

SYLLABUS

Course Description and Syllabus

FES 4825 – Disaster Planning and Control

Spring 2020

Faculty:

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OFFICE HOURS: *You can email me any time. Please call if you have questions. I will be available generally 5 to 9 p.m. weekdays.*

Ronnie Gill Jr. has over 30 years of public safety experience with the last seven years as the Director of the Office of Emergency Management for Prince George’s County, Maryland. Mr. Gill was previously employed with the District of Columbia Fire & Emergency Medical Services Department and retired after 25 years as the Deputy Fire Chief of Special Operations and Homeland Security. Under his direction, the Office of Emergency Management provides oversight and coordination for emergency and disaster consequence management planning, response and recovery operations for Prince George’s County.

Mr. Gill is a graduate of the United States Fire Administration’s National Fire Academy, Executive Fire Officer Program, Mr. Gill earned his Associate and Bachelor of Fire Science Degrees from the University of the District of Columbia and Master of Science in Management from the Johns Hopkins University. In addition, he is pursuing a Doctor of Philosophy in Fire and Emergency Management from Oklahoma State University.

COURSE DESCRIPTION:

This course provides the key elements of:

- Providing the foundations for establishing policies as is relates to disaster/emergency management
- Application of leadership concepts through critical thinking
- Analysis and development of personal leadership skills

Disaster Policy in Emergency Management is a three (3) credit course scheduled to meet each fall semester via distance education (online learning) via the Canvas Learning Management System platform. It is a graded course and there are no prerequisites.

This course examines concepts and principles of community risk assessment, planning, and response to fires, natural and human-caused disasters, including National Incident Management

System, Incident Command Systems (NIMS ICS), mutual aid and automatic response, training and preparedness, communications, civil disturbances, terrorist threats/incidents, hazardous materials planning, mass casualty incidents, earthquake preparedness, and disaster mitigation and recovery.

Credit Hours: 3

****Textbook Required:** Disaster Planning and Control, (2009); 3rd edition William Kramer, PennWell Corp. <http://www.pennwellbooks.com/diplandco.html>. ISBN: 1593701896

Prerequisite Knowledge and Skills: None

LEARNING OBJECTIVES:

The student will be able to:

- Discuss the importance of disaster planning, preparation, and mitigation.
- Evaluate the hazard assessment processes and the role of the firefighter in community disaster planning and recovery.
- Assess hazard response and planning procedures.
- Define the impact of hazard occurrence on community response.
- Define the parameters and effectiveness of an Emergency Operations Plan (EOP) and its components.
- Differentiate the multilevel agency responsibilities in disaster mitigation.
- Define the relationships between disaster planning, mitigation, and recovery.

COURSE GOALS AND POLICIES

1. The student will interpret and apply the terminology, concepts, methodologies and theories used within systems management.
2. The student expresses ideas in a convincing, organized, clear, coherent manner that is nearly error free and uses a style and language appropriate to the emergency services and the analytic profession.
3. Submitted written assignments should include such elements as well-crafted paragraphs, a persuasive organizational structure (e.g., introduction, body, conclusion; or introduction, methods, results, discussion), well-supported claims, and appropriate and effective stylistic elements adhering to APA style 6th edition.
4. The student considers the issues from multiple perspectives, logically analyzes evidence from credible, relevant sources, and develops reasoned conclusions.

Teaching Philosophy: I am looking for students to demonstrate a working knowledge of the subject. You need to be creative when you complete your assignments but maintain a professional appearance of your work. Your work should be completed in such a manner that someone can pick up your document and understand what you are trying to convey. Your work should be supported with research and cited in APA format.

Instructional Methods: The course is designed for individual and group interactivity. It is important to post and respond to discussion questions in the course within the time frame allotted. This provides a learning environment by networking with other students in the course. The assignments are individual based to give you the opportunity to do a variety of activities, in many cases, similar to what you will be doing in role as a leader in the emergency services profession.

Attendance Policy: The course is designed in module format. You should check the site at least once a week. You are required to complete the assignments including discussion questions within the time period designated in the module. *Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog*

at: [https://catalog.ufl.edu/ugrad/current/\(\)regulations/info/attendance.aspx](https://catalog.ufl.edu/ugrad/current/()regulations/info/attendance.aspx).

- **Assignments & Discussions:** All assignments and discussions have a due date. Please be sure to check the dates and times they are due in each module. All due dates are set in order to provide consistency with the discussions and assignment submission. Each module will be opened early so you have time to read the material, formulate and answer discussions and finish and submit the assignment. Each discussion and assignment will be closed one week after the due date.
- **Final Project:** There is a final project for this course. There are no exams or quizzes. The final project will cover all material learned and discussed throughout the course.
- **Make-up Policy:** You must contact me, prior to the assignment deadline if you are going to be late on any discussion or assignment to receive credit. In the event of an unforeseen inability to complete an assignment, due to technology, notify me as soon as possible.
- **Course Technology:** Class meetings will require a web camera and mic/audio. If you are not able to use a web camera you will need to at least provide audio/mic, you can call in on a phone also.

CANVAS INFORMATION & TECHNOLOGY

Class meetings may require a web camera and mic/audio. If you are not able to use a web camera you will need to at least provide audio/mic, you can call in on a phone also. Otherwise, discussions and assignments will be web based and submissions will occur electronically. If technology help is required, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml> (Links to an external site.)Links to an external site.

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them.

The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Other resources are available at:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please visit to submit a complaint.

UF online/internet privacy statement: <http://privacy.ufl.edu/privacy-policies-and-procedures/onlineinternet-privacy-statement>.

UF POLICIES:

University Policy on Accommodating Students with Disabilities: Students requesting accommodation for disabilities must first register with the Dean of Students Office.

The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive; therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

University Policy on Academic Conduct:

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Netiquette: Communication Courtesy: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.

COURSE POLICIES:

This course is delivered exclusively via a distance education (online learning) format. Although online learning has many advantages, including convenience of course participation, non-restrictive geographic locations, and independent study, it also imposes some very significant demands.

Probably the two most important demands are: self-discipline and motivation. To succeed in online learning courses, it is imperative that you maintain a strict, self-imposed schedule and commit time to fulfill the readings and complete the assignments. Experience has shown that students that do not discipline themselves to maintain a strict schedule fall behind in the courses and never catch up. The other demand that is important is to stay motivated. At times, the workload may appear daunting, but if you maintain your focus and continue to make progress every day, it is incredible what can be accomplished. Remember: stay motivated and maintain your schedule to complete course requirements.

Unlike other courses, online learning has limited restrictions regarding absences since there is no regular classroom time. However, failure to meet bi-weekly assignments will not only impede your ability to complete the course, it will also impact your grade negatively. Therefore, be sure to execute and maintain a regular and high level of participation in each course. It is recommended that you read the assignment as early as possible to allow adequate time to respond to Discussion Board Questions or other assignments. **Posting your initial Discussion Board response in the first week allows your fellow students ample time to contemplate your responses and to provide comments to your responses (an integral component of online learning). Posting on Discussion Boards on the last day does not allow for student interaction and will impact your grade negatively.**

Please make every effort to post your responses, complete your reading assignments, submit any written assignments or projects, and provide commentary to others' responses by the due date and time.

Most courses will require all bi-weekly session assignments to be completed by the start of the next session. Session conclusion and beginning of the next session occurs regularly each other week on a designated "turn-over" day. The turn-over day for this course is noted below. Be sure to complete all assignments by the turn-over day and time deadlines for each week as required.

For this course, that turn-over day is **Monday** and the deadline time is **11:59 PM (Eastern Time)**. That means that bi-weekly assignments or discussion questions posted on a **Tuesday** must be completed and posted online (or for written assignments, electronically submitted) by **11:59 PM on every other Monday. There are only extreme exceptions or relaxation to this requirement.** These requirements are critical to maintain progression through the course, and to prevent you from falling behind. Please remember: Online learning requires a high level of motivation and self-discipline.

****QUIZ/EXAM POLICY:** There is a final project for this course. There are no exams or quizzes.

****MAKE-UP POLICY:** You must contact me if you are going to be late on any assignment to receive credit (This is on a case-by-case basis). ****Assignment Policy:** *All assignments have a due date. Please be sure to check the date and time it is due in each module.*

Late Assignments and Discussion Posts

- Assignments 48 hours late will receive a 10% deduction in their grade.
- Assignments more than 48 hours but less than 30 days late will receive a 20% deduction in their grade.

- Assignments more than 30 days late but submitted during the semester will receive a 50% deduction in their grade.
- Discussions more than 48 hours late will receive a 25% deduction in their grade.
- Discussions more than 48 hours later will receive a 50% deduction in their grade.

Please note: Any student has less than 75% of their work complete for the semester cannot earn an “I” contract. If you have 75% of the work complete, you can propose an I contract to the instructor. It is always your responsibility to keep your instructor informed. The instructor does have the right under extenuating circumstances with proper notification to assist the student by extending the above time requirements. ***Points will be deducted for all late assignments.**

Student Evaluations:

“Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.”

GRADING SCALE:	
A= 93.0 to 100%	C = 73.0 to 76.9%
A- = 90.0 to 92.9%	C- = 70.0 to 72.9%
B+ = 87.0 to 89.9%	D+ = 67.0 to 69.9%
B = 83.0 to 86.9%	D = 63.0 to 66.9%
B- = 80.0 to 82.9%	D- = 60.0 to 62.9%
C+ = 77.0 to 79.9%	F = below 60 See https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx . regarding current UF grading policies.

COURSE GRADES:

Assignment	Point or Percentage
Grading Discussion Participation – 10 points each discussion (including introductions)	80 points
Homework Assignments – 20 points each assignment	140 points
Final Project - comprehensive and applied	100 points
Total Grade	320 points

Information on current UF grading policies for assigning grade points:

To convert the final grade to credit hours please refer to by using the link to the web page: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

COURSE SCHEDULE:

Module	Coursework
Module 0: Orientation – Read syllabus and review course content	<ul style="list-style-type: none"> • Course Introductions • Syllabus Quiz
Module 1: Read Chapters 1&2 Disaster Planning & Historical lessons	<ul style="list-style-type: none"> • Module 1 Overview • Module Video • Discussion 1 • Writing Assignment 1
Module 2: Read Chapters 3&4 Training & Preparation and Organizational Structure & Incident Command	<ul style="list-style-type: none"> • Module 2 Overview • Module Video • Discussion 2 • Writing Assignment 2
Module 3: Read Chapters 5&6 Resource Management and Communications and Incident Management	<ul style="list-style-type: none"> • Module 3 Overviews • Module Videos • Discussion 3 • Writing Assignment 3

Module 4: Read Chapters 7&8, Catastrophic Fires and Transportation Disasters	<ul style="list-style-type: none"> • Module 4 Overviews • Module Videos • Discussion 4 • Writing Assignment 4
Module 5: Read Chapter 9, Hazardous Materials	<ul style="list-style-type: none"> • Module 5 Overviews • Module Videos • Discussion 5 • Writing Assignment 5
Module 6: Read Chapters 10&11, Homeland Security & Civil Disorder and Terrorism	<ul style="list-style-type: none"> • Module 6 Overviews • Module Videos • Discussion 6 • Writing Assignment 6
Module 7: Read Chapters 12&15, Mass Casualties & Mass Evacuation and Aftermath & Recovery	<ul style="list-style-type: none"> • Module 7 Overviews • Module Videos • Discussion 7 • Writing Assignment 7
Module 8: Final Project. Read Chapters 13&14, Weather-Related and Terrain-Based Natural Disasters Final Project due	<ul style="list-style-type: none"> • Module Overview • Final Project • End-of-Course Survey

Date	Details	
Tue Jan 07, 2020	Module Zero Introduction	Due by Jan 13 11:59pm
Tue Jan 07, 2020	Module One Discussion	Due by Jan 20 11:59pm
	Module One Written	Due by Jan 20 11:59pm
Tue Jan 21, 2020	Module Two Discussion	Due by Feb 3 11:59pm
	Module Two Written	Due by Feb 3 11:59pm

Tue Feb 4, 2020	Module Three Discussion	Due by Feb 17 11:59pm
	Module Three Written	Due by Feb 17 11:59pm
Tue Feb 18, 2020	Module Four Discussion	Due by Mar 02 11:59pm
	Module Four Written	Due by Mar 02 11:59pm
Tue Mar 03, 2020	Spring Break	
Tue Mar 10, 2020	Module Five Discussion	Due by Mar 23 11:59pm
	Module Five Written	Due by Mar 23 11:59pm
Tue Mar 24, 2020	Module Six Discussion	Due by Apr 06 11:59pm
	Module Six Written	Due by Apr 06 11:59pm
Tue Apr 07, 2020	Module Seven Discussion	Due by Apr 20 11:59pm
	Module Seven Written	Due by Apr 20 11:59pm
Tue Mar 10, 2020	Module Eight Final Project	Due by Apr 28 11:59pm