

# Overview to United States and International Emergency/Disaster Management

PHC 6182

**FALL 2003 SYLLABUS**

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**Instructor:**

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**Instructor Office Hours:**

By Appointment

**Chat Sessions**

Tuesday 7:00 pm

**Required Texts:**

*Emergency Management: Principles and Practices for Local Government.*

Author: Thomas E. Drabek and Gerard J. Hoetmer, editors. (about \$36)

(You may order this book online from the International City/County Management Association-**ICMA**)

[www.ICMA.org](http://www.ICMA.org) or

[http://bookstore.icma.org/obs/showdetl.cfm?&DID=7&ObjectGroup\\_ID=15&Product\\_ID=256&CATID=4](http://bookstore.icma.org/obs/showdetl.cfm?&DID=7&ObjectGroup_ID=15&Product_ID=256&CATID=4)

*Handbook for Emergencies, United Nations High Commissioner for Refugees, Second Edition. Download from My USF*

Emergency Manager: An Orientation to the Position (Online at no cost)

Independent Study 1 (IS 1) from Federal Emergency Management Agency (FEMA)

<http://training.fema.gov/emiweb/IS/crslist.asp>

**Assignments: (All assignments must be dated and timed (on the email) before midnight on or before due date)**

**FIELD TRIP (DUE SEPT. 30<sup>th</sup>)**

One field trip is planned for this course. It will be an Emergency Operations Center (EOC), business recovery center or other emergency management facility. The field trip will be your responsibility to arrange a visit at your local Emergency Operations Center (EOC), Business Recovery Center or Salvation Army relief center, etc., develop a short paper on your visit, and if possible include pictures. **(15% of your grade)**

**MID-TERM EXAM (DUE OCTOBER 17<sup>th</sup>)**

Complete the Federal Emergency Management Agency (FEMA) *Emergency Manager: An Orientation to the Position* (IS-1 Course)

<http://training.fema.gov/emiweb/IS/crslst.asp>

Present a certificate of completion to instructor or e-mail verification prior to October 17th. **(20% of your grade)**

**FINAL PAPER (DUE NOV. 26<sup>th</sup>)**

Ten to twenty pages. References and footnotes are required by not counted in text pages. Select a research topic related to emergency/disaster management. Apply the terms and concepts you have learned in this class to analyze the disaster subject. Students **must** obtain prior approval by instructor. The paper must conform to university term paper criteria. **(40% of your grade)**

**FINAL-EXAM (DUE DEC 10<sup>th</sup>)**

A 25 question multiple-choice exam will be posted on black board at midnight on December 6<sup>th</sup>. Students will have until midnight on December 10 to complete the final exam. General Emergency/Disaster Management Concepts will be covered. **(20% of your grade)**

**Student Paper Format Requirements:**

All Student papers must be typed and completed using a laser or inkjet printer when not emailed to instructor. Using spell check will greatly improve your grade.

***Format and Criteria for Evaluation of Papers***

Format: The publication Manual of the American Psychological Association is recommended. (Although not required, it will ensure a consistent writing style) Papers will be typed, double spaced, and contain title and reference pages (not included in page count). Use no less than 10 and no more than 14-point fonts. Using graphics if encouraged only if it enhances your point. You must document your work with footnotes and include a reference page.

Clarity: Grammar, syntax, and spelling are fundamental requirements. Proofreading is a virtue. No paper can overcome the ravages of poor grammar, incorrect spelling and/or typographical errors.

Validity: Never sacrifice substance, logic or accuracy in your comments or analysis. The reader knows only what you write, not what you think.

Creativity: Make it yours. Be original. Too many papers are just copied, don't fall into that trap.

Support: Use references and cite all sources as supporting material to validate your work.

Integration: Relate the paper directly to the course content.

Conclusions: Conclude the paper with a succinct summary paragraph. All papers consist of three parts, (a) tell them what you are going to tell them, (b) tell them, and (c) tell them what you told them.

### **Course Description:**

Public Health and other professionals will be introduced to the disaster management process. The course provides terms, definitions, and concepts of emergency management from a local, national, and international perspective.

***Overview to United States and International Emergency/Disaster Management*** is designed as the first course for students working toward a certificate in United States and International Emergency/Disaster Management.

It is also for those in virtually any other field of study who desire to understand the disaster management process. The course gives an overview of terms, definitions, concepts of emergency management from a local, national and international perspective. This class is primarily oriented to the public sector, but includes Peace Keeping Operations (PKO) and Humanitarian Assistance activities. Emergency management is a growing field that requires practitioners with a broad knowledge from many specialized fields to develop and coordinate a coherent disaster management strategy. Course content includes history, concepts, practical applications, leadership, planning, liability and future issues as applied to government and Non Government Organizations (NGOs).

The course is designed to encourage independent and self-initiative actions by the student. Completing extra credit and interaction with classmates is highly encourage.

### **Course Objectives:**

By the end of the course participants will be able to:

- Organize emergency management functions, organizations, and activities using concepts and terms explained in the course.
- Explain the all hazard emergency management process that integrates the resources of local, State, and Federal governments and voluntary and business assets.
- Explain the local, State, and Federal roles in emergency management.

- Explain what citizens can do to protect themselves in emergencies.
- Describe the elements of an integrated emergency management system.
- Discuss the role of individuals and organizations, as well as their relationships with one another, in emergency management.
- Explain why teams are necessary for emergency management.
- Explain social, political, and economic implications of a disaster.
- Recognize opportunities for self-help and empowerment in emergency management.
- Have an understanding of complex emergencies and Peace Keeping Operations (PKO).

## **Class Schedule:**

### LESSON ONE

Introduction. The World of Disasters. Course Assignments

Lesson Assignment Chapter 1, "Principles and Practices." History of Civil Defense. Nuclear war versus All-Hazards.

Handbook for Emergencies: Chapter 1

### LESSON TWO

Assignment pages 139 to 150 "Principles and Practices" Disasters versus emergencies. Levels of disasters. Hazard Vulnerability Study. Types of Hazards. Assignment pages 134 to 139. (Read first). Pages 30 to 46. "Principles and Practices." CEM/IEMS. Preparedness. Legal Basis. Succession. Continuity of Government. Mutual Aid. Emergency Operations Plan. Emergency Operations Center. Planning. Resources. Exercises.

Handbook for Emergencies: Chapter 2

### LESSON THREE

Concepts of Mitigation, "Principles and Practices" Chapter 6.

Handbook for Emergencies: Chapter 3-9

### LESSON FOUR

The Federal Response Plan, United States.

Handbook for Emergencies: Chapter 10

### LESSON FIVE

Assignment Disaster/Emergency Internet Resources Research

Page 124 (International Emergency Management) - page 126. Page 93 (Assistance to Victims) Page 11-13 (Red Cross) Principles and Practices International Disasters and Relief Organizations. Family Preparedness. Assignment Chapter 11 "Principles and Practices."

Assignment Chapter 10 pages 263-288 Principles and Practices. Pages 2-2 to 2-18 Emergency Program Manager. Role of the Emergency Manager. Daily responsibilities. National responsibilities. Supporting the leadership. Leadership in Emergency Management. Non-related emergency management tasks.

Handbook for Emergencies: Chapter 11

## LESSON SIX

Chapter 7 "Principles and Practices." Emergency Operations Plan. Why plan? Characteristics of a good plan. Emergency Operations center functions, layout, logistics. Testing the Plan. Table-top, orientation, functional, full-scale. "Disaster Management in the US and Canada" Chapter 10.

Handbook for Emergencies: Chapter 12

Liability in Emergency Management. General liability. Individual and government. Negligence. Evacuation.

## LESSON SEVEN

Work on Mid-term exam

## LESSON EIGHT

Assignment Chapter 12 "Principles and Practices." Emergency Management Profession. The Future. Scenario planning and strategic planning. Predictions.

Handbook for Emergencies: Chapter 13 and 18

## LESSON NINE

Communications in disasters. Methods of communications. Communication failures. Computers in Emergency Management. Emergency Management specific software. Word processing, spreadsheets, data bases. Use of computers during disasters. Geographic Information Systems (GIS) Global Positioning System (GPS). Mapping.

Handbook for Emergencies: Chapter 22 and 24

## LESSON TEN

Introduction to the Concepts of International Peace Keeping Operations (PKO)

Handbook for Emergencies: Chapter Appendix 1 and 2

## LESSON ELEVEN

Term Paper Development. Make sure you get prior approval from instructor on topic.

## LESSON TWELVE

Introduction to the Concepts of Humanitarian Assistance

**LESSON THIRTEEN**  
**Review for Final Exam**

**Key Dates:**

August 25	USF classes begin
August 26*	First chat session 7: 00 pm
September 1	Labor Day, No classes
September 30	Field Trip Paper Due
October 17	Mid-Term Due
October 31	Last day to drop and receive a grade of "W"
November 11	Veteran's Day, No Classes
November 26	Final Paper due
November 27-28	Thanksgiving Holidays, No classes
December 2	Last Chat session
December 6-10	Final Exam
December 18	Final Grades Available

\* Chat sessions are not mandatory. Each chat session will begin at 7:pm and the instructor will sign off at 8pm however, students may remain on line.

Reading assignments: Please do not read each word of your reading assignments. The amount of information is in this course massive. Know the concepts and where to obtain the information. The field of national and international emergency management is constantly changing. Knowing how and where to obtain information and resources is the emergency manager best resource.

***Papers must be dated and timed (on the email) before midnight on or before due date.***