

SYLLABUS

Course Description and Syllabus

FES 4825 – Disaster Planning and Control

Fall 2019

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.*

Ronnie Gill Jr. has over 30 years of public safety experience with the last seven years as the Director of the Office of Emergency Management for Prince George’s County, Maryland. Mr. Gill was previously employed with the District of Columbia Fire & Emergency Medical Services Department and retired after 25 years as the Deputy Fire Chief of Special Operations and Homeland Security. Under his direction, the Office of Emergency Management provides oversight and coordination for emergency and disaster consequence management planning, response and recovery operations for Prince George’s County.

Mr. Gill is a graduate of the United States Fire Administration’s National Fire Academy, Executive Fire Officer Program, Mr. Gill earned his Associate and Bachelor of Fire Science Degrees from the University of the District of Columbia and Master of Science in Management from the Johns Hopkins University. In addition, he is pursuing a Doctor of Philosophy in Fire and Emergency Management from Oklahoma State University.

COURSE DESCRIPTION:

This course provides the key elements of:

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

Disaster Policy in Emergency Management is a three (3) credit course scheduled to meet each fall 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 examines concepts and principles of community risk assessment, planning and response to fires and natural and human-caused disasters, including National Incident

Management System--Incident Command Systems (NIMS ICS), mutual aid and automatic response, training and preparedness, communications, civil disturbances, terrorist threats/incidents, hazardous materials planning, mass casualty incidents, earthquake preparedness, and disaster mitigation and recovery.

- **REQUIRED TEXT:**

The textbook required for this course is:

- *Required Text: Disaster Planning and Control, (2009); 3rd edition William Kramer, PennWell Corp. <http://www.pennwellbooks.com/diplandco.html> ISBN: 1593701896*
- *Other readings as assigned*

LEARNING OBJECTIVES:

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

- Define the parameters and effectiveness of an Emergency Operations Plan (EOP) and its components.
- Discuss the importance of disaster planning, preparation, and mitigation.
- Evaluate the hazard assessment processes and the role of the fire department/emergency management in community disaster planning and recovery.
- Differentiate the types of training exercises.
- Assess hazard response and planning procedures.
- Define the impact of hazard occurrence on community response.
- Discuss the types of catastrophic fires.
- Differentiate the multilevel agency responsibilities in disaster mitigation.
- Define the relationships between disaster planning, mitigation, and recovery.

COURSE GOALS

1. The student will interpret and apply the terminology, concepts, methodologies and theories used within systems management.
2. The student expresses ideas in a convincing, organized, clear, and coherent manner that is nearly error free and uses a style and language appropriate to the emergency services and the analytic profession.
3. Submitted written assignments should include elements such as, well-crafted paragraphs, a persuasive organizational structure (e.g., introduction, body, conclusion; or introduction, methods, results, discussion), well-supported claims, and appropriate and effective stylistic elements adhering to APA style 6th edition.
4. The student considers the issues from multiple perspectives, logically analyzes evidence from credible, relevant sources, and develops reasoned conclusions.

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 should be completed in such a manner that someone can pick up your document and understand what you are trying to convey. Your work should be supported with research and cited 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 based 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.

CANVAS INFORMATION & TECHNOLOGY

Class meetings may 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. Otherwise, discussions and assignments will be web based and submissions will occur electronically. If technology help is required, please contact the UF Help Desk at:

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

- 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 to submit a complaint.

UF online/internet privacy statement: <http://privacy.ufl.edu/privacy-policies-and-procedures/onlineinternet-privacy-statement>.

UF POLICIES:

University Policy on Accommodating Students with Disabilities: Students requesting accommodation for disabilities must first register with the Dean of Students Office.

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 Conduct:

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 honesty 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."

Netiquette: Communication Courtesy: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.

COURSE POLICIES:

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/bi-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). Posting on Discussion Boards on the last day does not allow for student interaction and will impact your grade negatively.**

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/bi-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/bi-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 **Monday** and the deadline time is **11:59 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 **11:59 PM on every other Monday**. For each day the assignment is late, a two-point deduction from the final score will be assessed up to ten days, at which time no credit will be given. **There are only extreme 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 (This is on a case-by-case basis). ****Assignment Policy: *All assignments have a due date. Please be sure to check the date and time it is due in each module.***

Late Assignments and Discussion Posts

- 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 their 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.

Please note: Any student has less than 75% of their work complete for the semester cannot earn an "I" contract. If you have 75% of the work complete, you can propose an I contract to the instructor. It is always your responsibility to keep your instructor informed. The instructor does have the right under extenuating circumstances with proper notification to assist the student by extending the above time requirements. ***Points will be deducted for all late assignments.**

GRADING SCALE:

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 See https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx (Links to an external site.) Links to an external site. regarding current UF grading policies.

COURSE GRADES:

Assignment	Point or Percentage
Grading Discussion Participation – 10 points each discussion	80 points
Homework Assignments – 20 points each assignment	140 points
Final Project - comprehensive and applied	100 points
Total Grade	320 points

Information on current UF grading policies for assigning grade points:

To convert the final grade to credit hours please refer to by using the link to the web page: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx> (Links to an external site.)Links to an external site.

COURSE SCHEDULE:

Module	Coursework
Module 0: Orientation – Read syllabus and review course content	<ul style="list-style-type: none"> • Course Introductions • Syllabus Quiz
Module 1: Read Chapters 1&2 Disaster Planning & Historical lessons	<ul style="list-style-type: none"> • Module 1 Overview • Module Video • Discussion 1 • Writing Assignment 1
Module 2: Read Chapters 3&4 Training & Preparation and Organizational Structure & Incident Command	<ul style="list-style-type: none"> • Module 2 Overview • Module Video • Discussion 2 • Writing Assignment 2
Module 3: Read Chapters 5&6 Resource Management and Communications & Incident Management	<ul style="list-style-type: none"> • Module 3 Overviews • Module Videos • Discussion 3 • Writing Assignment 3
Module 4: Read Chapters 7&8, Catastrophic Fires and Transportation Disasters	<ul style="list-style-type: none"> • Module 4 Overviews • Module Videos • Discussion 4 • Writing Assignment 4
Module 5: Read Chapter 9, Hazardous Materials	<ul style="list-style-type: none"> • Module 5 Overviews • Module Videos • Discussion 5 • Writing Assignment 5
Module 6: Read Chapters 10&11, Homeland Security & Civil Disorder and Terrorism	<ul style="list-style-type: none"> • Module 6 Overviews • Module Videos • Discussion 6 • Writing Assignment 6
Module 7: Read Chapters 12&15, Mass Casualties & Mass Evacuation and Aftermath & Recovery	<ul style="list-style-type: none"> • Module 7 Overviews • Module Videos • Discussion 7 • Writing Assignment 7

<p>Module 8: Final Project. Read Chapters 13&14, Weather-Related and Terrain-Based Natural Disasters</p> <p>Final Project due</p>	<ul style="list-style-type: none"> • Module Overview • Final Project • End-of-Course Survey
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Date	Details
Mon Aug 26, 2019	Module Zero Introduction Due by 11:59pm Module Zero Quiz Due by 11:59pm
Mon Sep 09, 2019	Module One Discussion Due by 11:59pm Module One Written Due by 11:59pm
Mon Sep 23, 2019	Module Two Discussion Due by 11:59pm Module One Written Due by 11:59pm
Mon Oct 07, 2019	Module One Discussion Due by 11:59pm Module One Written Due by 11:59pm
Mon Oct 21, 2019	Module One Discussion Due by 11:59pm Module One Written Due by 11:59pm
Mon Nov 04, 2019	Module One Discussion Due by 11:59pm Module One Written Due by 11:59pm
Mon Nov 18, 2019	Module One Discussion Due by 11:59pm Module One Written Due by 11:59pm
Mon Dec 02, 2019	Module One Discussion Due by 11:59pm Module One Written Due by 11:59pm
Mon Dec 11, 2019	Final Due by 11:59pm