

Fundamentals of Emergency Management

York University, School of Administrative Studies

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Course Outline

Course Details

Course Code: DEMS/ADMS 2700 F A 2020
Location: Remote/Online delivery Zoom
Class times: Thursdays 4-7pm
Prerequisites: None

Instructor Details

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Office hours: By appointment

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) 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)*

TEACHING METHODS

In light of the current global situation with the COVID-19 pandemic, whereas this course was designed to implement a blended learning approach, for the Fall 2020 semester, the course will consist solely of computer-mediated activities (electronic learning). Despite these circumstances, the course aims to replicate a classroom experience through video lectures and interactive forums, and an online virtual simulation as the group activity. By encouraging online discussion and interactivity, 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, as well as during select zoom sessions.
- *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.
- *Guest speakers* – Talks by academics and/or practitioners directly involved in the topics and contexts under discussion will be used to augment course content.
- *Disaster simulation* - This course uses Second Life for disaster and emergency exercises. Students will be using the virtual world to run a functional and tabletop exercise.

Please be advised that lecture and course materials, including lecture notes, assignments, and quizzes, are solely for the use of course participants. They are not to be recorded for any other use nor are they to be reproduced or distributed by any means, including online. Strict measures will be implemented for those that breach this class policy. Please respect this request. Thank you.

COURSE EVALUATION

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

Evaluation Item	Marks
Online Participation (4 posts due by Oct 28, and 4 posts due by Nov 25)	20%
IMS 100 Training (Certificate due Oct 1)	5%
Quizzes (4 quizzes on zoom throughout the semester)	25%
Individual Paper (Assigned Sept 17, due Oct 22)	25%
Group Assignment (Second Life Assignment - Group 1 or Preparedness - Group 2)	25%
Total	100%

Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles. Bonus marks may be earned.

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:

	Day	Topic/Required Reading	Zoom Session?	Synchronous Task (Zoom @ 4pm)	Asynchronous Task
1	Sept 10	Orientation & Introduction	✓	- Online Lecture/Participation	- Student Survey - IMS 100 Training
2	Sept 17	The Management of Disasters (Chapter 1)			- Online Lecture/Moodle Forum - Individual Essay Assigned
3	Sept 24	Hazards, Part 1 (Chapter 2)	✓	* Quiz #1 * - Guest Lecture	- Online Lecture/Moodle Forum - Select Second Life Role/Disaster
4	Oct 1	Hazards, Part 2 (Chapter 2)			- Online Lecture/Moodle Forum * Upload IMS 100 Certificate *
5	Oct 8	Risk & Vulnerability (Chapter 3)	✓	* Quiz #2 * - Second Life Trial #1 [Group 1] *Meet on Second Life at 4.30pm	- Online Lecture/Moodle Forum - Second Life Role Description Due [Group 1] - Assignment 1 Due [Group 2]
Reading Week (No Class)					
6	Oct 22	Mitigation (Chapter 4)			- Online Lecture/Moodle Forum * Individual Essay Due *
7	Oct 29	Preparedness (Chapter 5)			- Online Lecture/Moodle Forum * 4 posts due by Oct 28 *
8	Nov 5	Response (Chapter 6)	✓	* Quiz #3 * Second Life Trial #2 [Group 1] *Meet on Second Life at 4.30pm	- Online Lecture/Moodle Forum
9	Nov 12	Recovery (Chapter 7)			- Online Lecture/Moodle Forum
10	Nov 19	Participants (Chapter 8)			- Online Lecture/Moodle Forum
11	Nov 26	Final Simulation [Group 1]	✓	Second Life Final Simulation [Group 1] *Meet on Second Life at 4.00pm	* 4 posts due by Nov 25 *
12	Dec 3	Last Class	✓	* Quiz #4 * * Group Presentations [Group 2] *	* Second Life Final Report Due [Group 1]

A detailed description of course evaluation criteria is as follows:

- **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.
 - At least 4 forum posts on Lectures 1 to 5 must be made by Wednesday October 28 at 11.59pm, and 4 forums posts on Lectures 6-9 must be made by November 25 at 11.59pm. Students are encouraged to make more than 8 posts throughout the semester for higher participation marks.
 - Please note that posts should not exceed more than 150-200 words, and should include references in a recognized bibliographic format where necessary. Posts should demonstrate reflection on material. Marks are provided for completion and quality.
- **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 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. The certificate is worth 5% and due on October 1, 2020 at 11.59pm.
- **Quizzes:** Students will be given four quizzes throughout the semester during zoom sessions (Sept 24, Oct 8, Nov 5, Dec 3). Quizzes will consist of multiple choice and/or short answer questions and will be roughly 20-25 minutes long. Each quiz is worth roughly 8% of your final mark (of the four quizzes, only marks for the top three will be considered). Quizzes will be delivered during the synchronized sessions. The quizzes are worth 25% collectively. **No late quizzes will be administered.**
- **Individual Paper:** Effective writing skills are important in Disaster and Emergency Management. For this assignment, students will be required to write one individual paper on a disaster management topic (details to be provided). The paper will be worth 25%.
 - The paper must be submitted online via moodle/Turnitin on **Thursday October 22 at 11.59pm.** Papers submitted after this date will be subject to a 5% reduction in marks per day, including weekends, for up to 10 days. Thereafter, students will receive a mark of zero. If a student needs extra time, valid written proof for the delay must be provided at least 3 days prior to October 22 for consideration. Papers with aspects plagiarized will receive a mark of zero.
- **Group Assignment:** Students are to select between two group assignments. *Group 1* will participate in a disaster simulation on Second Life, a virtual platform available for free download online. *Group 2* will have an alternate assignment and a group presentation. More details to be provided. Please note that all BDEM and EM Certificate students must participate in the Second Life disaster simulation (Group 1). The assignment is worth 25%.

MISSED QUIZ AND LATE ASSIGNMENT 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. 5% of the final grade will be deducted for each day that the project is late, including weekends. Requests for extensions will only be granted if valid reasons are provided at least 3 days prior to the assignment being due.

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.