

Fundamentals of Emergency Management

York University, School of Administrative Studies

Course Information

- Course Instructor: **Mike O'Brien MA**
- E-Mail: **mdobrien@yorku.ca**
- Office / Zoom hours: **By appointment**
- Course Code: **AP/DEMS2700 SU 2024**
- Location: **Online delivery via eClass**
- Course eClass site: **AP/DEMS2700 A - Fundamentals of Emergency**
- Prerequisites: **None**

Course Overview

COURSE DESCRIPTION

Organized around the four pillars of mitigation, preparedness, response and recovery, this course provides students with the key concepts and basic knowledge required to operate effectively in an emergency management context including the legislative context, risk identification, assessment, and communications.

COURSE LEARNING OBJECTIVES

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

Technical Requirements

You need to be able to access eClass to watch videos, participate in discussions, and submit assignments.

Course Evaluation

Assessment	Due Date	Weight %	Course Learning Outcome
Disaster Consequences	11pm EST 28 May	15	2-to-3-page academic paper with APA 7 formatting
Incident Management System Course	11pm EST 04 June	5	Online course with a multiple-choice quiz
Hazard Discussion	11pm EST 11 June	2	200-300-word eClass discussion and response post
Mitigation Paper	11pm EST 25 June	35	4-to-6-page academic paper with APA 7 formatting
Risk and Vulnerability Discussion	11pm EST 02 July	2	200-300-word eClass discussion and response post
Whole Community Emergency Preparedness	11pm EST 09 July	2	200-300-word eClass discussion and response post
Response Discussion	11pm EST 30 July	2	200-300-word eClass discussion and response post
Emergency Preparedness Campaign	11pm EST 22 July	35	4-to-6-page academic paper with APA 7 formatting
Recovery Discussion	11pm EST 6 August	2	200-300-word eClass discussion and response post

Assessment Descriptions

Discussions:

Students will make six substantial contributions to discussion forums.

- Posts should be 200 to 300 words and shall include references in a recognized bibliographic format where necessary. Posts should demonstrate reflection on material. Marks are provided for completion and quality.
- Students will make at least one comment / response to other contributors' contributions in each discussion forum.

Incident Management System Training:

Students are required to complete the Introduction to Incident Management System (IMS 100) self-study course, which is offered online through Emergency Management Ontario.

- The course takes approximately three hours to complete. Visit the training portal at www.emergencymanagementontario.ca to register for and access the course.
- Once the course and multiple-choice exam are completed, you will receive an electronic IMS 100 certificate to upload to eClass.
- There is no cost.

Academic Papers:

Effective writing skills are important in Disaster and Emergency Management. Students will be required to write academic papers each on disaster management topics (details to be provided).

Papers with aspects plagiarized will receive a mark of zero.

Submitting Assignments

All assignments will be submitted via eClass.

- Academic papers will be submitted in Microsoft Word format via Turnitin.
- IMS certificate will be submitted in .pdf or .jpeg format.
- Online discussions will be posted in the relevant discussion thread.

Late Work 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 submitted after their deadline 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.

Requests for extensions will only be granted if valid written proof for the delay is provided at least 3 days prior to the assignment being due.
There will be no make-up for missed online discussions at any time

How to Use Citations

You will be expected to Cite anything that's not your own (ideas of others, words of others (quotes), paraphrases of others' ideas in your own words, statistics, graphs/charts, etc.). Here is guidance from [York U.](#)

Course Schedule: Weekly Readings and Activities

Course Schedule

Week	Key Dates	Topic	Activities / Submissions
1	06 May	Introduction to DEMS2700	
2	13 May	Management of Disasters and Emergencies	eClass Topic 1
3	20 May	Introduction to Incident Management System	eClass Topic 2
3	11pm EST 21 May	Introduction Posts	Online submission
4	27 May	Hazards Pt 1	eClass Topic 3
4	11pm EST 28 May	Disaster Consequences (15%)	eClass Assignment 1(via Turnitin)
5	03 June	Hazards Pt 2	eClass Topic 3
5	11pm EST 04 June	IMS 100 Course (5%)	eClass Assignment 2
6	10 June	Mitigation	eClass Topic 4
6	11pm EST 11 June	Hazard Discussion (2%)	eClass Assignment 3
7		Jun 18 - 21 Study Week	
8	24-June	Risk and Vulnerability	eClass Topic 5
8	11pm EST 25 June	Mitigation Paper (35%)	eClass Assignment 4 (via Turnitin)
9	01 July	Whole Community Emergency Preparedness	eClass Topic 6
9	11pm EST 02 July	Risk and Vulnerability Discussion (2%)	eClass Assignment 5
10	08 July	Preparedness Planning and Management	eClass Topic 7
10	11pm EST 09 July	Whole Community Discussion (2%)	eClass Assignment 6
11	15 July	Response Planning and Management	eClass Topic 8
12	22 July	Recovery Planning and Management	eClass Topic 9
12	11pm EST 22 July	Emergency Preparedness Campaign (35%)	eClass Assignment 7 (via Turnitin)
13	29 July	Participants - Government Disaster Management	eClass Topic 10
13	11pm EST 30 July	Response Discussion (2%)	eClass Assignment 8
14	06 August	End Course	
14	11pm EST 6 August	Recovery Discussion (2%)	eClass Assignment 9

The course master schedule will be posted on eClass and any updates to the course schedule will be posted there. All students are expected to refer to the master schedule for key dates and timings.

Required Course Materials

Damon Coppola, **Introduction to International Disaster Management**, Butterworth-Heinemann. Fourth Edition. The textbook is available at the York University Book Shop textbook and as an [ebook](#).

Print ISBN: 9780128173688, 0128173688

eText ISBN: 9780128170595, 012817059X (*Most economical option*)

Course Policies

All students are expected to familiarize themselves with the following information:

- Student Rights & Responsibilities
- Academic Accommodation for Students with Disabilities

Also review the following course policies:

Academic Integrity

As a student at York University, you have a responsibility to both understand and uphold the integrity of the academic experience. The Faculty of Liberal Arts & Professional Studies supports the International Center for Academic Integrity's definition of academic integrity. That is, you will be committed to acting in all academic matters, even in the face of adversity, with honesty, trust, fairness, courage, respect and responsibility. Here is how you can demonstrate academic integrity in the completion of this course:

- **Respect the ideas of others:** Your course work should represent your own knowledge and ideas. You should not falsely claim credit for ideas that are not your own, by presenting another's work as yours. If you are quoting, paraphrasing, or summarizing another person's work to support your own ideas, identify the work and the author through proper citation practices. For more information about how to cite properly, use the Student Papers and Academic Research Kit (SPARK). You can improve your writing, research, and personal learning abilities through the Learning Commons, or by visiting the Writing Centre or ESL Open Learning Centre.
- **Respect your peers:** Know when you are allowed to collaborate. Ask your instructor about what group work entails when it comes to the sharing of work. In test situations and assignments, don't steal or give answers to your peers,

whether in-person or online (e.g., in group chats and/or on third-party content-sharing websites, such as Chegg, Course Hero, etc.). Both cheating and aiding in a breach of academic honesty are violations of York University's academic honesty policy.

- **Respect your course instructor(s):** Understand what your instructors are asking of you in class, as well as on assignments, tests and/or exams. If you are unsure, ask your professor or teaching assistant. They are committed to making you feel supported and want to assess you fairly and with integrity. Please do not submit the same piece of work for more than one course without your instructor's permission. That can be considered an act of cheating.
- **Respect yourself:** When you act with integrity, you know that your work is yours and yours alone. You do not allow others to take tests for you. You do not buy or otherwise obtain term papers or assignments. You do the work. As a result, you know that you *earned* the grades that you receive, so you can be proud of your York degree. By acting with integrity in your course work, you are also practicing a valuable professional skill that is important in all workplaces.
- **Take responsibility:** If you have acted in an academically dishonest way, you can demonstrate courage and take responsibility for your mistake. You can admit your mistake to your course instructor as soon as possible.

Students who engage in academic dishonesty can be subject to disciplinary action under the *Senate Policy on Academic Honesty*. Your lack of familiarity with the Senate Policy does not constitute a defense against its application. Some academic offences can also constitute offences under the *Criminal Code of Canada*, which means that you may also be subject to criminal charges.

Using Generative Artificial Intelligence in this Course

Use of generative AI tools, such as ChatGPT, are not permitted on this course.

Turnitin

To promote academic integrity in this course, students will normally be required to submit their written assignments to Turnitin (via the course's eClass site) for a review of textual similarities and the detection of possible plagiarism. In so doing, students will allow their material to be included as source documents in the Turnitin.com reference database, where they will be used only for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin service are described on the Turnitin.com website. York students may opt out of using Turnitin. If you wish to opt out, you should contact your instructor as soon as possible.

Accessibility

While all individuals are expected to satisfy the requirements of their program of study and to aspire to achieve excellence, the University recognizes that persons with disabilities may require reasonable accommodation to enable them to perform at their best. The University encourages students with disabilities to register with **Student Accessibility Services** to discuss their accommodation needs as early as possible in the term to establish the recommended academic accommodations that will be communicated to Course Directors through their Letter of Accommodation (LOA).

Please let your instructor know as early as possible in the term if you anticipate requiring academic accommodation so that we can discuss how to consider your accommodation needs within the context of this course. Sufficient notice is needed so that reasonable steps for accommodation can be discussed. Accommodations for tests/exams normally require three (3) weeks (or 21 days) before the scheduled test/exam to arrange.

Religious Observance Accommodation

York University is committed to respecting the religious beliefs and practices of all members of the community and making reasonable and appropriate **accommodations to adherents for observances of special significance**. Should any of the dates specified in this syllabus for course examinations, tests, or deadlines conflict with a date of religious significance, please contact the instructor within the first three (3) weeks of class. If the date falls within the formal examination periods, you must complete and submit a **Religious Accommodation for Examination Form** at least three (3) weeks before the start of the exam period.

Intellectual Property

Course materials are designed for use as part of this course at York University and are the intellectual property of the instructor unless otherwise stated. Third-party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian copyright law. Students may not publish, post on an Internet site, sell, or otherwise distribute any course materials or work without the instructor's express permission. Course materials should only be used by students enrolled in this course. Copying this material for distribution (e.g., uploading material to a commercial third-party website) may lead to a charge of misconduct according to York's **Code of Student Rights and Responsibilities**, the **Senate Policy on Academic Honesty**, and/or legal consequences for copyright violations.

Student Conduct in the Learning Environment

York University is committed to fostering teaching and learning environments that are free of disruptive and/or harassing behaviour, are physically safe, and conducive to effective teaching and learning. Students and instructors are expected to maintain a professional relationship characterized by courtesy, civility, and mutual respect and to refrain from actions disruptive to such a relationship. Individuals who fail to adhere to such standards and who violate University or public law may be subject to disciplinary action by the University.

For more information, see the policies on [Disruptive and/or Harassing Behaviour in Academic Situations](#) and [Student Conduct and Responsibilities](#), as well as the [Code of Student Rights & Responsibilities](#).

Netiquette for eClass and Online Learning

Students and instructors have a joint responsibility to create and maintain a welcoming and inclusive learning environment. All students are expected to conduct themselves in accordance with the [Code of Student Rights and Responsibilities](#). Please review and familiarize yourself with behaviours that support “netiquette” in virtual classrooms by consulting the Student Guide to eLearning.

Student Notice of Recording for Online Teaching and Learning

Activities for this course involve recording, in partial fulfillment of the course learning outcomes. Images, audio, text/chat messaging that have been recorded may be used and/or made available by the University to students enrolled in the course and those supporting the course for the purpose of materials review, for assessment, etc. Recordings will be managed according to the University’s Common Record Schedule and will be securely destroyed when no longer needed by the University. Your personal information is protected in accordance with York University’s [Guidelines on Access to Student Records and Protection of Privacy](#) and the [Freedom of Information and Protection of Privacy Act](#). Access to online materials, including recordings or live meetings, is subject to York University’s [Senate Policy on Computing and Information Technology Facilities](#).

The University will use reasonable means to protect the security and confidentiality of the recorded information, but cannot provide a guarantee of such due to factors beyond the University’s control, such as recordings being forwarded, copied, intercepted, circulated, disclosed, or stored without the University’s knowledge or permission, or the introduction of malware into computer system which could potentially damage or disrupt the computer, networks, and security settings. The University is not responsible for connectivity/technical difficulties or loss of data associated with your hardware, software, or Internet connection.

By engaging in course activities that involve recording, you are consenting to the use of your appearance, image, text/chat messaging, and voice and/or likeness in the manner and under the conditions specified herein. In the case of a live stream recording, if you choose not to have your image or audio recorded, you may disable the audio and video functionality. If you choose to participate using a pseudonym instead of your real name, you must disclose the pseudonym to your instructor in advance to facilitate class participation.

You are not permitted to disclose the link to/URL of an event or an event session recording or copies of recording to anyone, for any reason. Recordings are available only to authorized individuals who have been directly provided the above instructions/link for their use. Recordings for personal use, required to facilitate your learning and preparation of personal course/lecture notes, may not be shared with others without the permission of the instructor or event coordinator, and may not be published, posted, linked to, or otherwise made available online, including on social media feeds, even if those feeds are private.

Student Support and Resources

To help you succeed academically, York University offers a wide range of resources and services. Everything from writing workshops and peer mentorship to wellness support and career guidance is available to fulfill our LA&PS students' needs. Explore the links below to access these on-campus resources:

- **Academic Advising** is available to provide students support and guidance in making academic decisions and goals.
- **Student Accessibility Services** are available for support and accessibility accommodation when required.
- **Student Counselling, Health & Wellbeing** offers workshops, resources, and counselling to support your academic success.
- **Peer-Assisted Study Sessions (PASS) Program** provides student study sessions for students to collaborate and enhance their understanding of course content in certain courses.
- **Student Numeracy Assistance Centre at Keele (SNACK)** supports students in courses involving math, stats, and Excel.
- **The Writing Centre** provides multiple avenues of writing-based support including drop-in sessions, one-to-one appointments, a Multilingual Studio, and an Accessibility Specialist.
- **ESL Open Learning Centre (OLC)** supports students with building proficiency in reading, writing, and speaking English.

- [Learning Skills Services](#) provides tips for time management, effective study and learning habits, keeping up with coursework, and other learning-related supports.
- [Learning Commons](#) provides links to supports for time management, writing, study skills, preparing for exams, and other learning-related resources.
- [Roadmap to Student Success](#) provides students with timely and targeted resources to help them achieve academic, personal, and professional success.
- [Office of Student Community Relations \(OSCR\)](#) is responsible for administering the *Code of Student Rights & Responsibilities* and provides critical incident support.
- [goSAFE](#) is staffed by York students and can accompany York community members to and from any on-campus location, such as the Village Shuttle pick-up hub, parking lots, bus stops, or residences.
- For a full list of academic, wellness, and campus resources visit [Student Support & Resources](#).