**Wayland Mission Statement**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Contact Information**

**Course**

: PUAD 5319 VC 01 – Emergency Management

**Campus**

: WBUonline

**Term/Session**

**:** Spring 2

**Instructor**

**:** Dr. Joseph B. Holloway

**WBU Email Address**

**:** [joseph.holloway@wayland.wbu.edu](mailto:joseph.holloway@wayland.wbu.edu)

**Office Hours, Building, and Location**

**:** By Appointment Only

**Class Meeting Time and Location**

**:** Online Asynchronous

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:** *The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**Course Information**

**Catalog Description**

**:** Application of principles and techniques involved in developing an emergency management plan for a public or private sector organization; exploration of the processes involved in data gathering, hazard identification and vulnerability assessment, and plan development.

**Prerequisite(s): PUAD 5307**

**Course Outcome Competencies**

**:** At the conclusion of this course, the student will be able to demonstrate an understanding of the Practical Applications of Emergency Management:

To understand the four phases of the emergency management planning process

* To conduct a hazard identification and vulnerability assessment
* To understand emergency planning as an activity, and to understand its role of providing a structure within which to manage hazard/disaster-related activities
* To understand common emergency management terms and definitions important to emergency management planning and operations
* To understand the workings of the Incident Command System (ICS) and its relationship to emergency planning and operations
* To understand the national Response Plan and National Incident Management System (NIMS)
* To explore lessons learned from past hazard/disaster-related events and best practices in emergency management planning
* To develop the first draft of an emergency management plan

**Attendance Requirements**

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

**Statement on Plagiarism and Academic Dishonesty**

**:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement**

**:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Rick Hammer, [hammerr@wbu.edu](mailto:hammerr@wbu.edu) or call (806) 292-9150.

**Student Grade Appeals**

**:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

[WBU Catalog](http://catalog.wbu.edu/)

**Course Requirements and Grading Criteria**

| Item | Points | Grading Criteria |
| --- | --- | --- |
| Discussion Board | 24 | Eight Discussion Boards. These will be practical applications where students will apply their reading assignments to practical implications of emergency management. Students are responsible for multiple weekly posts (One initial post and one reply post). The initial post is due by Wednesday of that week and the reply post is due Sunday of the week (except for Week Eight when it is due Saturday – the last day of class). |
| Current Events (4 Current Event Articles – 5 pts per Current Event) | 20 | Current Event Article (Submit under Course Content) |
| Hazard Identification & Vulnerability Assessment | 24 | Hazard Identification & Vulnerability Assessment (Submit under Course Content) |
| Emergency Management Plan | 32 | Emergency Management Plan – First Draft (Submit under Course Content) |
| Total | 100 |  |

90 – 100 is an “A”

80 – 89 is a “B”

70 – 79 is a “C”

60 – 69 is a “D”

Below 60 is an “F”

Instructor Notes on Written Assignments

All assignments must be prepared in APA format (7th ed.).

Specifics for the On-line Discussions

To receive credit for the Weekly Discussion Boards, students should submit their initial post to the discussion board in Blackboard by 11:59 PM Wednesday of that week. After submitting their initial post, students are to respond to one classmate by Sunday, except for the final week when the last post is due by Saturday, the last day of the class. Students are to provide insightful comments and/or questions adding to his or her post. All discussion posts are to be supported with a minimum of at least one relevant, scholarly source with a minimum of 250 words per post. Additionally, no two discussion posts should be submitted on the same day. **NO REPLY POST IS NEEDED FOR WEEK 1!** Every other week there are to be two posts per week.

Specifics for the Four Current Events Articles

Students are responsible for completing four Current Event Articles due on the dates listed below. Students may select any article as long as it pertains to the course’s subject matter. No two articles can; however, be on the same subject.

The article you choose must not have been published more than three months ago and be a minimum of five paragraphs in length. You may choose your article from any source, but it is your responsibility to ensure that it is a credible and reliable source.

Students’ Article submissions should be three pages in length:

* Title Page
* Article Summary
* References Page

For your chosen article, you should type a one-page summary using the following format:

* Article Title: Write the title of the article in the heading so that it is on the top of every page.
* Summary: Write a summary paragraph in your own words about the article. The paragraph needs to be between five to six sentences in length.
* Significance: Write a paragraph discussing why you chose the article and how it is important to our society. Think about who this event impacts and how. Explain its significance.
* Two Questions: Write two relevant questions about the article – questions that you would like answered.
* Reference: Cite the article using the APA Manual (7th ed.) on the References Page.

Specifics for the Hazard Identification & Vulnerability Assessment

Prepare a Hazard Identification & Vulnerability Assessment (HIVA) by selecting a particular catastrophe that is potentially locally to your home residence (i.e., hurricane, tornado, wildfire, flood), and develop a HIVA for that catastrophe. The length and detail will vary dependent upon what catastrophe you’ve identified (you only have to select one catastrophe). I’ve provided an example (Section 5 – HIVA) for you to use as a guide. You can also use the FEMA HVA to assist you as well. Upload as a Word Document into the Weekly Content tab in Blackboard.

Specifics of the Emergency Management Plan

An Emergency Management Plan is a course of action developed to mitigate the damage of potential events that could endanger an organization’s ability to function. The plan should include measures that provide for the safety of personnel, and if possible – property and facilities. It should also include provisions to assess the severity of an incident and implement steps to eliminate the problem – determining potential emergency situations and appropriate responses to each.

For this assignment, students are to create a fictitious organization and develop an Emergency Management Plan for the organization. Students should use [OSHA's Emergency Action Plan](https://www.osha.gov/SLTC/etools/evacuation/expertsystem/default.htm) when creating their own Emergency Management Plan. Complete the plan in its entirety, being sure to provide ample detail into each section of the plan. Since you are only required to submit a first draft, save your plan as a PDF file after you’ve completed it and upload it into the Weekly Content tab in Blackboard.

Late Assignments

Assignments are due at 11:59 PM US CST on their due date (see tentative schedule below for due dates). Late assignment submissions will not be accepted unless prearranged (before the day due) or there is a medical emergency.

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Tentative Schedule**

| Week | Assignments | Due Date |
| --- | --- | --- |
| Week 1 | Read Chapters 1 and 2 | 3/31/24 |
|  | Discussion Board 1 | 3/31/24 |
| Week 2 | Read Chapters 3 and 4 | 4/7/24 |
|  | Discussion Board 2 | 4/7/24 |
|  | Current Event One | 4/7/24 |
| Week 3 | Read Chapters 5 and 6 | 4/14/24 |
|  | Discussion Board 3 | 4/14/24 |
|  | Current Event Two | 4/14/24 |
| Week 4 | Read Chapters 7 and 8 | 4/21/24 |
|  | Discussion Board 4 | 4/21/24 |
|  | Hazard Identification & Vulnerability Assessment | 4/21/24 |
| Week 5 | Read Chapters 9 and 10 | 4/28/24 |
|  | Discussion Board 5 | 4/28/24 |
|  | Current Event Three | 4/28/24 |
| Week 6 | Read Chapters 11 and 12 | 5/5/24 |
|  | Discussion Board 6 | 5/5/24 |
|  | Current Event Four | 5/5/24 |
| Week 7 | Read Chapters 13 and 14 | 5/12/24 |
|  | Discussion Board 7 | 5/12/24 |
|  | Emergency Management Plan | 5/12/24 |
| Week 8 | Read Chapters 15 and 16 | 5/18/24 |
|  | Discussion Board 8 | 5/18/24 |

**Additional Information**

Note: The instructor reserves the right to add, delete, or revise segments of this course syllabus, including course schedule and assignments.