

# Fundamentals of Emergency Management

## York University, School of Administrative Studies

Aaida A. Mamuji, Ph.D.

### Course Outline

#### Course Details

Course Code: DEMS 2700 SU 2019  
Location: N/A (Online)  
Prerequisites: None

#### Instructor Details

Office: Atkinson Building, Room 250  
E-Mail: [amamuji@yorku.ca](mailto:amamuji@yorku.ca)  
Tel: 416 736 2100 ext. 33875  
Office hours: By appointment

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### Course Description

This introductory course presents the basic theories, principles, and approaches to comprehensive emergency management. The main purpose is to introduce students to the discipline of emergency management, and to familiarize students with fundamental concepts, methods, and issues in mitigation, preparedness, response, and recovery. Various disaster and emergency case studies from both within Canada and internationally will be presented. Upon completion of this course students should be able to:

- Critically reflect on the relationship of humans with planet earth, and the interaction of natural hazards with human risk and vulnerability.
- Understand the need for emergency/disaster management, and how they interlink with sustainable development.
- Discuss emergency and disaster situations affecting people across the world today.
- Explain the framework of comprehensive emergency management and its mitigation, preparedness, response, and recovery phases.
- Understand the variety of hazards that exist, and discuss hazard-specific and all-hazard approaches to emergency management.
- Explain various aspects of emergency preparedness in theory and practice, including government preparedness and public education, and obstacles to effective preparedness measures.
- Describe the main activities of the emergency response phase, such as early warning, evacuation, needs assessment, and search and rescue.
- Understand the main concepts, functions and activities associated with disaster recovery, with an emphasis on reconstruction efforts and fostering resilience.
- Explain the main players, processes and agreements shaping emergency mitigation and responses internationally.
- Articulate the function of Emergency Operation Centres (EOCs) and the Incident Command System (ICS)/Incident Management System (IMS) in disaster management.
- Critically reflect on the role of media, social media, and disaster communications in disaster/emergency management.

### Readings

**Required:** *Damon Coppola, "Introduction to International Disaster Management", Butterworth-Heinemann. Third Edition (Second Edition also acceptable) \*Please note this textbook is available on the York University website as an ebook.*

## **DETAILED COURSE OUTLINE**

### **Topic 1. Management of Disasters and Emergencies**

#### **Content:**

- Disasters and Emergencies throughout History
- The History of Disaster and Emergency Management
- Modern Disaster Management
- Disaster Trends

#### **Required Readings:**

- *Chapter 1: The Management of Disasters (text book)*

### **Topic 2. Hazards**

#### **Content:**

- Hazard Concepts
- Hazard Identification
- Hazard Analysis
- Types of Hazards

#### **Required Readings:**

- *Chapter 2: Hazards (text book)*

### **Topic 3. Risk and Vulnerability**

#### **Content:**

- Definitions and Concepts
- Components of Risk
- Risk Analysis
- Risk Policies
- Vulnerability

#### **Required Readings:**

- *Chapter 3: Risk and Vulnerability (text book)*

### **Topic 4. Mitigation**

#### **Content:**

- Definitions and Concepts
- Types of Mitigation Measures
- Mitigation Planning
- Obstacles to Effective Mitigation

#### **Required Readings:**

- *Chapter 4: Mitigation (text book)*

### **Topic 5. Preparedness Planning and Management**

#### **Content:**

- Definitions and Concepts
- Components of Emergency Preparedness
- Emergency Preparedness Planning and Plans
- Obstacles to Effective Emergency Preparedness

#### **Required Readings:**

- *Chapter 5: Preparedness (text book)*

### **Topic 6. Response Planning and Management**

#### **Content:**

- Definitions and Concepts
- Emergency Response Process
- Issues in Emergency Response

#### **Required Readings:**

- *Chapter 6: Response (text book)*

### **Topic 7. Recovery Planning and Management**

#### **Content:**

- Definitions and Concepts
- Components of Recovery
- Types of Recovery
- Recovery Planning
- Main Issues in Disaster Recovery

#### **Required Readings:**

- *Chapter 7: Recovery (text book)*

### **Topic 8. Participants – Governmental Disaster Management**

#### **Content:**

- Governmental Emergency Management Structures
- Emergency Management Participants
- Organizational Structures
- Bilateral Assistance

#### **Required Readings:**

- *Chapter 8: Participants (text book)*

## COURSE EVALUATION

The final grade for the course will be based on the following items weighted as indicated. Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles.

<b>Evaluation Item</b>	<b>Marks</b>
<b>Participation</b> 4 posts by June 21 and 4 posts by July 26	15%
<b>IMS 100 Training</b> Certificate due May 17	5%
<b>Individual Paper</b> Assigned June 7, due July 15	35%
<b>Midterm Exam</b> On campus – June 7, 7-9pm	25%
<b>Final Exam</b> On campus – July 26, 7-9pm	20%
<b>Total</b>	<b>100%</b>

## COURSE SCHEDULE

The following table highlights required topics and tasks for each week of the semester. Please note that the course schedule may be modified at the instructor's discretion, as necessary:

	<b>Day</b>	<b>Topic/Required Reading</b>	<b>Tasks</b>
<b>1</b>	<b>May 3</b>	Welcome Video & Introduction IMS 100 Training	Online Lecture & Moodle Forum Student Survey
<b>2</b>	<b>May 10</b>	The Management of Disasters (Chapter 1)	Online Lecture & Moodle Forum
<b>3</b>	<b>May 17</b>	Hazards, Part 1 (Chapter 2)	Online Lecture & Moodle Forum <b>*IMS 100 CERTIFICATE DUE*</b>
<b>4</b>	<b>May 24</b>	Hazards, Part 2 (Chapter 2)	Online Lecture & Moodle Forum
<b>5</b>	<b>May 31</b>	Risk & Vulnerability (Chapter 3)	Online Lecture & Moodle Forum
<b>6</b>	<b>June 7</b>	<b>*MIDTERM EXAM*</b>	Exam held on campus, 7-9pm Assignment Details Posted
<b>June 11-14 (Reading Week)</b>			
<b>7</b>	<b>June 21</b>	Mitigation (Chapter 4)	Online Lecture & Moodle Forum <b>*4 ONLINE POSTS DUE*</b>
<b>8</b>	<b>June 28</b>	Preparedness (Chapter 5)	Online Lecture & Moodle Forum
<b>9</b>	<b>July 5</b>	Response (Chapter 6)	Online Lecture & Moodle Forum
<b>10</b>	<b>July 12</b>	Recovery (Chapter 7)	Online Lecture & Moodle Forum <b>*PAPER DUE July 15*</b>
<b>11</b>	<b>July 19</b>	Participants (Chapter 8)	Online Lecture & Moodle Forum
<b>12</b>	<b>July 26</b>	<b>*FINAL EXAM*</b>	Exam held on campus, 7-9pm <b>*4 ONLINE POSTS DUE*</b>

## TEACHING METHODS

While this course is offered fully online, it aims to replicate a classroom experience through video lectures and interactive forums. Each week students will have the opportunity to engage with their peers on Moodle to integrate and apply learning. By encouraging online discussion, it is hoped that improved student engagement will be achieved and that passive transmission of information will be minimized or eliminated. Teaching methods and use of technology in this course are as follows:

- *Moodle* – This course has a Moodle page. All students who register for the course should be able to access the course at: moodle.yorku.ca using their York Passport IDs and Passwords.
- *Open discussion* – Group discussions are encouraged through the use of online forums on the course Moodle page.
- *Slide shows* – Lectures will serve to enrich, clarify, and illustrate critical content in readings.
- *Short films* – Documentaries and YouTube videos will be used to enhance student learning.

## COURSE EVALUATION DETAILS

- **Participation:** Online participation is an important component of the course and should be taken seriously. It is expected that students will participate in online forum discussions throughout the semester. Students should make at least **eight substantial contributions** to discussion forums, either by directly replying to a forum question, or by replying to a student contribution.
  - 4 posts on video Lectures 1-5 are due by June 21 at 11.59pm, and 4 posts on video Lectures 6-9 are due on July 15 at 11.59pm, however students interested in making a post on Chapter 8 (Participants) can submit by July 26<sup>th</sup> at 11.59pm.
  - **June 21st** and **July 26th** are the absolute last days to submit posts. **No late posts will be accepted under any circumstances.**
  - Please note that posts should be **between 150-250** words, and should include references where necessary. Posts should demonstrate reflection on material and critical thinking.
- **IMS 100 Training:** Students are required to complete the free online IMS 100 training offered through Emergency Management Ontario. Students should do either the self-study or e-learning version.
  - The training takes roughly 3 hours to complete. Visit the training portal at [www.emergencymanagementontario.ca](http://www.emergencymanagementontario.ca) to access the course. Once you complete and pass the exam, you will receive your IMS 100 certificate. Students should upload their electronic IMS 100 training certificate on Moodle once received.
- **Individual Paper:** Effective writing skills are important in Disaster and Emergency Management. For the term project, students will be required to write one individual paper on a disaster management topic (details to be provided). The paper will be worth 35%.
  - The paper must be submitted online via moodle/Turnitin on **Monday July 15 at 11.59pm**. Papers submitted after this will be subject to a 5% reduction in marks, unless valid written proof for the delay is provided. Papers with aspects plagiarized will receive a mark of zero.
- **Midterm Exam:** The midterm exam will cover Chapters 1, 2 and 3 of the textbook. The midterm exam will consist of multiple-choice and/or short-answer questions. The exam will be held on **Friday June 7 from 7-9pm** on the York University campus, and is worth 25%.
- **Final Exam:** The final exam will cover Chapters 4-8 of the textbook. The exam will consist of multiple-choice and/or short-answer questions. The exam will be conducted on campus on **Friday July 26 from 7-9pm** on the York University campus, and is worth 20%.

## LATE ASSIGNMENTS AND MISSED MIDTERM POLICY

Proper academic performance depends on students doing their work not only well, but on time. Accordingly, assignments for this course must be received/completed in the time frame specified.

- Please note that there will be **no make-up for missed online participation** at any time.
- Assignments received later than the due date will be penalized with a 5% deduction of the final grade for each day that the assignment is late, including weekends. Assignments submitted 10 days after the due date will not be accepted (student will receive a mark of 0).
- Requests for extensions will only be granted if valid reasons are provided at least 3 days prior to the assignment being due.
- Students that miss the midterm exam for legitimate reasons (written documentation must be submitted to the instructor by Wednesday June 14) will have the weight of their midterm exam transferred to their final exam. These students will have a final exam that is cumulative.

## RELEVANT UNIVERSITY REGULATIONS

**Deferred Exams:** Deferred standing may be granted to students who are unable to write their final examination at the scheduled time or to submit their outstanding course work on the last day of classes. Details can be found at <http://myacademicrecord.students.yorku.ca/deferred-standing>. Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.

- DSA Form: [http://www.registrar.yorku.ca/pdf/deferred\\_standing\\_agreement.pdf](http://www.registrar.yorku.ca/pdf/deferred_standing_agreement.pdf)  
Attending Physician's Statement form: <http://registrar.yorku.ca/pdf/attending-physicians-statement.pdf>
- In order to apply for deferred standing, students must register at <http://apps.eso.yorku.ca/apps/adms/deferredexams.nsf>

Followed by handing in a completed DSA form and supporting documentation directly to the main office of the School of Administrative Studies (282 Atkinson) and add your ticket number to the DSA form. The DSA and supporting documentation must be submitted no later than five (5) business days from the date of the exam. These requests will be considered on their merit and decisions will be made available by logging into the above mentioned link. No individualized communication will be sent by the School to the students (no letter or e-mails).

**Students with approved DSA will be able to write their deferred examination during the School's deferred examination period. No further extensions of deferred exams shall be granted. The format and covered content of the deferred examination may be different from that of the originally scheduled examination. The deferred exam may be closed book, cumulative and comprehensive and may include all subjects/topics of the textbook whether they have been covered in class or not. Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a "Doctor's Note" will not be accepted.**

**Academic Honesty:** The Faculty of Liberal Arts and Professional Studies considers breaches of the Senate Policy on Academic Honesty to be serious matters. The Senate Policy on Academic Honesty is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. As a clear sense of academic honesty and responsibility is fundamental to good scholarship, the policy recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of the student to be mindful of and abide by such standards. Suspected breaches of academic honesty will be investigated and charges shall be laid if reasonable and probable grounds exist.

- Students should review the York Academic Honesty policy for themselves at: <http://www.yorku.ca/secretariat/policies/document.php?document=69>
- Students might also wish to review the interactive on-line Tutorial for students on academic integrity, at: <https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>

**Grading Scheme and Feedback Policy:** The grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) shall be announced, and be available in writing, within the first two weeks of class, and, under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for ‘full year’ courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade, with the following exceptions:

*Note: Under unusual and/or unforeseeable circumstances which disrupt the academic norm, instructors are expected to provide grading schemes and academic feedback in the spirit of these regulations, as soon as possible.* For more information on the Grading Scheme and Feedback Policy, please visit:

<http://www.yorku.ca/univsec/policies/document.php?document=86>

**In-Class Tests and Exams - the 20% Rule:** For all Undergraduate courses, except those which regularly meet on Friday evening or on a weekend, tests or exams worth more than 20% will not be held in the two weeks prior to the beginning of the official examination period. For further information on the 20% Rule, please visit: <http://secretariat-policies.info.yorku.ca/policies/limits-on-the-worth-of-examinations-in-the-final-classes-of-a-term-policy/>

**Reappraisals:** Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to their home Faculty. Students are normally expected to first contact the course director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, modeled, video recording or audio recording formats, but not oral work. Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed. For reappraisal procedures and information, please visit the Office of the Registrar site at: <http://myacademicrecord.students.yorku.ca/grade-reappraisal-policy>

**Accommodation Procedures:** LA&PS students who have experienced a misfortune or who are too ill to attend the final examination in a DEMS/ADMS course should not attempt to do so; they must pursue deferred standing. Other students should contact their home Faculty for information. For further information, please visit: <http://ds.info.yorku.ca/academic-support-accomodations/>

**Religious Accommodation:** York University is committed to respecting the religious beliefs and practices of all members of the community, and making accommodations for observances of special significance to adherents. For more information on religious accommodation, please visit: <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>

### **Academic Accommodation for Students with Disabilities (Senate Policy)**

The nature and extent of accommodations shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses. Provided that students have given sufficient notice about their accommodation needs, instructors shall take reasonable steps to accommodate these needs in a manner consistent with the guidelines established hereunder. For more information, please visit the Counselling and Disability Services website at <http://www.yorku.ca/dshub/> York’s disabilities offices and the Registrar’s Office work in partnership to support alternate exam and test accommodation services for students with disabilities at the Keele campus. For more information on alternate exams and tests please visit <http://www.yorku.ca/altexams/> .

**Please alert the Course Director as soon as possible should you require special accommodations.**