Course Description

Focuses on interagency cooperation for complex crises and domestic emergencies. Reviews the coordinating mechanisms and planning tools within the disaster response community for enhanced interagency response operations. Particular attention paid on lessons from post 9/11 and Hurricane Katrina.

Prerequisites

None

Course Textbook


Course Learning Objectives

Upon completion of this course, students should be able to:

1. Identify and distinguish between the nature and different types of hazards and disasters including their impact and interaction.
2. Describe and differentiate between the alternative disaster management theories of the traditional and professional models.
3. Explain and discuss the key roles and responsibilities of disaster participants, along with the components for effective interagency cooperation for disaster operations.
4. Describe the principles, practices, and functions of the national structures for disaster management including the National Incident Management System and National Response Framework.
6. Define Incident Command and explain the structure/organization of the Incident Command System and how this interacts with the Emergency Operations Center and the National Incident Management System.
7. Define the key elements of emergency preparedness and what technological tools are available to the emergency manager.
8. Describe and evaluate the failures in command, management, and defense support displayed during the response to Hurricane Katrina as described in official reports.
9. Describe the potential impact of disaster incident response on first responders and the value and problems of volunteers associated with the response to the incident.
10. Describe the strategies for successfully working with the media at the scene of a disaster.
11. Describe the resources provided by volunteer organizations and the limitations of the scope of their assistance as evidenced by the response to Hurricane Katrina.
12. Identify the major issues associated with disaster recovery operations.
13. Describe and evaluate the factors that are leading to increased frequency and severity of disasters in recent years.
14. Explain the role of professionalism and leadership in successful disaster preparedness and management.
Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Learning Objectives:** Each unit contains Unit Learning Objectives that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Written Lectures:** Each unit contains a Written Lecture, which discusses lesson material.
3. **Reading Assignments:** Each unit contains Reading Assignments from one or more chapters from the textbook. Supplemental Readings are provided in the unit study guides to aid students in their course of study.
4. **Learning Activities (Non-Graded):** These non-graded Learning Activities are provided in each unit to aid students in their course of study.
5. **Key Terms:** Key Terms are intended to guide students in their course of study. Students should pay particular attention to Key Terms as they represent important concepts within the unit material and reading.
6. **Discussion Boards:** Discussion Boards are a part of all CSU term courses. Information and specifications regarding these assignments are provided in the Academic Policies listed in the Course Menu bar.
7. **Unit Assessments:** This course contains eight Unit Assessments, one to be completed at the end of each unit.
8. **Unit Assignments:** Students are required to submit for grading Unit Assignments in Units II, IV, and VI. Specific information and instructions regarding these assignments are provided below.
9. **Policy Paper:** Students are required to submit a Disaster Management Policy Paper, or research paper, for this course. The assignment contains three Building Blocks (to be submitted in Units I, III, and V) that are intended to guide students through the composition of their paper and ultimately the submission of their paper in Unit VIII. Information and specifications regarding this assignment are provided below and in the respective units.
10. **Final Exam (Proctored):** Students are to complete a Final Exam in Unit VIII. All Final Exams are proctored—see below for additional information. You are permitted four (4) hours to complete this exam, in the presence of your approved proctor. This is an open book exam. Only course textbooks and a calculator, if necessary, are allowed when taking proctored exams. The Final Exam is composed of multiple-choice and written response questions.
11. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.
12. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

Unit Assignments

**Unit II PowerPoint Presentation**

Create a seven to 10 slide presentation on Disaster Responders and Victims: Preparation and Expected Behavior. You may use various sources including your textbook. Be sure to cite any sources used in a reference slide with proper APA formatting. (Cover and reference slides do not count.) You may also use the slide notes function to explain slide contents as necessary.

Be sure to include the following information in your presentation:

- Groups involved in disaster preparedness and response, including members from the public sector, private sector, and non-profit sector.
- Compare and contrast the roles of the public sector and private sector in the preparedness and response to disasters.
- Distinguish between myths, exaggerations, and realities in expected human behavior in response to disasters.

**Unit IV PowerPoint Presentation**

Create a seven to 10 slide presentation on Disaster Response Operations. You may use various sources including your textbook. Be sure to cite any sources used in a reference slide with proper APA formatting. (Cover and reference slides do not count.) You may also use the slide notes function to explain slide contents as necessary.
Be sure to include the following in your presentation:

- Methods for the initial detection and identification of hazards.
- Methods and considerations for the notification and dissemination of warning information to responders and the general population.
- Considerations, procedures, methods, and means for the implementation of evacuations.
- Functions, types, use and characteristics, and partner agencies involved in the establishment of shelters.
- Roles and responsibilities of response entities under the National Response Framework.
- Failures in issuing warnings, planning and implementing evacuations, and establishment and management of shelters displayed during the response to Hurricane Katrina as described in official reports.

Unit VI PowerPoint Presentation

Create a seven to 10 slide presentation on Managing External Influences: Volunteers and the Role of the Media. You may use various sources including your textbook. Be sure to cite any sources used in a reference slide with proper APA formatting. (Cover and reference slides do not count). You may also use the slide notes function to explain slide contents as necessary.

Be sure to include the following information in your presentation:

- Challenges of working with the media during a disaster.
- Strategies for successfully working with the media at the scene of a disaster.
- Issues associated with donations and how they can be remedied.
- Advantages and disadvantages of those who volunteer after a disaster.
- Resources provided by volunteer organizations and the limitations of the scope of their assistance as evidenced by the response to Hurricane Katrina.

Policy Paper

You will develop a Disaster Management Policy Paper, or research paper, for this course. Please follow the instructions below in order to develop a well-organized and thoughtful eight to nine page paper. The research paper title page and reference page are not included in the required paper length. CSU requires that students use the APA format for writing course papers. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed. Your paper must contain at least five references and may include internet sources, books, and professional journals or resources related to the profession.

This assignment requires that you produce an eight to nine page paper utilizing APA style. You should first select an emergency services discipline (Fire, Law Enforcement, Public Health/Medical, etc.). You will then conduct an analysis utilizing two after-action reports (AARs) from previous disasters or complex emergencies (examples: Katrina Report, 9/11 Commission Report, Oklahoma City Bombing AAR, Arlington Co. 9/11 Pentagon Response AAR, etc.) to identify any common response issues within the discipline and between emergency service sectors. The analysis should include the interactions between the chosen sector and other sectors to identify deficiencies in policy, planning, and/or response operations. If available, you should utilize available information to analyze your local jurisdiction or agency for the existence of policy, plans, and training that may overcome these identified deficiencies.

Building Block Submissions

Building Block #1: You will work on developing your research paper starting in Unit I. Submit your selected topic to your professor via email by the end of Unit I. Other “Building Blocks” to the development of the research paper are due in Units III and V.

Building Block #2: Submit your working outline to your instructor by the end of Unit III. This “Building Block” is important to the development of your research paper. Generally, your outline should include a summary of the Introduction and Methods sections listed below under Policy Paper Contents. A good outline will contain 150-200 words, but no more than a single doubled-spaced page. Submit your completed assignment by uploading it through the “Building Block #2” link. After you click the Browse button and select your file, be sure to click the Attach button to attach your file. Then click the Submit button. Your professor will be notified that your paper is ready to be graded.
Building Block #3: By the end of Unit V, you should submit your APA formatted reference page. Submit your completed assignment by uploading it through the “Building Block #3” link. After you click the Browse button and select your file, be sure to click the Attach button to attach your file. Then click the Submit button. Your professor will be notified that your paper is ready to be graded.

Policy Paper Contents

The following major sections are suggested for inclusion in your Policy Paper:

- Introduction – Briefly describe the issue, and state the importance and purpose for the paper.
- Background – Review the relevant literature on the subject. This is a good section to satisfy the requirement for five plus primary sources. Be sure to use APA formatted in-text citations to identify sources for information. Note that in-text citations are required even if the information has been reworded, or paraphrased. You are required to give credit to authors for their published work regardless of whether the work is presented in quotes, paraphrased, or the concept alone is presented. The source for concepts must be identified with APA formatted in-text citations.
- Methods – State how you will address the issue. For example, you could perform a review of related research materials or literature. This research can come from articles contained in professional journals or recognized news outlets, established and professional internet sites, or textbooks. Other methods of research can include conducting interviews and/or performing observations centered on your research topic. If you use a tool such as a standardized checklist, you should provide information from the research literature on the tool's reliability and validity.
- Results – Present the findings from your selected research methods. Continue to provide in-text APA formatted citations for research material discussed, paraphrased, or quoted in the paper. The inclusion of tables, figures, and/or pictures in addition to describing the results in the body of the text can add to your paper significantly, but they are not necessary to the paper's readability.
- Conclusions – Present your conclusions and recommendations. In general your own opinions should only be included in this section.
- References – Must be in APA format.

Your paper should include section headings per APA publication guidelines.

The Policy Paper assignment is due by the completion of Unit VIII.

APA Guidelines

CSU requires that students use the APA style for papers and projects. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed. A document titled “APA Guidelines Summary” is available for you to download from the APA Guide Link, found in the Learning Resources area of the myCSU Student Portal. It may also be accessed from the Student Resources link on the Course Menu. This document provides links to several internet sites that provide comprehensive information on APA formatting, including examples and sample papers.

CSU Grading Rubric for Papers/Projects

The course papers will be graded based on the CSU Grading Rubric for all types of papers. In addition, all papers will be submitted for electronic evaluation to rule out plagiarism. Course projects will contain project specific grading criteria defined in the project directions. To view the rubric, click the Academic Policies link on the Course Menu, or by accessing the CSU Grading Rubric link, found in the Learning Resources area of the myCSU Student Portal.

Final Examination Guidelines

Final Examinations are to be administered to students by an approved proctor on a date that is mutually convenient. The student is responsible for selecting a qualified proctor that must be approved by the university.

A list of acceptable proctors is provided in the Examination Proctor Policy. To review the complete Examination Proctor Policy including a list of acceptable proctors, proctor responsibilities, proctor approval procedures and the Proctor Agreement Form, go to the myCSU Student Portal from the link below.
You are permitted four (4) hours to complete this exam, in the presence of your approved proctor. This is an open book exam. Only course textbooks and a calculator, if necessary, are allowed when taking proctored exams.

**Communication Forums**

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

**Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.**

**Ask the Professor**

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

**Student Break Room**

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

**Grading**

- Discussion Board (8 @ 2%) = 16%
- Unit Assessments (8 @ 5%) = 40%
- PowerPoint Presentations (3 @ 3%) = 9%
- Building Block #2 – Policy Paper Outline = 2%
- Building Block #3 – Reference Page = 2%
- Policy Paper = 19%
- Final Exam = 12%
- **Total** = 100%

**Course Schedule/Checklist (PLEASE PRINT)**

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
## MSE 5301, Interagency Disaster Management

### Course Schedule

By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

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<tr>
<th>Unit I</th>
<th>Nature of Disasters and Theories of Management</th>
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</table>
| **Review:** | - Unit Study Guide  
- **Learning Activities (Non-Graded):** See Study Guide |
| **Read:** | - **Chapter 1:** Knowing What to Expect: Hazards and Disasters  
- **Chapter 4:** Approaching Response and Recovery Operations: Alternative Management Theories  
- **Supplemental Reading:** See Study Guide |
| **Discuss:** | - **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time) |
| **Submit:** | - **Assessment** by Tuesday, Midnight (Central Time)  
- **Building Block #1 - Topic** by Tuesday, Midnight (Central Time) |

### Notes/Goals:

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<th>Unit II</th>
<th>Disaster Responders and Victims: Preparation and Expected Behavior</th>
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| **Review:** | - Unit Study Guide  
- **Learning Activities (Non-Graded):** See Study Guide |
| **Read:** | - **Chapter 2:** Understanding the Actors: Role and Responsibilities of Disaster Participants  
- **Chapter 3:** Anticipating Human Behavior in Disasters: Myths, Exaggerations, and Realities  
- **Supplemental Reading:** See Study Guide |
| **Discuss:** | - **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
- **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) |
| **Submit:** | - **Assessment** by Tuesday, Midnight (Central Time)  
- **PowerPoint Presentation** by Tuesday, Midnight (Central Time)  
- **Proctor Approval Form** |

### Notes/Goals:
## Unit III: Disaster Response Operations – Part I

| Review: | • Unit Study Guide  
• **Learning Activities (Non-Graded):** See Study Guide |
|---|---|
| Read: | • Chapter 11: Harnessing Technology and Organization: Tools for Local, State, and Federal Governments  
• **Supplemental Reading:** See Study Guide |
| Discuss: | • **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
• **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) |
| Submit: | • **Assessment** by Tuesday, Midnight (Central Time)  
• **Building Block #2 - Policy Paper Outline** by Tuesday, Midnight (Central Time) |

### Notes/Goals:

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## Unit IV: Disaster Response Operations – Part II

| Review: | • Unit Study Guide  
• **Learning Activities (Non-Graded):** See Study Guide |
|---|---|
| Read: | • Chapter 5: Responding with Initial Measures: Hazard Detection, Warning, Evacuation, and Sheltering  
• **Supplemental Reading:** See Study Guide |
| Discuss: | • **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
• **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) |
| Submit: | • **Assessment** by Tuesday, Midnight (Central Time)  
• **PowerPoint Presentation** by Tuesday, Midnight (Central Time) |

### Notes/Goals:
### Unit V
**Disaster Response Operations – Part III**

| Review:       |  □ Unit Study Guide  
|               |  □ **Learning Activities (Non-Graded):** See Study Guide |
| Read:         |  □ **Chapter 6: Caring for the Injured, Dead, and Distraught: Overcoming Physical and Emotional Impacts**  
|               |  □ **Supplemental Reading:** See Study Guide |
| Discuss:      |  □ **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
|               |  □ **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, Midnight (Central Time) |
| Submit:       |  □ **Assessment** by Tuesday, Midnight (Central Time)  
|               |  □ **Building Block #3 - Reference Page** by Tuesday, Midnight (Central Time) |

### Unit VI
**Managing External Influences: Volunteers and the Role of the Media**

| Review:       |  □ Unit Study Guide  
|               |  □ **Learning Activities (Non-Graded):** See Study Guide |
| Read:         |  □ **Chapter 7: Managing Public Relations, Donations, and Volunteers: Expected Challenges and Benefits**  
|               |  □ **Supplemental Reading:** See Study Guide |
| Discuss:      |  □ **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, Midnight (Central Time)  
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|               |  □ **PowerPoint Presentation** by Tuesday, Midnight (Central Time) |

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<td>Chapter 8: Moving Beyond Immediate Needs: Damage Assessment, Disaster Declarations, and Debris Removal</td>
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<td>Chapter 9: Facilitating Recovery and Mitigation: Disaster Assistance and Vulnerability Reduction</td>
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<td>Chapter 10: Overcoming Typical Challenges: Other Anticipated Problems After Disaster</td>
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<td>Read:</td>
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<td>Chapter 12: Dealing with Future Disasters: Prior Lessons, New Threats, and Rising Vulnerability</td>
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<td>Chapter 13: Promoting Disaster Resilience: Preparedness, Improvisation, Professionalism, and Leadership</td>
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