**DEMS 2700 Course Outline: Fundamentals of Emergency Management**

**York University, School of Administrative Studies**

**Course Code:** DEMS 2700 (FA 2019) - Blended

**Class Time:** Wednesdays, 7:00 pm – 10:00 pm

**Class Location:** Vari Hall (VH D)/Moodle

**Session Dates:** September 4th – December 3rd

**Course Director:** Manpreet Jaiswal, MA

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**Office Hours:** Please e-mail

**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.

**Course Objectives**

* 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 Management System (IMS) in disaster management.
* Critically reflect on the role of media, social media, and disaster communications in disaster/emergency management.

**Required Text:** *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.***

**Teaching Methods**

This course applies a blended learning approach. Blended learning combines face-to-face classroom methods (human interaction) with computer-mediated activities (electronic learning) to form an integrated instructional approach. A reversal of the norm, students in this course will acquire information “at home” (i.e. online), and engage with their peers during in-class sessions to integrate and apply learning. This course will combine a variety of teaching methods and use of technology, including Moodle, open discussions, formal lectures, videos, and guest speakers (if time permits).

**Course Evaluation**

The final grade for the course will be based on the following tasks, weighted as indicated:

**Briefing Note Assignment:** 15%

**Incident Management System (IMS) 100:** 5%

**Midterm Exam:** 25%

**Group Assignment**: 25%

**Final Exam:** 30%

**Briefing Note Assignment:** This assignment will require students to prepare a 1-2 page briefing note on an emergency management topic that will be provided by the instructor. The assignment is intended to introduce students to the practice of emergency management and to prepare them to present information in a clear and concise manner. Further details will be provided during the term.

**DUE DATE: September 25th**

**Introduction to Incident Management System (IMS 100):**  Students will be required to take the IMS 100 course offered on-line via the Office of the Fire Marshal and Emergency Management’s [*Emergency Management Training Portal*](https://training.emergencymanagementontario.ca/TPOnline/TPOnline.dll/EMO_Home).

**DUE DATE: October 9th**

**Midterm Exam:**  This will be an in-class midterm based on chapters 1, 2, and 3 of the required text book.  Students who miss this midterm due to a valid reason will be able to write a cumulative final exam, but it will be worth 55% of their grade. The midterm exam will be held on **Wednesday October 23rd,** from 7pm-9pm on the York University campus.

**Group Assignment:** A collective group effort to prepare a paper on a significant disaster or emergency that caused significant property damage and loss of life. Further details will be provided during the term.

**DUE DATE: November 13th**

**Final Exam:** The final exam will cover chapters 4, 5, 6, 7, and 8 of the required textbook. The exam will be conducted on campus during the exam period, and is worth 40% of your final mark. If the midterm exam is missed for valid reasons as defined by York University’s policies, the final exam will be worth 55% of the final grade, and will be cumulative (chapters 1-8). The final exam date is TBD but will be held during the fall examination period (December 5th – 20th).

*Please note:*

1. *Briefing Note and Group Assignments: One full mark of the final grade of the assignment will be deducted for each day that an assignment is late, including weekends.*
2. *Skipping the mid-term and writing a cumulative final exam is not an option that can be exercised at students’ discretion. Prior to the mid-term students must provide the instructor with a valid reason for why they cannot write the exam, and the instructor will discuss whether the option of writing a cumulative final exam is the appropriate course of action.*
3. *Final course grades may be adjusted to conform with school and faculty grade distribution profiles.*

**Academic Referencing**

All written assignments are expected to conform to the guidelines and reference formats specified in the Publication Manual of the American Psychological Association (ie. APA format) (http://www.apastyle.org/ ). All work must be double-spaced, using *Arial 12-point* font and *one inch margins*. Written assignments will be graded primarily on content, but will also consider the technical quality of the writing. All written assignments should be carefully proofread for spelling, grammar, and syntax. Please visit <https://owl.english.purdue.edu/owl/section/2/10/> for reference and citation guidance.

**Class Schedule and Readings**

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| --- | --- | --- | --- | --- |
| **Date** | **Topic** | **Readings** | **Method** | **Notes** |
| **September 4th**  | Introduction | - | In-class |  |
| **September 11th**  | Management of Disasters and Emergencies | Chapter 1: The Management of Disasters | In-class |  |
| **September 18th**  | Hazards (Part 1) | Chapter 2: Hazards | Moodle |  |
| **September 25th**  | Hazards (Part 2) | Chapter 2: Hazards | In-class | Briefing Note Assignment Due |
| **October 2nd**  | Risk and Vulnerability | Chapter 3: Risk and Vulnerability | Moodle |  |
| **October 9th**  | Incident Management System | IMS 100 Course Material | On-line | IMS 100 Certificate of Completion Due |
| ***Fall Reading Week – No Class October 12th – 18th***  |
| **October 23rd**  | Midterm Exam | Chapters 1-3 of text | In-class | Midterm Exam Due |
| **October 30th**  | Mitigation | Chapter 4: Mitigation | Moodle |  |
| **November 6th**  | Preparedness Planning and Management | Chapter 5: Preparedness | In-class |  |
| **November 13th**  | Response Planning and Management | Chapter 6: Response | In-class | Group Assignment Due |
| **November 20th**  | Recovery Planning and Management | Chapter 7: Recovery | Moodle |  |
| **November 27th**  | Course Review | Chapter 8: Participants: Governmental Disaster Management Agencies | Moodle |  |
| ***Fall Examination Period: December 5th – 20th (Exam Date TBD)******Note: The final exam will be based on chapters 4-8 of the text (non-cumulative). If you miss the midterm, your final exam will be cumulative (chapters 1-8), covering complete course material with an allocated weight of 55%.*** |

***\*Note: The course schedule may be modified at the instructor’s discretion, if needed***

**Missed Exam and Late Assignments 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. Assignments received later than the due date will be penalized. One full mark of the final grade of the assignment will be deducted for each day that the project is late, including weekends. Requests for extensions will only be granted at the discretion of the instructor if a valid reason is given *at least 3 days prior* to the assignment being due. If the midterm exam is missed for valid reasons as defined by York University’s policies, the final exam will be worth 55% of the final grade, and will be cumulative (Chapters 1-8)

**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>

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 an 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.