

106 UAF-CD-1

FORMAT 1

Submit original with signatures + 1 copy + electronic copy to UAF Governance.
See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department	Emergency Management Program	College/School	School of Management
Prepared by	C. Carlson	Phone	474-6537
Email Contact	cdcarlson@alaska.edu	Faculty Contact	C. Carlson

1. ACTION DESIRED (CHECK ONE):

Trial Course	<input type="checkbox"/>	New Course	<input checked="" type="checkbox"/>
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2. COURSE IDENTIFICATION:

Dept	HSEM	Course #	423	No. of Credits	3
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Justify upper/lower division status & number of credits: The course is designed to build upon lower division courses in order to provide the operations management portion of the emergency management curriculum. Contact hours and course structure are consistent with other nationally recognized programs.

3. PROPOSED COURSE TITLE: Disaster Response Operations and Management

4. CROSS LISTED? YES/NO No If yes, Dept: Course #
(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

5. STACKED? YES/NO No If yes, Dept. Course #

6. FREQUENCY OF OFFERING: Fall or Spring
(Every or Alternate) Fall, Spring, Summer — or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (if approved) Fall 2011

8. COURSE FORMAT:

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check one) 1 2 3 4 5 6 weeks to full semester

OTHER FORMAT (specify)
Mode of delivery (specify lecture, field trips, labs, etc)

9. CONTACT HOURS PER WEEK: 3 LECTURE hours/weeks LAB hours /week PRACTICUM hours /week

Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty/cd/credits.html> for more information on number of credits.

OTHER HOURS (specify type)

10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

HSEM 423 Disaster Response Operations and Management: The purpose of this course is to develop and understanding of the principles that promote effective disaster response and recovery operations after disasters. To achieve this goal, the course will examine the nature of disasters as well as the roles and responsibilities of various actors involved in emergency management and homeland security. Various problems associated with response and recovery operations will be identified and discussed with special emphasis on the role of technology and communications coordination.

11. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities N = Natural Science S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? YES NO

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6 W = Writing Intensive, Format 7 Natural Science, Format 8

12. COURSE REPEATABILITY:

Is this course repeatable for credit? YES NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit? TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? CREDITS

13. GRADING SYSTEM:

LETTER:

PASS/FAIL:

Revised 1/21/2011. ADD: or permission of instructor.

RESTRICTIONS ON ENROLLMENT (if any)

14. PREREQUISITES HSEM 301; ~~MATH 107X or 101X or STAT 200X and upper division standing~~ Remove Math courses. These will be required before the student is allowed to enroll in the course.

RECOMMENDED

Classes, etc. that student is strongly encouraged to complete prior to this course.

15. SPECIAL RESTRICTIONS, CONDITIONS

16. PROPOSED COURSE FEES \$

Has a memo been submitted through your dean to the Provost & VCAS for fee approval? Yes/No

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously? Yes/No No

If yes, give semester, year, course #, etc.:

18. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

None; Faculty member is already in place.

19. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (ffklj@uaf.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No Yes

20. IMPACTS ON PROGRAMS/DEPTS

What programs/departments will be affected by this proposed action? Include information on the Programs/Departments contacted (e.g., email, memo)

None

21. POSITIVE AND NEGATIVE IMPACTS

Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

Positive impact: course/curriculum changes will result in recognition by the Emergency Management Institute's Higher Ed Project as an "approved" program for endorsement and promotion by FEMA and

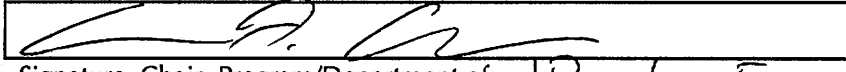
the Department of Homeland Security.

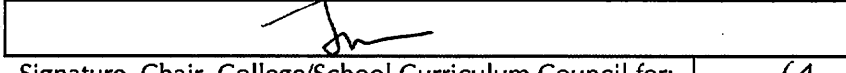
JUSTIFICATION FOR ACTION REQUESTED

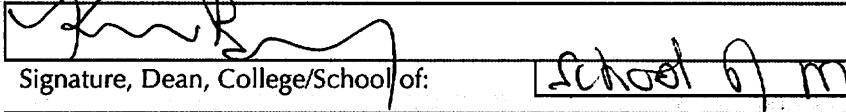
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

The addition of this course to the current Bachelor of Emergency Management curriculum supports the academic needs of the students within the program and changes taking place within the field of Emergency Management and Homeland Security.

APPROVALS:

 Date 25 Oct, 2010
Signature, Chair, Program/Department of: Director, Emergency Management Program

 Date 26 OCT 2010
Signature, Chair, College/School Curriculum Council for: Chair, School Curriculum

 Date _____
Signature, Dean, College/School of: School of Management

Date _____

Signature of Provost (if applicable)

Offerings above the level of approved programs must be approved in advance by the Provost.

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

Signature, Chair, UAF Faculty Senate Curriculum Review Committee

Date _____

ADDITIONAL SIGNATURES: (if required)

Signature, Chair, Program/Department of: _____

Date _____

Signature, Chair, College/School Curriculum Council for: _____

Date _____

Signature, Dean, College/School of: _____

Date _____

Course Syllabus: HSEM 423

Disaster Response Operations and Management

--3 credits

Prerequisites: HSEM 301

Location: Bunnell xxx

Time Mon 0:00 – 0:00

Instructor: Cameron Carlson

Director, Emergency Management & Homeland Security Program
School of Management, University of Alaska Fairbanks

Office: 219 F Bunnell
Office Hours: TBD
Telephone: 474-6537
e-mail: cdcarlson@alaska.edu

Prerequisites: HSEM 301 or permission of instructor. (Rev. 1/21/2011)

Location: Bunnell xxx

Time TBD 0:00 – 0:00

Course Description

The purpose of this course is to develop and understanding of the principles that promote effective disaster response and recovery operations after disasters. To achieve this goal, the course will examine the nature of disasters as well as the roles and responsibilities of various actors involved in emergency management and homeland security. Various problems associated with response and recovery operations will be identified and discussed with special emphasis on the role of technology and communications coordination.

Course Objectives

- Understand hazards and disasters and their implications.
- Understand the composition of and resources to be implemented during a disaster.
- Understand comprehensive emergency management.
- Understand the similarities and differences between public sector emergency management and private sector crisis and continuity management and the skill and knowledge sets required by personnel.
- Understand the functions and sub functions of a comprehensive Business Crisis and Continuity Management (c) program and how they are related in an integrated framework.

- Understand the concepts of crisis management, contingency planning, and organizational continuity, recovery and restoration and apply them to the examination of organizations through class discussions, case studies, and independent student work.
- Understand the importance of and principles of effective crisis communication and critique the effectiveness of crisis communications in a case study.

Instructional Method

The course format includes lecture, group discussions, reading assignments, internet-based Blackboard assignments, guest speakers, case study analysis and FEMA independent study courses.

Recommended preparation: 2 hours weekly beyond class instruction

Grading

Students will earn points through participation, homework, weekly quizzes, term paper and tests. Please note the following breakdown:

Participation	5%
Weekly Quizzes	15%
Homework	10%
Term Paper	20%
Midterm	25%
<u>Final Exam</u>	<u>25%</u>
TOTAL POINTS	100%

A standard scale will be used for grading (e.g. 90% - 100% = A; 80% - 89% = B; 70% - 79% = C; 60% - 69% = D; 59% and below = F).

Participation

Asking questions and making comments about relevant course material is conducive for learning. Therefore, listening and participation will amount to 5% of your grade. If the student is actively involved in the discussion, making relevant and insightful comments, the student should receive the full allotment of points in this area.

Weekly Quizzes and Attendance

Quizzes on the previous weeks reading assignment and corresponding lecture will be administered weekly. These quizzes will count for 15% of your grade. There are no makeup opportunities for missed quizzes; however the two lowest grades will be dropped. This means that students who miss a class will have zeros recorded for that weeks quiz grade. At the end of the semester the two lowest grades will be eliminated, (this may include up to two absentee related zeros), before calculating the overall quiz average. In other words, everyone is

allowed to miss two classes without being penalized. Quizzes will be administered during the first 20 minutes of class, tardiness is discouraged.

Homework Assignments

10% of your grade will be based upon homework assignments which will be given throughout the semester. Homework must be completed and handed into the instructor on the week after it is assigned, unless otherwise told. No credit will be given for late assignments. If you are absent on a date in which homework was assigned you will have one additional week to complete the assignment. Likewise, if you are absent on the date an assignment is due; it may be submitted via email.

Term Paper

Roughly 20% of your grade will be based on a term paper which shall be submitted during the thirteenth week of the semester. The paper should be at least 4 pages typed, (double spaced, font Times New Roman 12 point). Students are to select a disaster that has occurred in the past and discuss the lessons learned from that event. The paper should cover background information about the disaster (i.e., what lead up to the event), what problems were manifest during response and recovery operations, how the emergency management community dealt with them, and successes that should be considered for the future.

Mid-term/Final Exams

50% of your grade will be determined by tests. These will consist of true/false, matching, multiple choice, fill-in-the-blank and short-essay questions. The instructor will advise the student of the structure of the test in advance. Students who miss tests without giving prior notification and obtaining necessary approval will have 10% deducted from their final score. Make ups for the mid-term and final exams will be limited to very special circumstances only and will require prior notification.

Textbooks - Required

McEntire, David. 2006. *Disaster Response and Recovery: Strategies and Tactics for Resilience*. Wiley: New York. ISBN: 0-471-78974-7.

Additional Reading

Other readings /handouts as assigned.

Students are also advised to stay on top of current disaster events and debates by reading a local or national newspaper, or the electronic editions of *The New York Times* (<http://www.nytimes.com>), or *The Washington Post*

(<http://www.washingtonpost.com>). Other useful sites include *cnn.com*, *disasterrelief.org*, *fema.gov*, and *reliefweb.int*.

Course Policies

Students are expected to attend and participate in both the class and discussions generated. Students will be penalized for the late submission of class assignments and for non—attendance (outside of emergency or mutually agreed upon circumstances).

Plagiarism on assignments and cheating on exams will not be tolerated. Students caught plagiarizing or cheating will be disciplined according to the appropriate University of Alaska guidelines.

Support Services:

Students are encouraged to utilize the UAF Writing Center in 801 Gruening, ph 474-5314 as needed to assist in the development and refinement of their written products. Please contact me as required should you need to contact other subject matter support services relevant to the development of your leadership or classroom projects/topics.

Students with Disabilities:

Students with learning or other disabilities who may need classroom accommodations are encouraged to make an appointment with the Office of Disability Services (Phone # 474-7043). Please inform me of your needs and if I need to meet with the Office of Disability Services to provide the appropriate accommodations and support to assist you in meeting the goals of the course.

Class Schedule

Note: All reading should be completed before attending class as to facilitate appropriate discussion.

WEEK 1 Introduction to Disaster Response and Recovery

Reading Assignment: Chapter 1 “Knowing What to Expect”

- Overview of course
- The nature of disasters
- The need for response and recovery operations

WEEK 2 The Actors Involved in Response and Recovery

Reading Assignment: Chapter 2 "Understanding the Actors"

- Activities of local, state and federal government
- Roles of businesses and non-profits
- Emergent groups and citizens in disasters

WEEK 3 Myths, Exaggerations and Realities

Reading Assignment: Chapter 3 "Anticipating Human Behavior in Disasters"

- The impact of Hollywood and media portrayals
- Research about myths
- How people actually react

WEEK 4 Management Approaches

Reading Assignment: Chapter 4 "Approaching Response and Recovery Operations"

- The traditional approach
- The professional approach
- Comparing the two models

WEEK 5 Generic Functions

Reading Assignment: Chapter 5 "Responding with Initial Measures"

- Hazard detection
- Warning
- Evacuation and sheltering

WEEK 6 Generic Functions (cont.)

Reading Assignment: Chapter 6 "Caring for the Injured, Dead, and Distraught"

- Search and rescue operations
- Medical care and mass fatality management
- Treating post-traumatic stress disorder

WEEK 7 Generic Functions (cont.)

Reading Assignment: Chapter 7 "Managing Public Relations, Donations and Volunteers"

- Communicating with the media
- Accepting donations
- Working with volunteers

WEEK 8 Mid-term Activities

No Reading Assignment

- Mid-term exam review
- Mid-term exam

WEEK 9 Special Topics Discussion

Based on handouts /discussion from current events

WEEK 10 Generic Functions (cont.)

Reading Assignment: Chapter 8 "Moving Beyond Immediate Needs"

- Damage assessment
- Disaster declarations
- Debris removal

WEEK 11 Generic Functions (cont.)

Reading Assignment: Chapter 9 "Promoting Recovery and Mitigation"

- Individual and public assistance
- Fraud, historic buildings and the environment
- Reducing vulnerability after disaster

WEEK 12 Expected Problems

Reading Assignment: Chapter 10 "Overcoming Typical Challenges"

- Decision making, transportation and politics
- Special populations, communication and coordination
- Legal issues and record keeping

WEEK 13 Using Tools and Strategies

Reading Assignment: Chapter 11 "Harnessing Technology and Organization"

- Technology in emergency management
- Incident command, emergency operations centers and mutual aid
- EMAC, NIMS and the National Response Plan

WEEK 14 Looking to the Future

Reading Assignment: Chapter 12 "Dealing with Future Disasters"

TERM PAPER DUE

- The interaction of hazards
- New threats
- Rising vulnerability

WEEK 15 How to Prepare and React

Reading Assignment: Chapter 13 "Promoting Disaster Resilience"

- Acquiring resources, hazard and vulnerability assessments, planning, training
- Exercises, community education, improvisation and leadership
- Final exam review

WEEK 16 Final Exam

- Final exam