liberal arts & professional studies | YORK U

Comprehensive Emergency Management: Fundamentals of Emergency Management

AP/DEMS2700 M

(Winter 2025-2026)

Course Information

Instructor: Mike O'Brien
Email: mdobrien@yorku.ca
Office Hours: Immediately following scheduled classes
Class Time & Location: Mondays, 11:30 a.m. – 2:20 p.m.
Location: YK ACW 205

Land Acknowledgment

York University recognizes that many Indigenous Nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, and the Huron-Wendat. It is now home to many First Nation, Inuit, and Métis communities. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region (LA&PS Land Acknowledgement).

Course Description

Organized around the four pillars of mitigation, preparedness, response, and recovery, this course introduces students to the core concepts and foundational knowledge required to operate effectively in an emergency management context. Topics include the legislative environment, hazard identification, risk assessment, vulnerability, and emergency communications. Emphasis is placed on translating theory into applied disaster and emergency management practice.

Course Learning Objectives

Threshold Knowledge

This course is an introductory foundation course within the Disaster and Emergency Management (DEM) program. No prior knowledge of disaster or emergency management is required. Students from outside the DEM program are welcome and can be successful in this course.

Scheduling of Assignments

All assignments are due **Wednesdays at 11:00 p.m. (EST)** unless otherwise stated.

Academic Writing

Two major written assignments require the use of APA (7th edition) citation and referencing style. Students unfamiliar with APA formatting are strongly encouraged to consult the York University Writing Centre for free academic writing support.

Weekly Reading

Students are expected to complete the assigned reading from Damon Coppola's ***Introduction to International Disaster Management*** prior to each class session.

Real-World Relevance

Class discussions will reference real-world disasters and emergencies, including events that may be ongoing. No graphic content will be shown, and highly fractious political debates are not part of this course.

In-Class Activities

In-class activities will include small-group research, discussion, and peer interaction. There are no graded group assignments, but participation is expected.

Required Course Materials

Coppola, Damon. *Introduction to International Disaster Management*. Butterworth-Heinemann, 4th Edition.

- Print ISBN: 978-0128173688 ($174.95)
- eText ISBN: 978-0128170595 ($93.00)

The textbook is available at the York University Book Shop textbook and also as an ebook. More affordable options may be available

Course Evaluation

Assessment Overview

Assessment	Weight
Online Discussions (5 × 2%)	10%
Incident Management System (IMS 100) Training	5%
Mitigation Paper	35%
In-Class Exam (Multiple Choice)	10%
Disaster Consequences Paper	40%
Total	**100%**

Grading

The grading scheme for this course conforms to the 9-point system used in undergraduate programs at York University. For a full description of the York grading system, visit the York University Academic Calendar.

GRADE	GRADE POINT	PERCENT RANGE	DESCRIPTION
A+	9	90-100	Exceptional
A	8	80-89	Excellent
B+	7	75-79	Very Good
B	6	70-74	Good
C+	5	65-69	Competent
C	4	60-64	Fairly Competent
D+	3	55-59	Passing
D	2	50-54	Marginally Passing
E	1	(marginally below 50%)	Marginally Failing
F	0	(below 50%)	Failing

Both the Faculty of Liberal Arts and Professional Studies and the School of Administrative Studies require that grades follow a pre-determined distribution. As such, please note that final grades may be adjusted to comply with these requirements.

Assessment Descriptions

Online Discussions

Students must make **five substantial discussion contributions** (200–300 words each). Where appropriate, posts should include references using a recognized academic citation format. Marks are based on both completion and quality.

Incident Management System Training

Students must complete the **IMS 100: Introduction to Incident Management System** self-study course offered online by Emergency Management Ontario. The course takes approximately three hours and is free of charge.

Academic Papers

Students will complete **two academic papers** on disaster and emergency management topics. Assignment instructions and marking criteria will be provided separately.

In Class Exam:

Students will be required to write an in-class multiple choice exam (details to be provided).

Submitting Assignments

All assignments must be submitted through eClass:

- Academic papers: Microsoft Word format via Turnitin
- IMS certificate: PDF or JPEG format
- Discussion posts: Submitted directly in the relevant eClass discussion forum

Late Work Policy

- Late academic papers will be penalized **5% per day**, including weekends, for up to **10 days**.
- After 10 days, a mark of zero will be assigned.
- Extension requests must include valid written documentation and be submitted **at least three days prior** to the deadline.
- There are **no make-ups for missed online discussions**.

Missed Tests

Students who miss the exam due to documented illness or emergency should contact the instructor as soon as possible to arrange alternate assessment.

Course Schedule of Weekly Topics and Activities

Week	Key Dates	Topic	Activities / Submissions
1	January 5	Introduction to DEMS 2700	
2	January 12	Management of Disasters and Emergencies	eClass Topic 1
3	January 19	Hazards	eClass Topic 2
3	January 21	Introduction Posts	Online Submission
4	January 26	Mitigation	eClass Topic 3
5	February 2	Risk and Vulnerability	eClass Topic 4
5	February 4	Incident Management System Course (5%)	eClass Assignment 1
6	February 9	Preparedness Planning and Management	eClass Topic 5
	February 11	Risk and Vulnerability Discussion (2%)	eClass Assignment 4
7	February 14 - 20	Reading Week	
8	February 23	Whole Community Emergency Preparedness	eClass Topic 6
9	February 25	Mitigation Paper (35%)	eClass Assignment 3 (via Turnitin)
9	March 2	Response Planning and Management	eClass Topic 7
9	March 4	Whole Community Emergency Preparedness (2%)	eClass Assignment 6
10	March 9	In class exam (10%)	eClass Assignment 2
10	March 11	Response Discussion (2%)	eClass Assignment 7
11	March 16	Recovery Planning and Management	eClass Topic 8
11	March 18	Disaster Consequences (40%)	eClass Assignment 5 (via Turnitin)
12	March 23	Governmental Disaster Management	eClass Topic 9
12	March 25	Recovery Discussion (2%)	eClass Assignment 8
13	March 30	Emergency Management in-class discussion	Topic 10
13	April 1	Final Discussion (2%)	eClass Assignment 9

NOTE: The course calendar in eClass is the master calendar for the course. Any amendments to the master calendar will be announced via eClass.

Course Policies

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

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

Please 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 in order 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.

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.

Students are not permitted to use generative artificial intelligence (AI) in this course. Submitting any work created through the use of generative AI tools will be considered a violation of York University's *Senate Policy on Academic Honesty*. If you do not know whether an online resource or tool can be used in this course, please contact your instructor for guidance. For more information, please review AI Technology & Academic Integrity: Information for Students.

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 particular 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, the Student Conduct and Responsibilities, and 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 Guide to Netiquette and 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 of Information 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.

Health and Safety

All York students and instructors share responsibility for the safety and well-being of the community while on York's campuses. Please continue to check YUBetter Together for the latest information on health and safety.
name, personal views and opinions, and coursework under the authority of The York University Act, 1965, and for use in related educational purposes.

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.