Course Syllabus

Jump to Today Edit

Syllabus: FES 3803

Please watch: Syllabus: Overview Video (Links to an external site.)Links to an external site. (05:35)

Take syllabus quiz: Take quiz after you have reviewed this entire page. Syllabus Quiz

Course: Multi-Agency Incident Command

Section: FES 3803

Credit Hours: 3

Session: Spring 2018

Course Format: Web-based Distance Learning

Instructor: James D. Weed, Sr.

Email: james.weed@faculty.ufl.edu or Jdweed51@aol.com

Office Hours (Meeting Set-up/Phone): Mon 9 am – 10 am Wed 9 am – 10 am. You can email me at any time.

Course Website: https://dcp.ufl.edu/rinker/academics/online/fire-and-emergency-services/ (Links to an external site.)Links to an external site.

Required Textbook: *Beyond Initial Response, Using the National Incident Management System. Second Edition.* Deal, T., Bettencourt, M., Deal, V., Merrick, G., Mills, C. ISBN: 978-1-4389-8861-0(sc)

{Referred to as "TEXT" in the Course Outline and Schedule}

About Your Instructor

Professor Weed is currently the Emergency Management Coordinator for the St. Petersburg campus of the University of South Florida. He oversees emergency management planning and policy, training and exercise, public preparedness and education and special events management and also oversees the Logistics Management and Resource Support program, Critical Infrastructure Protection and Key resources, and serves on a number of regional and state working groups.

Prior to his service at USF Professor Weed held the position of Emergency Management Coordinator for Pasco County Florida and Carroll County's Office of Public Safety Support Services, Maryland where he serves as one of the advisors to the Carroll County Commissioner's and the Public Safety Support Services Administrator on

matters of emergency management and homeland security. Professor Weed began his tenure with the county in 2010, where he oversees emergency management planning and policy, training and exercise, public preparedness and education and special events management. Professor Weed is continuing to focus on building public and private partnerships and developing programs that connect the knowledge and energy of the county's citizens with the public safety community. This has resulted in a growing and comprehensive emergency preparedness program for Carroll County. Professor Weed is a retired Fire Chief and also serves as an Associate Professor of Public Safety Administration at the University of Maryland University College.

Course Description

Can strategic planning be used to build public organizations that function more creatively and effectively? This course focuses on the theory and practice of strategic and operational planning for fire and emergency services organizations. The aim is to identify and analyze an existing organizational strategic plan that includes budgeting and resource allocation, identify and analyze existing operational plans, incident action plans, and implementation of operational plans, including both positive and negative forces. This course will also present elements of comprehensive Strategic planning in a managerial system, the role of planning in growth management and the application of strategic planning to public issues decision-making. It will illustrate the relationship between public safety planning and the delivery of public services.

Student Learning Outcomes: Identify and evaluate organizational problems associated with fire and emergency services. Demonstrate strong verbal and written communication skills for leadership in fire and emergency services.

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. And 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 Policies

Attendance Policy: The course is designed in module format. You should check the site at least once a week. You are required to complete the assignments including discussion questions within the time period designated on the module. There will be meetings set up throughout the course. Requirements for class attendance and make-

up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at:

https://catalog.ufl.edu/ugrad/current/Pages/home.aspx (Links to an external site.)Links to an external site.
https://catalog.ufl.edu/ugrad/1617/regulations/info/attendance.aspx (Links to an external site.)Links to an external site.

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 Requirements: Students are to complete all of the assigned readings and respond to discussion questions. I suggest that you try to manage your time by doing one assignment a week from the start of the term to the end. However, I do understand that not all students do that.

The purpose of the class is for students to develop their own capacities to handle course issues and concepts.

- Each student in the class will be responsible for all assignments, discussions, and projects.
- I WILL NOT GRADE MORE THEN 3 ASSIGNMENTS FROM ONE STUDENT AT A TIME. Please manage your time.
- I will respond to your inquiries within 48 hours of the time I received the inquiry.

Discussion and Discussion Rules: A "discussion thread" is started each time you submit an original discussion topic. Even though this course does not require you to spend time with other students in the classroom, it is VERY beneficial for you to communicate with other students and share information and ideas. This is the place to do it, and your grade will reflect that interaction.

Responding to the Main Item: A good title tells something of the nature of your personal response. "Response to Discussion 1" is not a very useful title, particularly if everyone in your course uses it.

Responding to Other's Responses: Make sure that you respond on the document intended so that your contribution will line up in the threaded discussion in the right place. Netiquette because the discussion is of a public nature, please observe proper "netiquette"-courteous and appropriate forms of communication and interaction over the Internet (in online discussions). This means no personal attacks, obscene language, or intolerant expression. All viewpoints should be respected. A great primer is located at: http://www.albion.com/netiquette/corerules.html (Links to an external site.)Links to an external site.

Quality Discussion Responses: Responses such as "I agree," "good question," or "good answer" are not acceptable. Any response that is just an opinion, or is unsubstantiated; any response that is carelessly typed, poorly thought-out, grammatically incorrect or confusing; or any response that is disrespectful of another student or any other person, etc., is not acceptable. A high quality response applies a concept from the text or course in a meaningful way, or facilitates understanding of the course material or topic. Responses should indicate that you have critically thought about the discussion topic and demonstrate that you can apply and articulate the knowledge you are learning. Your responses should be well organized and grammatically correct. Substantive responses do not just deliver opinions; they offer justification for those opinions and should cite sources when appropriate.

Expected Quantity of Responses: Full participation in each discussion requires that you respond to the initial discussion item and at least two student's discussion items. This is to help treat the discussion as a conversation. Think about how you would feel if you made an observation in a traditional classroom and no one responded. I recognize that for many of you your responses will not be as timely as others, however, you need to respond even if it is not timely.

Written Assignments: Make certain that these assignments are uploaded as MS-Word document file in the Assignments area so they can be included in the course grade book. Assignments emailed to me as an attachment will not be graded. Follow all instructions in the assignment upload area.

UF Policies

University Policy on Accommodating Students with Disabilities: Students requesting accommodation for disabilities must first register with the Dean of Students Office: https://drc.dso.ufl.edu/ (Links to an external site.)Links to an external site.. 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:https://catalog.ufl.edu/ugrad/1617/advising/info/student-honor-code.aspx (Links to an external site.)Links to an external site.
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 (Links to an external site.)Links to an external site.
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 ((Links to an external site.)Links to an external site.http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/ (Links to an external site.)Links to an external site.) (Links to an external site.)Links to an external site.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.

Getting Help

For issues with technical difficulties for e-Learning in Canvas, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- http://elearning.ufl.edu/ (Links to an external site.)Links to an external site.

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://distance.ufl.edu/getting-help/ (Links to an external site.)Links to an external site.

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please visit: http://distance.ufl.edu/student-complaint-process/ (Links to an external site.)Links to an external site..

Grading Policies

The grade is based on a point system. You divide the total number of earned points into the total amount of points available to determine your grade. A grading rubric for the final project is under the Resource Tab on the course.

Discussions	**Points**
**Class Introductions	-

Week 1: Types of agency(ies) policies guidelines	3.5
Week 1: Primary guidelines and responsibilities	3.5
Week 2: Incident/event management process	3.5
Week 2: Issues that influence incident complexity	3.5
Week 3: Planning process for Incident Command System	3.5
Week 3: Role and use of ICS forms	3.5
Week 4: Responsibilities of the Incident Commander	3.5
Week 4: Functions and activities of Incident Commander	3.5
Week 5: Primary features of Unified Command	3.5
Week 5: Unified Command functions	3.5
Week 6: Command functions of Safety Officer, Liaison, Public Info. Officer	3.5
Week 6: Functions of Safety Officer, Liaison, Public Info. Officer	3.5
Week 7: Eight responsibilities of Operations Chief	3.5
Week 7: Additional positions appointed by Operations Section Chief	3.5
Week 8: Responsibilities of the Planning Section Chief	3.5
Week 8: Planning Section Chief in the development of Incident Action Plan	3.5
Week 9: Responsibilities of Logistics Section Chief	3.5
Week 9: Units assigned under Logistics Section Chief in ICS structure	3.5
Week 10: Responsibilities of the Finance/Administration Section Chief's duties	3.5
Week 10: Four units under the Finance/Administration Section Chief	3.5
Week 11: Process for determination to activate an Area Command	3.5

Week 11: Incident Commander process for Area Command coordination	3.5
Week 12: Incidents problems due to lack of multi-agency coordination	3.5
Week 12: Primary components of a Multi-Agency Coordination System	3.5
Week 13: New Media as it relates to emergency operations	3.5
Week 13: Challenges of "New Media" the Incident Management team face	3.5
Week 14: Major incidents pose special management challenges	3.5
Week 14: Circumstances in which Multi-Agency Coordination System is established	3.5
Total Possible Points:	**98**

Assignments	**Points**
Week 1: Syllabus quiz	5
Week 3: Operational Planning Worksheet	35
Week 5: Unified Command	35
Week 6: Mid-Course Survey	N/A
Week 13: Incident Action Plan	35
Week 14: Group Assignment- Chemical Scenario Questions	35
Week 15: End-of-Course Survey	N/A
Total Possible Points	**140**

Grading Scale (Links to an external site.)Links to an external site.

A = 93.0 to 100	C = 73.0 to 76.9
A- = 90.0 to 92.9	C- = 70.0 to 72.9
B+ = 87.0 to 89.9	D+ = 67.0 to 69.9
B = 83.0 to 86.9	D = 63.0 to 66.9
B- = 80.0 to 82.9	D- = 60.0 to 62.9
C+ = 77.0 to 79.9	F = below 60

- Assignments 48 hours late will receive a 10% deduction in their grade.
- Assignments more than 48 hours but less than 30 days late will receive a 20% deduction in their grade.

- Assignments more than 30 days late but submitted during the semester will receive a 50% deduction in thei grade.
- Discussions more than 48 hours late will receive a 25% deduction in their grade.
- Discussions more than 48 hours later will receive a 50% deduction in their grade.

Course Summary:

Date	Details
Sun May 20, 2018	Class Introductions
	Module 1 Discussion 1
	Module 1 Discussion 2
Sun May 27, 2018	Module 2 Discussion 1
	Module 2 Discussion 2
Sun Jun 3, 2018	Module 3 Discussion 1
	Operational Planning Worksheet
	Module 3 Discussion 2
Sun Jun 10, 2018	Module 4 Discussion 1
	Module 4 Discussion 2
Sun Jun 17, 2018	Module 5 Discussion 1
	Unified Command
	Module 5 Discussion 2
Sun Jun 24, 2018	Module 6 Discussion 1
	Module 6 Discussion 2

Date	Details
Sun Jul 1, 2018	Module 7 Discussion 1
	Module 7 Discussion 2
Sun Jul 8, 2018	Module 8 Discussion 1
	Module 8 Discussion 2
Sun Jul 15, 2018	Module 9 Discussion 1
	Module 9 Discussion 2
Sun Jul 22, 2018	Module 10 Discussion 1
	Module 10 Discussion 2
Sun Jul 29, 2018	Module 11 Discussion 1
	Module 11 Discussion 2
Sun Aug 5, 2018	Module 12 Discussion 1
	Module 12 Discussion 2
Fri Aug 10, 2018	Group Assignment- Chemical Scenario Questions
	Incident Action Plan Assignment
Sun Aug 12, 2018	Module 13 Discussion 2
	Module 14 Discussion 1
	Module 14 Discussion 2
	Module 13 Discussion 1