introduction to Emergency Management: The disciplines of emergency management: pp. 195-217.

OR

 Haddow, Bullock & Copolla. (2008). Introduction to Emergency Management 3rd Edition: pp. 227-250.

 Landesman (2005). Public Health Management of Disasters: The practice guide: pp. 131-149.

 Tierney, Lindell, & Perry. (2001). Facing the Unexpected: Disaster preparedness and response in the United States: pp. 136-143.

Activities:

 IS-242 Effective Communication group discussion (2 points for the course and 3 points for participation in the group discussion)

**Section 5 – UASI, MMRS and ICS**

FEMA Course:

 IS-100 Introduction to the Incident Command System (2 points for the course and 3 points for participation in the group discussion) http://[www.training.fema.gov/emiweb/IS/crslist.asp](http://www.training.fema.gov/emiweb/IS/crslist.asp)

Readings:

 Haddow & Bullock. (2003). Introduction to Emergency Management: The disciplines of emergency management: pp. 88-90.

OR

 Haddow, Bullock & Copolla. (2008). Introduction to Emergency Management 3rd Edition: pp. 111-113.

 Waugh & Tierney. (2007). Emergency Management: Principles and practice for local government: pp. 63-64.

 Waugh & Tierney. (2007). Emergency Management: Principles and practice for local government: pp. 171-180.

 Waugh & Tierney. (2007). Emergency Management: Principles and practice for local government: pp. 327-330.

 Landesman. (2005). Public Health Management of Disasters: The practice guide: pp. 45-63.

Activities:

IS-100 Introduction to the Incident Command System group discussion (2 points for the course and 3 points for participation in the group discussion)

**Section 6 – The Role of Public Health**

Readings:

 Landesman. (2005). Public Health Management of Disasters: The practice guide: pp. 33-43.

 Landesman. (2005). Public Health Management of Disasters: The practice guide: pp. 63-85.

 Landesman. (2005). Public Health Management of Disasters: The practice guide: pp. 165-187.

 Waugh & Tierney. (2007). Emergency Management: Principles and practice for local government: pp. 183-204.

Activities:

 Discussion Question 2 (2 points)

**Section 7 – US Disaster Response**

FEMA Course:

 IS-800 Introduction to the National Response Plan (2 points for the course and 3 points for participation in the group discussion) http://[www.training.fema.gov/emiweb/IS/crslist.asp](http://www.training.fema.gov/emiweb/IS/crslist.asp)

Readings:

 Haddow, Bullock & Copolla. (2008). Introduction to Emergency Management 3rd Edition: pp. 397-418.

 Waugh & Tierney. (2007). Emergency Management: Principles and practice for local government: pp. 322-324.

Activities:

 IS-800 Introduction to the National Response Plan group discussion (2 points for the course and 3 points for participation in the group discussion)

**Section 8 – Midterm Exam**

**III. Unit 3 – Disaster Recovery**

**Section 9 – Recovery**

FEMA Course:

 IS-814 Long Term Community Recovery (2 points for the course and 3 points for participation in the group discussion) http://[www.training.fema.gov/emiweb/IS/crslist.asp](http://www.training.fema.gov/emiweb/IS/crslist.asp)

Readings:

 FEMA Higher Education Project (2004). Introduction to Emergency Management Textbook. Chapter 11: Disaster Recovery. <http://training.fema.gov/emiweb/edu/introtoEM.asp>

 Petterson, J. (1999). A review of the literature and programs on local recovery from disaster. Natural Hazards Research Working Paper #102. Can be found for free at <http://www.colorado.edu/hazards/wp/wp102/wp102org.html>

Activities:

IS-814 Long Term Community Recovery group discussion (2 points for the course and 3 points for participation in the group discussion)

**Section 10 – Recovery Functions of the Emergency Operations Center (EOC)**

Readings:

 Waugh & Tierney. (2007). Emergency Management: Principles and practice for local government: pp. 39-53.

 Waugh & Tierney. (2007). Emergency Management: Principles and practice for local government: pp. 207-232.

Activities:

 Discussion Question 3 (2 points)

**Section 11 – Recovery Functions of the EOC (continued)**

FEMA Course:

 IS-288 The Role of Voluntary Agencies in Emergency Management (2 points for the course and 3 points for participation in the group discussion)

http://[www.training.fema.gov/emiweb/IS/crslist.asp](http://www.training.fema.gov/emiweb/IS/crslist.asp)

**IV. Unit 4 – Disaster Recovery and Public Health**

**Section 12 – Citizens Role and the Role of Public Health**

Readings:

 Tierney, Lindell, & Perry. (2001). Facing the Unexpected: Disaster preparedness and response in the United States: pp. 81-120.

 Haddow & Bullock. (2003). Introduction to Emergency Management: The disciplines of emergency management: pp. 145-146.

OR

 Haddow, Bullock & Copolla. (2008). Introduction to Emergency Management 3rd Edition: pp. 155-182.

 Waugh & Tierney. (2007). Emergency Management: Principles and practice for local government: pp. 71-84.

 Landesman. (2005). Public Health Management of Disasters: The Practice Guide: pp. 189-210.

Visit the website listed below:

 Citizen Corps <http://citizencorps.gov>

Activities:

 IS-288 The Role of Voluntary Agencies in Emergency Management group discussion (2 points for the course and 3 points for participation in the group discussion)

**Section 13 – Recovery – Case Studies**

Readings:

 Emergency and Risk Management Case Studies Textbook. Chapter 5: Recovery Available online at <http://www.training.fema.gov/EMIWeb/edu/emoutline.asp>.

Activities:

 Discussion Question 4 (2 points)

**Section 14 &15 – International Disaster Recovery**

Readings:

 Haddow, Bullock & Copolla. (2008). Introduction to Emergency Management 3rd Edition: pp. 251-301.

Visit the websites listed below:

 The NGO (non-government) Café <http://www.gdrc.org/ngo/ncafe-f.html>

 Reuters Foundation AlertNet [http://www.alertnet.org](http://www.alertnet.org/)

 Pan American Health Organization [http://www.paho.org](http://www.paho.org/)

Activities:

 Discussion Question 5 (2 points)

**Section 16 – Comprehensive Final Exam**