

# EDMG101

**STUDENT WARNING:** This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

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## Course Summary

**Course :** EDMG101 **Title :** Introduction to Emergency Management

**Length of Course :** 8

**Prerequisites :** N/A **Credit Hours :** 3

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## Description

**Course Description:** This is designed to introduce students to the concepts of emergency management. Students will gain a general understanding of the threats faced by communities. Students will explore the role of emergency management as well as the activities taken during the various phases of emergency management: mitigation, preparedness, response, and recovery. Topics covered in this class include the history and development of emergency management, hazard identification and risk analysis, mitigation, communications, international disaster management, and the future of emergency management. Through a simulation exercise, the students use publicly available tools to take on the role of an emergency manager. They will be tasked with doing a comprehensive risk assessment of a fictional town and apply the results to a Hazard Vulnerability Assessment (HVA) using different man-made, technological, and natural hazards that culminates in a peer-review assessment.

### Course Scope:

This course will discuss the best practices and proper methodologies for emergency managers as well as ways that students can develop the skills and capabilities that current and future employers seek in the individuals they hire and promote. Every chapter is complete with real-world examples and questions that force students to apply their knowledge.

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## Objectives

**At the conclusion of this course, students will:**

1. Summarize the history and functions of emergency management.
2. Describe the integrated emergency management system including federal, state, and local government and non-governmental agencies.
3. Identify the emergency management roles in each phase of emergency management.
4. Compare and contrast the types of natural, technological and man-made hazards that can affect a community.
5. Explain the roles and functions of emergency management programs such as the National Incident Management System and the National Response Framework.

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# Outline

## Week 1: Student Introductions Introduction to Emergency Management & Identifying Stakeholders

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### Learning Objective(s)

1. Compare and contrast hazards, emergencies, and disasters
2. Design a disaster preparedness program
3. Design a plan for disaster response Compare and contrast stakeholders from social, economic, and governmental groups.
4. Evaluate how to involve communities in emergency management to improve emergency planning.
5. Implement and evaluate an emergency management policy process.

### Reading(s)

#### Required Reading:

Chapter 1 INTRODUCTION TO EMERGENCY MANAGEMENT

The Role of the Emergency Manager

Chapter 2 EMERGENCY MANAGEMENT STAKEHOLDERS

Influencing the Decision-Making Process

#### Supplemental Resources:

### Assignment(s)

#### Complete the Week 1 Forum.

Assignment 1 Week 1

## Week 2: 2 Building a risk based Emergency Management Organization

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### Learning Objective(s)

1. Organize and staff local emergency planning committees.
2. Design an effective emergency management organization.
3. Develop a planning process.
4. Create an Emergency Operations Plan (EOP).
5. Design a risk communication plan.
6. Create an implement a risk communication plan.
7. Perform a protective action assessment.
8. Involve the media and the public in risk communication.

### Reading(s)

#### Required:

Chapter 3 BUILDING AN EFFECTIVE EMERGENCY MGMT. ORGANIZATION

Planning for Emergencies

Chapter 4 RISK PERCEPTION AND COMMUNICATION

Saving Lives

Assignment(s)

Forum Week 2

### **Week 3: 3 Hazard Identification and Risk Analysis**

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Learning Objective(s)

1. Organize hazards into categories.
2. Formulate a plan for handling hazardous substances.
3. Manage the risks associated with hazards.
4. Create relationships with others to prepare for different types of hazards.
5. Evaluate community vulnerabilities.
6. Create a chemical inventory.
7. Assess and prepare for hazards.
8. Design a preimpact discovery recovery plan.
9. Plan and compose emergency management interventions.

Reading(s)

#### **Required:**

Chapter 5 PRINCIPAL HAZARDS IN THE UNITED STATES

Causes and Effects

Chapter 6 HAZARD, VULNERABILITY, AND RISK ANALYSIS

Focusing Efforts

Assignment(s)

Forum Week 3

Assignment 2 Week 3

### **Week 4: 4 Mitigation Midterm Exam**

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Learning Objective(s)

1. Manage and reduce the risks of natural hazards.
2. Assess the risks of technological hazards and manage them by reducing them.
3. Evaluate the five categories of mitigation strategies and how they apply to different hazards.

Reading(s)

#### **Required:**

Chapter 7 HAZARD MITIGATION

Reducing Risk

Assignment(s)

Mapping Hazards

## **Week 5: 5 Disaster Response Operations**

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### Learning Objective(s)

1. Design a plan for convergence.
2. Design a warning dissemination plan.
3. Create a plan to work with and organize volunteers and emergent organizations.
4. Analyze evacuation time estimates.
5. Predict how people will respond to disasters.
6. Manage resistance to the planning process.
7. Write an emergency operations plan (EOP).
8. Evaluate emergency response functions.
9. Select organizations for emergency response and preparedness.
10. Organize an emergency operations center (EOC).
11. Perform emergency assessment activities in the response phase.
12. Design a plan to protect the population and structures during hazards.
13. Manage the information flow within the emergency operations center (EOC).
14. Manage and organize the work of the public sector, private sector, and nongovernmental organizations to successfully respond to a community-wide disaster.

### Reading(s)

#### **Required:**

Chapter 8 MYTHS AND REALITIES OF DISASTER RESPONSE

How People and Communities Respond in an Emergency

Chapter 9 PREPAREDNESS FOR EMERGENCY RESPONSE

Organizing a Response

Chapter 10 ORGANIZATIONAL EMERGENCY RESPONSE

Handling an Emergency

### Assignment(s)

Forum Week 5

Assignment 3 Week 5

## **Week 6: Recovery**

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### Learning Objective(s)

1. Outline normal operations for their company.
2. Prepare plans to ensure an effective and speedy recovery after a disaster.
3. Support households and businesses after a disaster and assist them through recovery.
4. Create a recovery operations plan (ROP).

### Reading(s)

#### **Required:**

Chapter 11 DISASTER RECOVERY

Managing the Process

Assignment(s)

Forum Week 6

## **Week 7: 7 Program Evaluation and International Emergency Management**

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Learning Objective(s)

1. Write an employee performance appraisal.
2. Design ways to improve specific weaknesses of an organization such as a LEMA or LEMC.
3. Compare and contrast reaction criteria, learning criteria, behavior criteria, and results criteria.
4. Design risk communication and training programs based on evaluation of previous programs.
5. Evaluate training programs.
6. Work with people from other countries to develop an effective response to an emergency.
7. Assess a country's unique characteristics when developing an emergency management program.
8. Model responses to local emergencies based on case studies from successful responses to disasters in other countries.

Reading(s)

**Required:**

Chapter 12 EVALUATIONS

Improving Performance

Chapter 13 INTERNATIONAL EMERGENCY MANAGEMENT

How Other Countries Manage Their Hazards

Assignment(s)

Forum Week 7

## **Week 8: 8 Professional Accountability & Future of Emergency Management**

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Learning Objective(s)

1. Evaluate the emergency management profession.
2. Assess ethical issues that emergency managers face.
3. Build the skills of an emergency manager.
4. Evaluate academic opportunities.
5. Evaluate professional development opportunities.
6. Limit personal legal liability
7. Assess how global challenges will affect the local community.
8. Assess national trends that will affect disasters.
9. Model a plan after the principles of Project Impact to reduce disaster losses.
10. Evaluate ways to better communicate with disaster researchers.
11. Propose ideas on how to better educate all emergency personnel.

Reading(s)

**Required**

Chapter 14 PROFESSIONAL ACCOUNTABILITY

## Evaluation

Grades for this course will be based upon graded forums, four worksheet assignments, a peer-reviewed session project, and two exams.

Your biography needs to be a minimum of 300 words and must be submitted to the Week 1 forum prior to the conclusion of the first week, or else you will be dropped from the class. In the case of the other forums, the student must respond to the topic of discussion and further reply to the postings of other classmates as part of their total grade.

Written assignments are to be completed prior to the close of a course week and are to be submitted through the appropriate weekly written assignment window accessible via the Assignments section of the course.

The mid-term and final exams will be comprised of a combination of true/false, matching, fill in the blank and/or short essays.

Your final grade will be based on the following:

<b><u>Grade Instruments:</u></b>	<b><u>% of Final Grade</u></b>
Forums (6)	25%
Written Assignments (4)	30%
Session Project (1)	15%
Mid-Term Exam	15%
Final Exam	15%
<b>Total</b>	<b>100%</b>

If you have an issue with the grade you received, please consult your instructor. All grading issues will be resolved within a week of turning back the assignment.

### Grading:

<b>Name</b>	<b>Grade %</b>
Assignments	30.00 %

Week 1 Assignment	7.50 %
Week 3 Assignment	7.50 %
Week 5 Assignment	7.50 %
Week 6 Assignment	7.50 %
<b>Forums</b>	<b>25.00 %</b>
Week 1 Forum	4.17 %
Week 2 Forum	4.17 %
Week 4 Forum	4.17 %
Week 5 Forum	4.17 %
Week 6 Forum	4.17 %
Week 7 Forum	4.17 %
<b>Session Project</b>	<b>15.00 %</b>
Wk 7 Assignment/Session Project	15.00 %
<b>Examinations</b>	<b>30.00 %</b>
EDMG101 Final Examination	15.00 %
EDMG101 Midterm Examination	15.00 %

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## Materials

**Book Title:** Various resources from the APUS Library & the Open Web are used. Please visit <http://apus.libguides.com/er.php> to locate the course eReserve.\*

**Author:**

**Publication Info:**

**ISBN:** ERESERVE NOTE

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1. Course Resources: This course takes full advantage of the University's efforts to convert course materials for access over the open web. As such, the University's online library serves as the focal point through which electronic resources supporting this course may be sourced from the open and deep web. . This link will allow your access to required course readings even if Sakai is down. Use of the open web stresses the development of informational literacy. To support that development, citations for required readings appear in each case a required text and / or supporting resource is identified. That citation provides requisite information to support a student's material via the online library within the detailed assignment synopses and within the Sakai classroom within subject forum and written assignment instructions where appropriate.
2. Required Text: The main, supporting course texts are indicated below. These resources will be supplemented by additional topical readings as identified within the course outline.
  - *Introduction to Emergency Management*  
Michael K. Lindell, Carla S. Prater, Ronald W. Perry,  
ISBN: 0-471-77260-7  
©2007, John Wiley and Sons
  - Other readings as assigned
  - Students are also advised to stay on top of current disaster events and debates by reading a local or national newspaper and by reviewing disaster-related Web sites, such as the FEMA Web site ([www.fema.gov](http://www.fema.gov)) and the Web site for the National Earthquake Hazards Reduction Program (<http://nehpr.gov/news.html>).

### 3. Software Requirements:

- Microsoft Office (MS Word, MS Excel, MS PowerPoint)
  - Adobe Acrobat Reader ([Click here for free download](#))
  - Ability to create an online map, such as a free Google account, or similar service
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## Course Guidelines

This course requires a time management plan and the self-discipline to follow it. You are responsible for managing your time, completing assignments on time, completing the readings, and making inquiries as needed to complete the course effectively. This is an 8-week course, which means the material must be learned in a short period of time. This requires dedication and diligence on the part of each student.

Students will follow the American Psychological Association Style Guide (APA 6th Edition) as the sole citation and reference style used in written work submitted as part of this course. Specifically, the parenthetical citations-reference list style method, which includes in-text citations with an adjoining reference list, will be utilized. Additional information concerning this writing style can be found within the APUS Library.

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. If you find that you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

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## University Policies

### [Student Handbook](#)

- [Drop/Withdrawal policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

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