COURSE NUMBER
HSP 3335

COURSE TITLE
Disaster and Emergency Preparedness Management

CREDITS
Three Semester Credit Hours (3-0-0)
Sixteen Week - Classroom class supplemented with online assignments using Blackboard Learning Management System

PREREQUISITE COURSES
None

CO-REQUISITES
None

PRE-REQUISITE SKILLS
Accessing internet web sites, use of ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the Health Science Professions Program. Computer access requirements are further delineated in the Undergraduate Handbook. Tutorials for ASU Library and for Blackboard are available through RamPort. The ASU Undergraduate/Graduate Student Handbook should be reviewed before taking this course.

COURSE DELIVERY
This is a 16 week classroom class supplemented with online assignments using Blackboard Learning Management System. The course site can be accessed at http://blackboard.angelo.edu

BROWSER COMPATIBILITY CHECK
It is the student’s responsibility to ensure that the browser used to access course material on his/her computer is compatible with ASU’s Blackboard Learning System. The faculty reserve the right to deny additional access to course assignments lost due to compatibility issues. Students are responsible for reviewing the guidelines posted in this course regarding accessing Blackboard assignments. Problems in this area need to be discussed with faculty at the time of occurrence, either via a phone call (preferred) during posted acceptable hours for calling, or via email notification during times outside those posted for calls.

Be sure to perform a browser test. Select the “Support” tab from the Blackboard homepage (http://www.blackboard.angelo.edu) Select “Test your Browser” option.

FACULTY
Edgar (Ed) A. Harris
Office: Health and Human Services Building Health Science Professions 222
Phone: (325) 486-6020
Fax: (325) 942-2774
Email: ed.harris@angelo.edu (preferred method of communication)
Fall 2020 Semester; In Class Facial Covering Policy
As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

Fall 2020 Semester; Food and Drink Policy HHS bldg..
Only bottles of water or water in containers with lids are allowed in the HHS building.

EMAIL ETIQUETTE
Angelo State University students are expected to communicate with their professors in a professional manner. Below are email etiquette guidelines

1. Include a clear, concise subject line so your professor knows what your email is about
2. Address your professors properly
3. Add a nice greeting to set the tone
4. Identify why you are sending the email
5. If requesting a meeting include availability
6. Sign off with your name and CID number

OFFICE HOURS
By appointment only

COURSE DESCRIPTION
The Disaster Management and Emergency Preparedness Management (DMEP) course teaches planning and medical management methods applied to preparedness, emergency and mass casualty disaster situations. Through lecture and interactive scenarios, health care providers learn incident command terminology, principals of disaster triage, injury patterns, and availability of assets for support. Major topics addressed include planning, triage, incident command, injury patterns and pathophysiology, and consideration for special populations. Students in the course will also complete a free 3 hour online training called the National Incident Management System (NIMS) that is produced by FEMA.

PROGRAM MISSION & GOALS
Mission Statement
The Bachelor of Science in Health Science Professions prepares students to enter health science professions either directly upon graduation or to enter advanced graduate study in healthcare. Students gain knowledge in ethics, policy, epidemiology, organization and leadership, research and evidence based practice, and communication skills that span multiple health science disciplines.
**Goals**
The Bachelor of Science in Health Science Professions strives to enhance multidisciplinary healthcare education and evidence-based principles to provide patient-centered care. Students will develop communication, decision-making, social, analytical thinking, and personal development skills necessary for professional practice as a healthcare professional.

**STUDENT LEARNING OUTCOMES**

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement:</th>
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</thead>
<tbody>
<tr>
<td>By completing all course requirements, students will be able to:</td>
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<tr>
<td>1. Understand what disaster &amp; emergency preparedness is and analyze the intersection of</td>
<td>Class Presentations, Group Leadership, Quizzes, Exams, Written Assignments, and Class Participation</td>
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<tr>
<td>security and patient care</td>
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<tr>
<td>2. Analyze the threats to public health, including weapons of mass destruction, terrorism,</td>
<td>Class Presentations, Group Leadership, Quizzes, Exams, Written Assignments, and Class Participation</td>
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<td>large scale disease outbreaks and natural disasters and their relationship to medical</td>
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<tr>
<td>management</td>
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<td>3. Differentiate basic knowledge of important features &amp; dynamics of disaster programs &amp;</td>
<td>Class Presentations, Group Leadership, Quizzes, Exams, Written Assignments, and Class Participation</td>
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<tr>
<td>activities</td>
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<tr>
<td>4. Understand basic knowledge of disaster activities from incident response to recovery</td>
<td>Class Presentations, Group Leadership, Quizzes, Exams, Written Assignments, and Class Participation</td>
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<td>operations both external to the health care facility and internally within the health care</td>
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<tr>
<td>facility</td>
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<tr>
<td>5. Understand the requirements for a competency based response during disasters with</td>
<td>Class Presentations, Group Leadership, Quizzes, Exams, Written Assignments, and Class Participation</td>
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<tr>
<td>positive health outcomes</td>
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<tr>
<td>6. Analyze the roles of healthcare organizations in preparedness and disaster response</td>
<td>Class Presentations, Group Leadership, Quizzes, Exams, Written Assignments, and Class Participation</td>
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<tr>
<td>7. Examine the tools that are available to improve preparedness, response and recovery</td>
<td>Class Presentations, Group Leadership, Quizzes, Exams, Written Assignments, and Class Participation</td>
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<td>efforts</td>
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**REQUIRED TEXTS AND MATERIALS**

  - ISBN – 9780826144171

**OTHER REQUIRED MATERIALS**

- Computer with MAC or Windows Operating System
- High Speed Internet Access
- Ethernet Cable
• Webcam (Please note: a plug-in webcam allows the student to perform thorough environmental scans).
• Refer to Angelo State University’s Distance Education website for further technology requirements: http://www.angelo.edu/distance_education/

TECHNICAL ASSISTANCE
• Technical Assistance: If you have any technical problems associated with the test (i.e. webcam problems, lock down browser problems) you should contact the IT Department. The IT Service Department is open M-F from 8-5 and the number is (325) 942-2911. If you call any time after 5 or on the weekend, most likely you will not be able to get assistance until the following week day, so please plan accordingly.

TOPIC OUTLINE
Section 1 Disaster Preparedness
   Essential of Disaster Planning
   Leadership and Coordination in Disaster Healthcare Systems: The U.S. National Preparedness System
   Hospital & Emergency Department Preparedness
   Regulatory, Legal & Ethical Issues

Section 2 Disaster Mental Health & High-Vulnerability Populations
   Identifying & Accommodating High-Risk, High-Vulnerability Populations in Disasters
   Understanding & Managing the Psychosocial Impact of Disasters

Section 3 Global Disasters & Complex Human Emergencies
   Managing Complex Humanitarian Emergencies Worldwide
   Responding to Natural & Environmental Disasters and Emergencies
   Restoring Public Health under Disaster Conditions

Section 4 Disaster Response
   Disaster Triage & Management
   Management of Casualties from Burns & Explosives

Section 5 Disaster Caused by Chemical, Biological, & Radiological Agents
   Understanding Biological & Chemical Terrorism Events
   Responding to Biological & Chemical Terrorism Events
   Decontamination & Personal Protective Equipment

GRADING SYSTEM
Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:
   A = 90-100%
   B = 89-80%
   C = 79-70%
   D = 69-65%
   F = 64-0%
EVALUATION AND GRADES
Graded assignments, activities and percent of the overall course grade:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>PERCENT OF TOTAL GRADE</th>
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<tbody>
<tr>
<td>Classroom Group Case Studies</td>
<td>(20%)</td>
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<tr>
<td>Quiz (10)</td>
<td>(10%)</td>
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<tr>
<td>NIMS Training</td>
<td>(10%)</td>
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<tr>
<td>Midterm Exam</td>
<td>(15%)</td>
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<tr>
<td>Final Exam</td>
<td>(25%)</td>
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<tr>
<td>Emergency &amp; Disaster Mgt. Assignment</td>
<td>(20%)</td>
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<tr>
<td>TOTAL COURSE GRADE</td>
<td>100%</td>
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LEARNER SETTINGS
• Classroom
• Online – Blackboard learning platform

TEACHING STRATEGIES
• This course will be taught in the classroom as well as utilizing an online methodology through the Internet with Blackboard™ as the learning platform. It will employ a variety of teaching-learning methods including lecture presentation/notes, workgroups, discussions forums, quizzes, self-directed activities, and weekly quizzes.
• Web-based technology will also be used to provide additional sources of information, prepare and submit student assignments, provide ongoing student-faculty and student-student interaction and dialogue, and facilitate peer support.
• Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (beyond the materials and lectures presented in the course) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

ASSIGNMENT/ACTIVITY DESCRIPTIONS
*Please note: Rubrics for all assignments and activities will be used for grading.

Classroom Group Case Studies (20%): There will be group case studies used throughout the semester. You will be divided into groups of 4 to complete the case studies. These will be completed and presented during class. Therefore it is imperative that you come to class prepared. Student Groups will present their findings during class and will lead class discussion. Students will be graded as both the leaders of the discussion and as class participants.

The objective of this written assignment is to help students understand the emergency and disaster management process by analyzing case studies and completing the assignment.

Quiz (no less than 10): (10%) On a likely weekly cadence, will have a brief written 5 – 10 question quiz to assist with retention of material and prepare student for midterm and final exams.

Midterm and Final Exams: (15% & 25%) The Midterm and Final Exams account for 15% and 25% respectively for 40% of the total course grade. The exams are designed to test understanding of textbook material and the application of the material covered in both the textbook and lectures. Both Exams will be short answer and / or multiple choice – true false.
National Incident Management System (NIMS) Training (10%) – Students will be required to complete the NIMS training program - [https://training.fema.gov/is/docs/independentstudyflyer.pdf?v=20180517](https://training.fema.gov/is/docs/independentstudyflyer.pdf?v=20180517)

Emergency & Disaster Management Research Assignment (20%) The objective of this written assignment is to help students understand the importance of planning and management of disasters. Find an emergency/disaster incident that has happened during the past fifteen years and describe how the incident was handled in regard to incident command. Was the Incident Command System followed? If mistakes occurred describe the mistakes and how these mistakes could have been prevented.

Every hospital is required to have a Disaster Plan to reduce the stress on the hospital staff and also provide appropriate attention when casualties arrive that require multiple levels of care. Any time casualties are expected the Plan should be activated immediately. With as much detail as possible describe the hospital response to the disaster and evaluate their response. If mistakes occurred describe the mistakes and discuss how these mistakes could have been prevented. Be sure to include a summary of the event and overall evaluation of the disaster response.

GENERAL POLICIES RELATED TO THIS COURSE
All students are required to follow the policies and procedures presented in the following documents:
- ASU Undergraduate Catalog located on the ASU website [https://www.angelo.edu/content/files/16795-201213-undergraduate-catalog](https://www.angelo.edu/content/files/16795-201213-undergraduate-catalog)

STUDENT RESPONSIBILITY & ATTENDANCE
Classroom: This class is a classroom-based class where grades will be given for class participation. There are readings which you will have to complete to be able to adequately participate in individual and group assignments. To complete this course successfully, you do have to participate in all course activities i.e. class discussion, course projects, reflective logs, etc. Students are expected to engage in course activities and submit work by due dates and times. The hope is that students will make substantive contributions which reflect integration of assigned materials as well as any outside readings as appropriate. Scholarly contribution is an expectation. For planning purposes, this class will probably require a minimum of 6-9 study hours per week on average.

CLASSROOM CELL PHONE EXPECTATIONS
Cell phones are to be turned off during class. If there is an expected need to receive a cell phone call (i.e. my wife is about to deliver, my child is sick, etc.) then please talk to me before class. In these cases, your phone should be set to vibrate and can be left on your desktop. There will be no text messaging in the class.

COMMUNICATION
Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication via Blackboard: It is an expectation of this class that you use formal writing skills giving appropriate credit to the source for your ideas. Follow APA (2010) 6th edition (2nd Printing or higher only) guidelines for referencing.

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes.
Virtual communication: Office hours and/or advising may be done with the assistance of the telephone, Skype, Join.me, Google Hangouts, etc.

Use Good "Netiquette":
• Check the discussion frequently and respond appropriately and on subject.
• Focus on one subject per message and use pertinent subject titles.
• Capitalize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!
• Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms./Mr. Jones unless invited by faculty to use a less formal approach.
• Cite all quotes, references, and sources.
• When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
• It is extremely rude to forward someone else’s messages without their permission.
• It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as J or :) to let others know you are being humorous.

(The "netiquette" guidelines were adapted from Arlene H. Rinald’s article, The Net User Guidelines and Netiquette, Florida Atlantic University, 1994, available from Netcom.)

ASSIGNMENT SUBMISSION
In this class, all assignments need to be submitted through the Assignments link in the Blackboard course site. This is for grading purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at linda.ross@angelo.edu and attach a copy of what you are trying to submit. This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

LATE WORK OR MISSED ASSIGNMENTS POLICY
The course is set up on weekly modules. The week begins on Tuesday and ends on Monday. Assignment due dates are shown on the calendar/schedule or posted within Blackboard. Late assignments are not accepted without prior approval of faculty. Faculty reserve the right to deduct points for late assignments that are accepted past the original due date.

ACADEMIC HONESTY
Academic honesty is expected on all work. Students are expected to maintain complete honesty and integrity in their online experiences. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The Department of Health Science Professions adheres to the academic honesty statement as set forth in the Angelo State University Student Handbook (2011-2012) http://www.angelo.edu/student-handbook/code-of-student-conduct/misconduct.php. The University “faculty expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experience both in and out of the classroom setting and may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.”
PLAGIARISM
Plagiarism at ASU is a serious topic. The Angelo State University’s Honor Code gives specific details on plagiarism and what it encompasses. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word for word without quotation marks and the source of the quotation. We use the APA Style Manual of the American Psychological Association as a guide for all writing assignments. Quotes should be used sparingly. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Bb Safe Assignment or Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center http://www.angelo.edu/dept/writing_center/academic_honesty.php.

STUDENTS WITH DISABILITIES
1. “Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.”

2. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting the Office of Student Affairs, University Center, Room 112 at (325) 942-2047 or (325) 942-2211(TDD/FAX) or by e-mail at studentservices@angelo.edu to begin the process. The Office of Student Affairs will establish the particular documentation requirements necessary for the various types of disabilities.

Reasonable accommodations will be made for students determined to be disabled or who have documented disabilities.

INCOMPLETE GRADE POLICY (OP 10.11 Grading Procedures)
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required.

STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS
“A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.” Please see ASU Operating Policy 10.19.

COPYRIGHT POLICY
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

SYLLABUS CHANGES
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.
COURSE EVALUATION
Students are provided the opportunity, and are strongly encouraged to participate in a course evaluation at the end of the semester. Areas on the IDEA evaluation include:

1. Gaining factual knowledge (terminology, classifications, methods, trends). **Important**
2. Learning fundamental principles, generalizations, or theories. **Important**
3. Learning to apply course material (to improve thinking, problem solving, and decisions). **Essential**
4. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course. **Important**
5. Learning to analyze and critically evaluate ideas, arguments, and points of view. **Important**