

# SYLLABUS

Course Description and Syllabus

FES 4820 – Critical Incident Management

Summer 2018

## Faculty:

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**OFFICE HOURS:** *You can email me any time. Please call if you have questions. I will be available generally 5 to 9 p.m. weekdays and on weekends anytime.*

## • COURSE DETAILS

Critical Incident Management is a three (3) credit course scheduled to meet each summer semester via distance education (online learning) via the Canvas Learning Management System platform. It is a graded course and there are no prerequisites. The course describes the functional demands that emergency managers should be aware of in crafting effective emergency management plans, policies, and programs. It addresses how public policy choices impact emergency planning and the consequences of a disaster event. The emergency planning process itself is also emphasized.

## • COURSE DESCRIPTION//STATEMENT of PURPOSE

This course provides the key elements of:

- Provides the foundations for establishing policies as is relates to disaster management
- Application of leadership concepts through critical thinking
- Analysis and development of personal leadership skills

Through the exercises of “work application” the successful student should demonstrate a high level of concept application to their own work experience.

The student will be expected to read assignments from the assigned textbook, examine additional documents or Internet links related to emergency management policies, and demonstrate knowledge of each session through participation of online discussions and to apply that knowledge to subsequent topics and session discussions. Additionally the student will be required to complete “self-assessment” exercises to correctly identify where their skill sets lie within the emergency management spectrum.

This course demands a fundamental understanding of many of the principles presented in the textbook. Those principles are re-emphasized in online discussions and weekly exercises that promote formative learning.

The goal of this course is to enable graduates to possess a more comprehensive knowledge of leadership in the emergency management and homeland security disaster policy processes.

**\*\*Teaching Philosophy:** I am looking for students to demonstrate a working knowledge of the subject. You need to be creative when you complete your assignments but maintain a professional appearance of your work. Your work needs to be complete and in such a manner that someone can pick up your document and understand what you are trying to convey. Most of all your work needs to be supported with research and cited in properly in APA format.

**\*\*Instructional Methods:** The course is designed for individual and group interactivity. It is important to post and respond to discussion questions in the course within the time frame allotted. This provides a learning environment by networking with other students in the course. The assignments are individual base to give you the opportunity to do a variety of activities, in many cases, similar to what you will be doing in role as a leader in the emergency services profession.

## • **Course Objectives**

At the completion of this class, the student should be able to:

- Describe the four phases of emergency management
- Making distinctions between natural and technological or man-made 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 concept of “all-hazards” emergency management
- Describe and discuss the kinds of problems that can occur when programs require intra-governmental, multi-organizational cooperation
- Discuss basic planning concepts
- Identify future trends in emergency management
- Describe the elements of ICS 700 and IS 800

- **REQUIRED TEXT:**

The textbook required for this course is:

- *Haddow, G. D., Bullock, J. A., & Coppola, D. P. (2011). Introduction to emergency management. Amsterdam: Elsevier/Butterworth-Heinemann.*
- *Other readings as assigned*

- **COURSE GRADING:**

Grading in this course will provide the student an opportunity to earn the following grades based upon total percentage earned:

93 – 100	A
90 – 92	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
67 – 69	D+
63 – 66	D
60 – 62	D-
< 60	F

Course grades will be comprised from several important components as illustrated below:

<b>Component</b>	<b>Points or percentage</b>
Discussion Board (10 points/discussion)	50 points
Writing Assignment (20 points/assignment)	100 points
Final Project: comprehensive and applied	100 points

Summative and formative evaluations will be conducted via Canvas through weekly discussions and self-assessments. In addition, a summative cognitive determination of the principles in the course will be assessed through a comprehensive, cumulative final project. This project will be progressive throughout the course and will incorporate all of the essential learning objectives of disaster policy theory.

As noted above, participation through online discussions and compliance with timelines of bi-weekly exercise and assignments will be assessed for a portion of the overall grade. In order to maintain expected progression in meeting the learning objectives of this course, each student must adhere to the reading assignment schedule, participate fully in the online discussions, submit written assignments as required, and regularly contribute toward the development of the course project.

## **COURSE POLICIES:**

- **ATTENDANCE POLICY:**

This course is delivered exclusively via a distance education (online learning) format. Although online learning has many advantages, including convenience of course participation, non-restrictive geographic locations, and independent study, it also imposes some very significant demands.

Probably the two most important demands are: self-discipline and motivation. To succeed in online learning courses, it is imperative that you maintain a strict, self-imposed schedule and commit time to fulfill the readings and complete the assignments. Experience has shown that students that do not discipline themselves to maintain a strict schedule fall behind in the courses and never catch up. The other demand that is important is to stay motivated. At times, the workload may appear daunting, but if you maintain your focus and continue to make progress every day, it is incredible what can be accomplished. Remember: stay motivated and maintain your schedule to complete course requirements.

Unlike other courses, online learning has limited restrictions regarding absences since there is no regular classroom time. However, failure to meet weekly assignments will not only impede your ability to complete the course, it will also impact your grade negatively. Therefore, be sure to execute and maintain a regular and high level of participation in each course. It is recommended that you read the assignment as early as possible to allow adequate time to respond to Discussion Board Questions or other assignments. Posting Discussion Board responses early allows your fellow students ample time to contemplate your responses and to provide comments to your responses (an integral component of online learning).

Please make every effort to post your responses, complete your reading assignments, submit any written assignments or projects, and provide commentary to others' responses by the due date and time.

Most courses will require all weekly session assignments to be completed by the start of the next session. Session conclusion and beginning of the next session occurs regularly each week on a designated "turn-over" day. The turn-over day for this course is noted below. Be sure to complete all assignments by the turn-over day and time deadlines for each week as required.

For this course, that turn-over day is **Tuesday** and the deadline time is **9 PM (Eastern Time)**. That means that weekly assignments or discussion questions posted on a Tuesday must be completed and posted online (or for written assignments, electronically submitted) by 9 PM on the every other Wednesday. For each hour the assignment is late, a five-point deduction from the final score will be assessed up to ten hours, at which time no credit will be given. **There are no exceptions or relaxation to this requirement.** These requirements are critical to maintain progression through the course, and to prevent you from falling behind. *Please remember:* Online learning requires a high level of motivation and self-discipline.

**\*\*QUIZ/EXAM POLICY:** *There is a final project for this course. There are no exams or quizzes.*

**\*\*MAKE-UP POLICY:** *You must contact me if you are going to be late on any assignment to receive credit.*

**\*\*ASSIGNMENT POLICY:** *All assignments have a due date. Please be sure to check the date and time it is due in each module.*

**\*\*COURSE TECHNOLOGY:** *Class meetings will require a web camera and mic/audio. If you are not able to use a web camera you will need to at least provide audio/mic, you can call in on a phone also.*

#### **\*\* UF'S HONESTY POLICY**

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code

(<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of in this class.

## UF POLICIES:

**UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES:** Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

**UNIVERSITY POLICY ON ACADEMIC MISCONDUCT:** Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

**\*\*NETIQUETTE: COMMUNICATION COURTESY:** All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. [Describe what is expected and what will occur as a result of improper behavior]  
<http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf>

## GETTING HELP:

For issues with technical difficulties for E-learning in Sakai, please contact the UF Help Desk at:

- [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu)
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

\*\* Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
- Disability resources

- **COMPORTMENT**

Students are expected to conduct themselves professionally and in accordance with the expectations and policy guidelines of the University of Florida at all times.

- **ACADEMIC DISHONESTY**

Academic dishonesty in any form will not be tolerated and is grounds for immediate dismissal from the program and other administrative action by the University. Examples include, but are not limited to:

- Cheating in any form
- Falsification or forgery of academic documents
- Plagiarism (including copying and pasting of electronic text into graded assignments)
- All graded work must be completed in accordance with the guidelines of Florida University.

- **COURSE SYLLABUS**

Due to the nature of the material and the diversity of student populations, the schedule is subject to change with limited or no advance notice to the students. Changes in the class schedule and topics of discussion may occur should certain subject matter demand more didactic attention, if progression through the course material is not at an adequate rate, or if extenuating circumstance arise. Every effort will be made to conform to the schedule as posted and students will not be held responsible for information that was not received in less than 24 hours.

**TENATIVE COURSE SCHEDULE:**

**Course Schedule**

Module 1	<b>Introduction &amp; Natural and Technological Hazards</b> Read Syllabus and review course content Read Haddow – Chapters 1 & 2
Module 2	<b>Mitigation &amp; Preparedness</b> Read Haddow – Chapters 3 & 4 Complete ICS 700 certification online
Module 3	<b>Communications &amp; Response</b> Read Haddow – Chapters 5 & 6 Read Role of the EOC at <a href="http://www.firefighternation.com/article/special-operations/role-eoc">http://www.firefighternation.com/article/special-operations/role-eoc</a>
Module 4	<b>Recovery &amp; Disaster Management</b> Read Haddow – Chapters 7 & 8

Module 5	<b>Terrorism &amp; the Future of Emergency Management</b> Read Haddow – Chapter 9 & 10
	Final project