Emergency Planning and Preparedness
PUAD 630 – Fall 2020

PROFESSOR
Name: Tonya T. Neaves, PhD, MPPA
Email: tneaves@gmu.edu
Telephone: 662-341-8827 (IOS Cell)
Office: tneaves (Skype) or Founders Hall Room 677
Hours: By Appointment
Format: Online in MyMason-Blackboard and in TBD (typically, material is due on a Tuesday)

DESCRIPTION
This course is designed to examine: 1) the nature of hazards, 2) human behavior in disasters; 3) various warning systems, 4) the principles of effectively planning and preparing for disasters, 5) protective action strategies, and 6) response management practices.

LEARNING OBJECTIVES
Students in this course will develop a thorough understanding of emergency planning and preparedness such that they will be able to:

▪ Distinguish between the origins of natural and manmade disasters;
▪ Evaluate factors of disaster risk and vulnerability;
▪ Identify the seminal phases of emergency management;
▪ Understand the societal and policy context of hazards;
▪ Evaluate continuity of operations;
▪ Simulate a collaborative pre-disaster emergency operations plan; and
▪ Predict relevant trends of emergency management to maximize proactivity of the field.

PEDAGOGY
By integrating facilitated discussions, executive training programs, individual assignments, group activities, and other activities, students will be provided a robust educational experience grounded in literature-based and practitioner-supported research.

DISCLAIMERS
This is a tentative, contractual syllabus. The professor reserves the right to make any revisions that may be necessary to meet the objectives of this course. While informative and well-structured, improvements can always be made. Ongoing feedback on the usability of the outline, intelligibility of discussions and assignments, and other relevant materials is always welcome. Students will be promptly notified of any revisions via MyMason-Blackboard and/or Mason Email.

Students are expected to use official channels for all electronic course communication via MyMason-Blackboard and/or Mason Email.
In the event of a scheduled online discussion session cancellation, students will be notified via MyMason-Blackboard and/or Mason Email. Otherwise, every effort has been made to not hold class or require assignments due on major federal holidays or national events of significance. For more information, see http://registrar.gmu.edu/calendars/.

INSTRUCTIONS

This is an online course and will be administered through MyMason-Blackboard interface. To access the course, log into MyMason at https://mymasonportal.gmu.edu/ and enter your Mason Net ID and Password. Then click on the “courses” tab and select the appropriate course under the “course list” section. From there, search through the far left tabs to review the materials (i.e. home page, syllabus, correlation matrix, etc.). Please note that some time restrictions have been placed upon certain course modules and/or assignments, meaning it will impact its availability to ensure that students do not jump around or get too far ahead. For more information, see https://coursessupport.gmu.edu/Students/.

EXPECTATIONS AND POLICIES

Participation – Students must participate in scheduled online discussion sessions by being attentive, bringing information forward for dialogue, making comments about course-related materials, asking relevant questions, which also include completing three short developmental and team building activities.

Netiquette – Students are expected to maintain an environment that is conducive to learning by arriving to the virtual environment on time, demonstrating collegial respect to others, avoiding any disruptive behaviors, and using technology in an appropriate manner. For more information, see http://catalog.gmu.edu/content.php?catoid=17&navoid=1316#Conduct.

Privacy – Students’ educational records are federally protected and will not be released to anyone other than to the student unless proper legal documentation is obtained. For more information, see https://registrar.gmu.edu/students/privacy/.

Writing – Students who need assistance in developing papers or manuscripts should contact Mason Writing Center. For more information, see http://writingcenter.gmu.edu.

Troubleshooting – Students who experience online system difficulties should contact Mason IT Services. For more information, see https://itservices.gmu.edu/.

Disabilities – Students who need service accommodations should inform the professor in writing prior to the beginning of the course and register their disability with the university. For more information, see http://ods.gmu.edu.

REQUIRED MATERIALS

Books to Purchase


Articles to Download


*Materials are also available through the university library, available at: [http://library.gmu.edu/](http://library.gmu.edu).*

**EXTENSION RESOURCES**

**Journals**

Disaster Prevention and Management: An International Journal

Disaster Recovery Journal
[https://www.drj.com/](https://www.drj.com/)

Disasters: The Journal of Disaster Studies, Policy and Management

International Journal of Mass Emergencies and Disasters

Journal of Contingencies and Crisis Management

Journal of Emergency Management


**Agencies and Organizations**

Federal Emergency Management Agency

International Association for Emergency Managers

Natural Hazards Center
[http://www.colorado.edu/hazards/](http://www.colorado.edu/hazards/)

Disaster Research Center
[http://www.udel.edu/DRC/](http://www.udel.edu/DRC/)

Emergency Information Infrastructure Partnership
ASSIGNMENTS

Conference Attendance – Students will virtually attend at least three panels at the Northeastern Conference on Public Administration, of which one must deal with emergency management. Conference attendance is free to all students who are required to attend via a course assignment.

Training Certifications – Students will complete 3 emergency management training certifications that are aimed to increase knowledge and understanding of general planning and preparedness themes as information management, improvement planning, and incident command, among many others. These certifications are all available online and are 100% free.

Event Brief – Students will be divided up into groups to develop a media-style brief that examines an actual disaster/emergency event and its relationship to any course content. The brief should be exactly 2 pages, single spaced, excluding the title/author page and any cited references.

Chapter Presentation – Students will develop a presentation that thoroughly examines the content of an assigned chapter disaster and its respective emergency management processes on any course content. Some chapters will have more than one author. If more than one person is developing a presentation on a chapter, students should exchange contact information so that they may coordinate their respective parts accordingly. The presentation should at minimum be 15 slides, excluding the title/author page and any cited references and is to be turned in the day that the particular chapter is to be reviewed.

Midterm Examination – Students will complete midterm examination. Question types consist of 10 multiple-choice, 5 true and false, 15 matching, 10 short answer, and 1 brief essay question. Students will have exactly 2 days to turn it in.

Operations Plan Simulation – Students will simulate a mock emergency operation center representing the various agencies and roles necessary to develop a continuity plan in order to effectively prepare for a hypothetical disaster. This will occur in person on a scheduled date over the course of a few hours.

Annotated Bibliography – Students will develop an annotated bibliography that examines literature to date on emergency management theory. Students should be sure to summarize the source in their own words by identifying the piece's main argument or key point as well as noting any strengths and/or weaknesses. The annotated bibliography should have at minimum 10 authoritative sources (i.e., peer-reviewed journals, government reports, academic books, etc.) should be referenced that are 1/2 of a page, single spaced, excluding the title/author page.

Detailed information and associated grading rubrics is available for review via MyMason-Blackboard.

SCORING

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Attendance</td>
<td>15</td>
</tr>
<tr>
<td>Training Certifications</td>
<td>15</td>
</tr>
<tr>
<td>Event Brief</td>
<td>10</td>
</tr>
<tr>
<td>Chapter Presentation</td>
<td>10</td>
</tr>
<tr>
<td>Midterm Examination</td>
<td>20</td>
</tr>
<tr>
<td>Operations Plan Simulation</td>
<td>15</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>15</td>
</tr>
</tbody>
</table>
There is a total of 100 possible points with the following grade scales:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Above 96</td>
</tr>
<tr>
<td>A</td>
<td>94-96</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>74-86</td>
</tr>
<tr>
<td>C-</td>
<td>70-73</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
</tr>
</tbody>
</table>

The grades of an A/A- indicate sustained excellence and outstanding performance on all aspects of the course. The grades of a B/B+ denote mastery of the material and very good performance on all aspects of the course. The grade of a B- is given for marginal quality work that is not quite up to graduate-level standards as related to the course. The grade of a C denotes work that may be adequate for undergraduate performance but is not acceptable at the graduate level as related to the course. The grade of an F denotes the failure to perform adequately on course assignments.

Due dates are listed below in the schedule. Mitigating circumstances will only be considered on a case-by-case basis if, and only if, the professor is provided advance notice via MyMason-Blackboard and/or Mason Email.

**HONOR CODE**

For consideration of grading, each assignment submitted to the professor must include a signed and dated university honor code page which reads: “Student members of George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.” Any honor code and/or other ethical infractions made by students will be handled in accordance with university policies. This signature form is available for download in MyMason-Blackboard. For more information, see [http://www.gmu.edu/academics/catalog/9798/honorcod.html#code](http://www.gmu.edu/academics/catalog/9798/honorcod.html#code).

**SCHEDULE**

<table>
<thead>
<tr>
<th>Module 1 (Aug 27)</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review syllabus</td>
</tr>
<tr>
<td></td>
<td>Review assignments</td>
</tr>
<tr>
<td></td>
<td>Review all other course related materials</td>
</tr>
</tbody>
</table>

**Readings**

Perry and Lindell Chapter 1

<table>
<thead>
<tr>
<th>Module 2 (Sept 3)</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Participate in discussion board</td>
</tr>
</tbody>
</table>

**Readings**

Perry and Lindell Chapter 2
Birkland Article

<table>
<thead>
<tr>
<th>Module 3 (Sept 10)</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Turn in chapter 2 and 3 presentations***</td>
</tr>
</tbody>
</table>

**Readings**

Perry and Lindell Chapter 3
McEntire Article
Module 4 (Sept 17)  
**Activities**  
- Turn in training certifications assignment***  
- Turn in chapter 4 presentation***  

**Readings**  
Perry and Lindell Chapter 4

Module 5 (Sept 24)  
**Activities**  
- Watch documentary  
- Turn in chapter 5 presentation***  

**Readings**  
Perry and Lindell Chapter 5

Module 6 (Oct 1)  
**Activities**  
- Turn in chapter 6 presentation***  
- Participate in discussion board  

**Readings**  
Perry and Lindell Chapter 6

Module 7 (Oct 8)  
**Activities**  
- Turn in event brief assignment***  
- Turn in chapter 7 presentation***  

**Readings**  
Perry and Lindell Chapter 7

Module 8 (Oct 15)  
**Activities**  
- Participate in discussion board

Module 9 (Oct 22)  
**Activities**  
- Turn in chapter 8 presentation***  

**Readings**  
Perry and Lindell Chapter 8  
Weichselgartner Article

Module 10 (Oct 29)  
**Activities**  
- Participate in discussion board  
- Turn in chapter 9-10 presentations***  

**Readings**  
Perry and Lindell Chapter 9-10

Module 11a (Nov 5)  
**Activities**  
- Participate in discussion board  
- Turn in chapter 11-12 presentations***  

**Readings**  
Perry and Lindell Chapter 11-12
Module 11b (Nov 6-7)  Activities
Attend virtual conference***

Module 12 (Nov 12)  Activities
Turn in midterm examination assignment***
Turn in chapter 13-14 presentations***

Readings
Perry and Lindell Chapter 13-14
Perry and Lindell Article

Module 13 (Nov 19)  Activities
Turn in annotated bibliography assignment***

Module 14 (Nov 26)  No class – Thanksgiving

Module 15 (Dec 3)  Activities
Participate in operations plan simulation assignment

Module 16 (Dec 10)  Activities
Complete online course evaluation
Participate in discussion board