

**EMDS 403**  
**Advanced Disaster Planning, Management, and Preparedness**  
**Fall 2020 Syllabus**

- I. Instructor:** Anita A. Adams  
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**Office Hours:** By appointment  
**Lecture Format:** Web-based (Online)



- II. Course Description:** EMDS 403 focuses on the application of key concepts of emergency management disaster science in plan development, training and emergency exercise practices.
- III. ADA Accommodation:** In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.
- IV. Title IX/Discrimination & Harassment:** Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) and Discrimination and Harassment Policy (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.
- V. Class Attendance and Participation:** This is a web-based online course. Students are free to manage their schedules within and around the due dates of the various assignments. Participation in class discussion board assignments is required and students must participate on a regular basis throughout the course. **Participation is a student responsibility and will be considered in determining the final grade.**
- VI. Grading Procedure:** The instructor may modify the syllabus to accommodate appropriate coverage of topics. This course will utilize Blackboard to enhance learning opportunities. You should regularly access the course site to view announcements, course instructions, submit assignments, review lecture notes, etc. If you have completed any of the required FEMA courses online within the last 3 years, you may upload the certificate to the appropriate assignment area as noted.

**Examinations:** Examinations will be given according to the class outline. Test questions will be taken from discussion assignments, FEMA course material, slide lectures, and reading resources. All exams will be completed using the testing capabilities of the Blackboard learning management system. Students must take the exam at the scheduled date/time. Exams will be timed and scored immediately upon completion. The final exam must be taken on the date stipulated in the WKU Final Exam calendar or as directed by the instructor.

**Discussions:** The minimum participation is 3 times on 3 separate days for each forum. Each discussion assignment will be posted in the Discussion section of Blackboard. **Total points for all 3 discussions is 75 points.** Grading will be based on the following requirements:

**A (65-75 points)** = Three or more substantial postings in each graded forum. The postings provide insightful comments and stimulate active discussion threads. Posts provide good responses to questions posed, read the comments of others and interact with them.

**B (55-64 points)** = Meets the minimum participation requirements. Postings initiate few interesting threads and are not interacting with others.

**C (45-54 points)** = Two substantial posts followed by one general response in each forum per week.

**D (35-44 points)** = Fewer than 2 postings or one day of participation and non-interacting.

<b>Examinations (1@100 pts.)</b>	<b>100 pts.</b>	<b>A = 405-450 points</b>
<b>FEMA online courses (5@50 pts. each)</b>	<b>250 pts.</b>	<b>B = 360-404 points</b>
<b>Homework Assignments (1@25 pts. each)</b>	<b>25 pts.</b>	<b>C = 315-359 points</b>
<b>Discussions (3@25pts. each)</b>	<b><u>75 pts.</u></b>	<b>D = 270-314 points</b>
<b>Total possible points</b>	<b>450 pts.</b>	<b>F = Below 269 points</b>

## SCHEDULE

### Week 1: Development of Emergency Management Program

- Completion of Slide Lecture
- Completion of IS-230.d Fundamentals of Emergency Management  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-230.d> and upload certificate to the assignment area as noted.
- Answer posted questions and participate in group discussions in discussion board section.

### Week 2: Emergency Plans, Planning Process, and Plan Validation

- Completion of Slide Lecture
- Review FEMA Document CPG 101
- Completion of IS-235.c Emergency Planning  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-235.c> and upload certificate.

### Week 3: Training, Planning, Design, and Validation

- Completion of Slide Lecture
- Individual Homework Assignment
- In preparation for Week 4 complete IS-120.c An Introduction to Exercises  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-120.c> and upload certificate.

### Week 4: Exercise Design and Execution

- Completion of Slide Lecture
- Completion of IS-139.A Exercise Design and Development  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-139.a> and upload certificate.
- Answer posted questions and participate in group discussions in discussion board section.

### Week 5: Mitigation and Recovery

- Completion of Slide Lecture
- Completion of IS-393.B Introduction to Hazard Mitigation  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-393.b> and upload certificate.
- Answer posted questions and participate in group discussions in discussion board section.
- Completion of Final Exam