Course Outline

**Course Details**
Course Code: ADMS 2700 W 2016  
Location: N/A Online  
Prerequisites: None

**Instructor Details**
Office: Atkinson Building, Room 250  
E-Mail: amamuji@yorku.ca  
Tel: 416 736 2100 ext. 33875  
Office hours: By appointment

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**Course Description**

This introductory course presents the basic theories, principles, and approaches to comprehensive emergency management. The main purpose is to introduce students to the discipline of emergency management, and to familiarize students with fundamental concepts, methods, and issues in mitigation, preparedness, response, and recovery. Various disaster and emergency case studies from both within Canada and internationally will be presented. Upon completion of this course students should be able to:

- Critically reflect on the relationship of humans with planet earth, and the interaction of natural hazards with human risk and vulnerability.
- Understand the need for emergency/disaster management, and how they interlink with sustainable development.
- Discuss emergency and disaster situations affecting people across the world today.
- Explain the framework of comprehensive emergency management and its mitigation, preparedness, response, and recovery phases.
- Understand the variety of hazards that exist, and discuss hazard-specific and all-hazard approaches to emergency management.
- Explain various aspects of emergency preparedness in theory and practice, including government preparedness and public education, and obstacles to effective preparedness measures.
- Describe the main activities of the emergency response phase, such as early warning, evacuation, needs assessment, and search and rescue.
- Understand the main concepts, functions and activities associated with disaster recovery, with an emphasis on reconstruction efforts and fostering resilience.
- Explain the main players, processes and agreements shaping emergency mitigation and responses internationally.
- Articulate the function of Emergency Operation Centres (EOCs) and the Incident Command System (ICS) in disaster management.
- Critically reflect on the role of media, social media, and disaster communications in disaster/emergency management.

**Readings**

**Required:** Damon Coppola, “Introduction to International Disaster Management”, Butterworth-Heinemann. Third Edition  (Second Edition also acceptable) *Please note this textbook is available on the York University website as an ebook.*
DETAILED COURSE OUTLINE

Topic 1. Management of Disasters and Emergencies
Content:
• Disasters and Emergencies throughout History
• The History of Disaster and Emergency Management
• Modern Disaster Management
• Disaster Trends
Required Readings:
• Chapter 1: The Management of Disasters (text book)

Topic 2. Hazards
Content:
• Hazard Concepts
• Hazard Identification
• Hazard Analysis
• Types of Hazards
Required Readings:
• Chapter 2: Hazards (text book)

Topic 3. Risk and Vulnerability
Content:
• Definitions and Concepts
• Components of Risk
• Risk Analysis
• Risk Policies
• Vulnerability
Required Readings:
• Chapter 3: Risk and Vulnerability (text book)

Topic 4. Mitigation
Content:
• Definitions and Concepts
• Types of Mitigation Measures
• Mitigation Planning
• Obstacles to Effective Mitigation
Required Readings:
• Chapter 4: Mitigation (text book)

Topic 5. Preparedness Planning and Management
Content:
• Definitions and Concepts
• Components of Emergency Preparedness
• Emergency Preparedness Planning and Plans
• Obstacles to Effective Emergency Preparedness
Required Readings:
• Chapter 5: Preparedness (text book)

Topic 6. Response Planning and Management
Content:
• Definitions and Concepts
• Emergency Response Process
• Issues in Emergency Response
Required Readings:
• Chapter 6: Response (text book)

Topic 7. Recovery Planning and Management
Content:
• Definitions and Concepts
• Components of Recovery
• Types of Recovery
• Recovery Planning
• Main Issues in Disaster Recovery
Required Readings:
• Chapter 7: Recovery (text book)
TEACHING METHODS

While this course is offered fully online, it aims to replicate a classroom experience through video lectures, interactive forums, and a disaster-simulation in a virtual world. Each week students will engage with their peers on Moodle to integrate and apply learning. By encouraging online discussion and group work, it is hoped that improved student engagement will be achieved and that passive transmission of information will be minimized or eliminated.

A more detailed description of teaching methods and use of technology in this course is as follows:

- **Moodle** – This course has a Moodle page. All students who register for the course should be able to access the course at: moodle.yorku.ca using their York Passport IDs and Passwords.
- **Disaster simulation** - This course uses Second Life for disaster and emergency exercises. Students will be using the virtual world to run a functional exercise.
- **Open discussion** – Group discussions are encouraged through the use of online forums on the course Moodle page.
- **Slide shows** – Lectures will serve to enrich, clarify, and illustrate critical content in assigned readings.
- **Short films** – Documentaries and YouTube videos will be used to enhance student learning.

COURSE EVALUATION

The final grade for the course will be based on the following items weighted as indicated:

<table>
<thead>
<tr>
<th>Evaluation Item</th>
<th>Marks</th>
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<tbody>
<tr>
<td>Participation (Weekly Moodle Forums)</td>
<td>15%</td>
</tr>
<tr>
<td>Term Project (Second Life Simulation, see times on next page)</td>
<td>20%</td>
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<tr>
<td>Midterm Exam (On campus, Friday February 12, 7pm-9pm)</td>
<td>25%</td>
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<tr>
<td>Final Exam (On campus, during exam period)</td>
<td>40%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles. Bonus marks may be earned. A detailed description of course evaluation criteria is as follows:

- **Participation**: Online participation is an important component of the course and should be taken seriously. It is expected that students will participate in online forum discussions almost every week. Students should provide at least two substantial contributions to discussion forums. This includes responding to at least one forum question, and also replying to one student contribution. In order to be counted for marks, forum posts should be posted by the following Sunday at midnight, which corresponds to one week following a lecture posting.
• **Term Project:** Students are to participate in a disaster simulation on Second Life, a virtual platform available for free download online. Students should have access to a computer with the capability to use the program, and must have access to a mic/headset in order to appropriately participate in the exercise. Given the large class size, there will be two groups working on the same exercise.

- **Group 1** should be available for the two trials and final disaster simulation on the following **Sundays from 9am-12pm:**
  - February 7, March 6 and March 27

- **Group 2** should be available for the two trials and final disaster simulation on the following **Wednesdays from 7pm-10pm:**
  - February 10, March 9 and March 30

Second Life Role Descriptions are due on **January 31** and the final report is due on **April 3**.

• **Midterm Exam:** The midterm exam will cover Chapters 1, 2 and 3 of the textbook. The midterm exam will consist of multiple choice and short answer questions. The exam will be held on **Friday February 12**, from 7pm-9pm on the York University campus, and is worth 25%.

• **Final Exam:** The final exam will consist of multiple-choice and short-answer. The exam will be conducted on campus during the exam period, and is worth 30% of your final mark.

**COURSE SCHEDULE**

The following table highlights required topics and tasks for each week of the semester. Please note that the course schedule may be modified at the instructor’s discretion, as necessary:

<table>
<thead>
<tr>
<th>Week of</th>
<th>Topic/Required Reading</th>
<th>Tasks</th>
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<tbody>
<tr>
<td>1</td>
<td>January 3</td>
<td>Course Orientation &amp; Introduction Online Lecture &amp; Moodle Forum Student Survey</td>
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<tr>
<td>2</td>
<td>January 10</td>
<td>The Management of Disasters (Chapter 1) Online Lecture &amp; Moodle Forum UNITAR E-Tutorial</td>
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<td>3</td>
<td>January 17</td>
<td>Hazards, Part 1 (Chapter 2) Online Lecture &amp; Moodle Forum Lac-Mégantic Video</td>
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<tr>
<td>4</td>
<td>January 24</td>
<td>Hazards, Part 2 (Chapter 2) Online Lecture &amp; Moodle Forum</td>
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<td>5</td>
<td>January 31</td>
<td>Risk &amp; Vulnerability (Chapter 3) Online Lecture &amp; Moodle Forum Second Life Role Description</td>
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<td>6</td>
<td>February 7</td>
<td>Second Life Trial 1 Meet on Second Life (Feb 7 or Feb 10)</td>
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<td></td>
<td></td>
<td>Midterm Exam On-Campus, Friday February 12, 7-9pm</td>
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<td>February 14</td>
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<td>READING WEEK (Feb 13-19)</td>
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<td>7</td>
<td>February 21</td>
<td>Mitigation (Chapter 4) Online Lecture &amp; Moodle Forum</td>
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<td>8</td>
<td>February 28</td>
<td>Preparedness (Chapter 5) Online Lecture &amp; Moodle Forum</td>
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<td>9</td>
<td>March 6</td>
<td>Second Life Trial 2 Meet on Second Life (Mar 6 or Mar 9)</td>
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<td>10</td>
<td>March 13</td>
<td>Response (Chapter 6) Online Lecture &amp; Moodle Forum</td>
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<tr>
<td>11</td>
<td>March 20</td>
<td>Recovery (Chapter 7) Online Lecture &amp; Moodle Forum</td>
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<tr>
<td>12</td>
<td>March 27</td>
<td>Final Disaster Simulation Meet on Second Life (Mar 27 or Mar 30)</td>
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<tr>
<td>13</td>
<td>April 3</td>
<td>Review Chat Session (Optional) Second Life Final Report</td>
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MISSED EXAM AND LATE ASSIGNSMENTS POLICY

Proper academic performance depends on students doing their work not only well, but on time. Accordingly, assignments for this course must be received/completed in the time frame specified. Please note that there will be no make-up for missed online participation during any given week.

Assignments received later than the due date will be penalized. 3% of the final grade will be deducted for each day that the project is late, including weekends.

If the midterm exam is missed for valid reasons as defined by York University’s policies, the final exam will be worth 65% of the final grade.

RELEVANT UNIVERSITY REGULATIONS

Deferred Exams: Deferred standing may be granted to students who are unable to write their final examination at the scheduled time or to submit their outstanding course work on the last day of classes. In order to apply for deferred standing, students must complete a Deferred Standing Agreement (DSA) form and submit their request no later than five (5) business days from the date of the exam. The request must be properly submitted with supporting documentation directly to the main office of the School of Administrative Studies (282 Atkinson), NOT to the Course Director. These requests will be considered on their merit. Students can check the status of their requests by logging in the link for Status of Deferred Exams Request: http://www.yorku.ca/laps/sas/links.html

Students with approved DSA will be able to write their deferred examination during the School's deferred examination period. No further extensions of deferred exams shall be granted. The format and covered content of the deferred examination may be different from that of the originally scheduled examination. The deferred exam may be closed book, cumulative and comprehensive and may include all subjects/topics of the textbook whether they have been covered in class or not. Any request for deferred standing on medical grounds must include an Attending Physician's Statement form; a “Doctor’s Note” will not be accepted.

DSA Form: http://www.registrar.yorku.ca/pdf/deferred_standing_agreement.pdf
Attending Physician's Statement form:
http://www.yorku.ca/laps/council/students/documents/APS.pdf

The deferred exam period for the Winter 2016 term shall be held in the period of May 27, 28, 29, 2016.

Academic Honesty: The School of Administrative Studies considers breaches of the Senate Policy on Academic Honesty to be serious matters. The Policy on Academic Honesty is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty. As a clear sense of academic honesty and responsibility is fundamental to good scholarship, the policy recognizes the general responsibility of all faculty members to foster acceptable standards of academic conduct and of the student to be mindful of and abide by such standards. Suspected breaches of academic honesty will be investigated and charges shall be laid if reasonable and probable grounds exist. Students should review the York Academic Honesty policy for themselves at:

Students might also wish to review the interactive on-line Tutorial for students on academic integrity, at:
http://www.yorku.ca/tutorial/academic_integrity/

Students must be aware of their rights and responsibilities, for more detail please visit:
http://www.yorku.ca/laps/students/rights.html
Grading Scheme and Feedback Policy: The grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) shall be announced, and be available in writing, within the first two weeks of class, and, under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for ‘full year’ courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade, with the following exceptions:

Note: Under unusual and/or unforeseeable circumstances which disrupt the academic norm, instructors are expected to provide grading schemes and academic feedback in the spirit of these regulations, as soon as possible. For more information on the Grading Scheme and Feedback Policy, please visit:


In-Class Tests and Exams - the 20% Rule: For all Undergraduate courses, except those which regularly meet on Friday evening, on a weekend or are on-line, tests or exams worth more than 20% will not be held in the two weeks prior to the beginning of the official examination period. For further information on the 20% Rule, please visit:

For further information on examination scheduling please refer to the following:
http://www.registrar.yorku.ca/enrol/dates/index.htm

Reappraisals: Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to their home Faculty. Students are normally expected to first contact the course director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, modeled, video recording or audio recording formats, but not oral work. Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed. For reappraisal procedures and information, please visit the Office of the Registrar site at:

http://www.registrar.yorku.ca/grades/reappraisal/index.htm

Accommodation Procedures: LA&PS students who have experienced a misfortune or who are too ill to attend the final examination in an ADMS course should not attempt to do so; they must pursue deferred standing. Other students should contact their home Faculty for information. For further information, please visit:

http://www.registrar.yorku.ca/exams/deferred/index.htm

Religious Accommodation: York University is committed to respecting the religious beliefs and practices of all members of the community, and making accommodations for observances of special significance to adherents. For more information on religious accommodation, please visit:

https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs

Academic Accommodation for Students with Disabilities: The nature and extent of accommodations shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses. Provided that students have given sufficient notice about their accommodation needs, instructors shall take reasonable steps to accommodate these needs in a manner consistent with the guidelines established hereunder. For more information please visit the Disabilities Services website at http://www.yorku.ca/dshub/

York’s disabilities offices and the Registrar’s Office work in partnership to support alternate exam and test accommodation services for students with disabilities at the Keele campus. For more information on alternate exams and tests please visit http://www.yorku.ca/altexams/

Please alert the Course Director as soon as possible should you require special accommodation.