

# EDMG560

**STUDENT WARNING:** This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

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## Course Summary

**Course :** EDMG560 **Title :** Crisis Action Planning

**Length of Course :** 8

**Prerequisites :** N/A **Credit Hours :** 3

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## Description

**Course Description:** This course examines the role of crisis action planning in emergency management and disaster response. This course begins by examining the art and science of future studies – that is, being able to accurately predict an outcome from a given set of inputs and understand the ramifications. Impacts of global warming are presented. Crisis leadership and management theories and methodologies are examined. Taking these three components into account, and adding in other threats that students envision in forum discussions, students then develop a crisis action plan for an organization of their choice, with the purpose being to provide a plan for organizational survival against the challenges depicted above. Students also select an optional topic from an approved bibliography to present and discuss, on such topics as future climate, weather, social justice, energy, economics, environment, resource depletion, and potential strategies for the survival of civilization. Students will achieve a new and more holistic appreciation of the disaster planning process. The crisis action plans that students develop for this course are consistently implemented in the real world, and are in place in organizations across the globe.

### Course Scope:

Emergency management is a field that crosses all human endeavors. All individuals, workers, managers, and leaders suddenly will become a crisis manager at some point in their lives – usually many, many times. For the crises that are likely to impact great numbers of people, or for those that are most serious (crime and fire, for example) we have created professions that respond to and manage these events. Responding to each current crisis as it occurs, however, is not good enough. The best crisis is one that never occurs because it has been prevented through quality planning and mitigation. Even given the best mitigation, crises will still occur and responses are also improved if the response is planned in advance. This course addresses that planning requirement.

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## Objectives

After successfully completing this course, you will be able to

- LO-1: Synthesize the value of accurately visualizing future conditions given a set of inputs
- LO-2: Evaluate the coming impact of global warming on the emergency management field
- LO-3: Assemble a set of tools used to develop a crisis action plan

- LO-4: Develop a crisis action plan
  - LO-5: Analyze a topic of choice regarding humankind's future, emergency management, resiliency, climate change, etc.
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## Outline

### Week 1: FEMA's Strategic Foresight Initiative

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#### Learning Objectives

LO-1

#### Readings

Read the documents in the Documents section near the bottom of the website page.

#### Assignment

Forum One and Forum One - a

Start Crisis Action Plan

### Week 2: Future Studies

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#### Learning Objectives

LO-1

#### Readings

See the Lessons Link

#### Assignment

Forum Two – Three

Independent Work on Crisis Action Plan

### Week 3: 21st Century Threats

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#### Learning Objectives

LO-2

#### Readings

See the Lessons Link.

#### Assignment

Forum Two – Three

### Week 4: Leading in Crisis

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#### Learning Objectives

LO-3

Readings

Mitroff: Chapters One through Five

Assignment

Forum Four – Five

Assignment Four

Independent Work on Crisis Action Plan / Review

### **Week 5: Crisis Action Planning Theory and Methodology**

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Learning Objectives

LO-3

Readings

Mitroff: Chapters Six through Appendix C

Assignment

Forum Four – Five

### **Week 6: Writing the Plan**

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Learning Objectives

LO-4

Readings

Review the reading to date as needed.

Assignment

Forum Six – Seven

Assignment Six

Independent Work on Crisis Action Plan / Refine

### **Week 7: Writing the Plan; Topics of Choice**

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Learning Objectives

LO-4; LO-5

Readings

Your selected book from the bibliography.

Assignment

## Week 8: Topics of Choice; Learning Summary

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### Learning Objectives

LO-5

### Readings

Review your selected book as needed.

### Assignment

Forum Seven – Eight

Assignment 8 - Submit Crisis Action Plan

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## Evaluation

Describe how you will evaluate your students for each graded activity.

### **Forum Participation:**

There are weekly, required discussion forum assignments throughout the course. For most forum assignments you are required to post a minimum of 500-words concerning the assigned readings (unless otherwise stated). The forums include extension research reply assignments. The research assignments require you to do additional research beyond the confines and material presented in this course, concerning the corresponding readings and your peer's postings. Your peer postings should consist of a minimum of 250-words (each) and utilize reference material and appropriate attributional citations to support your developed content. For all forum postings, a complete post will include adherence to the posted writing standards. The key is to be thorough and to use your academic voice to ground your summations using the literature!

Keep in mind that all assignments are designed to sharpen your writing skills and your research skills and as such, all writing assignments require providing additional research that supports your conclusions. Thus, you will always need to include citations in APA Style (Sixth Edition); however, instead of a References page (and in the case of forums only) you may put the reference entries corresponding to your in-text citations at the bottom of each post (for formal weekly written assignments you must appropriately utilize a separate, formatted, reference page).

Each Forum assignment will require you to respond to at least two classmate postings (unless otherwise stated) in order to earn full credit for the respective forum. Please submit your initial reply by **Thursday** of each class week and your two classmate replies by **Sunday** of each class week in order to receive full forum credit. Late responses to the initial response may be subject to a 5-point per day deduction after the initial due date. No points will be given for the forum after a respective class week's end.

Note: You must comply with the course writing standards as they are outlined in the course announcements.

### **Reaction Paper / Writing Assignments:**

Written assignments are designed to both sharpen your writing skills and your research skills and as such, all writing assignments require the conduct of additional research that supports your conclusions. All assignments should be well-written and formatted in APA Style (Sixth Edition). All assignments must have proper citations of all source(s) used and be accompanied by an APA-formatted Reference page. In APA style, Cover and Reference pages are not counted in page count totals.

All assignments must be properly submitted for grading before they will be considered for evaluation and credit award. Proper submission for grading is accomplished by:

1. Going into the assignment tab located on the left of your classroom screen in Sakai;
2. Clicking into the respective assignment and attaching your submission through file upload;
3. Clicking the "post" button at the bottom of the assignment page.

Your work will always need be composed of an APA-formatted cover page, a well-developed narrative body including supporting material citations, and an APA-formatted Reference page. Your assignment submissions should be approximately 6-8 pages in length which as noted in assignment instructions is 1,500 words (unless otherwise noted), **excluding the Title and Reference pages (which are never included in page count totals under APA-format).**

### **Crisis Action Plan:**

The crisis action plan assignment is both integrative and practically focused. As such, it will be graded by assessing the level of integration of the class concepts, thoroughness, practicality, and potential use to the organization for which it was written, into the final cohesive product.

To that end, the crisis action plan you submit must be written into the provided template. The purpose of the template is to provide organization and flow to your product, with the ultimate intent being to give you the student, and your beneficiary organization, something operational to work with.

Be aware of your audience in compiling your plan. Your audience will be composed of practitioners who are not necessarily academics interested in a theoretical discussion about planning. Your user will be someone who is perhaps in a panicky state of mind and is picking up your plan because they want to know what to do right now. Therefore, it wouldn't be appropriate to include citations and references. Your user won't have time to look them up. That does not mean to plagiarize. That means stay original and use a detailed reference section. Further, as your plan will have appendices for contact information, feel free to protect the privacy of your organizational staff by using fictitious names and phone numbers.

You may certainly accomplish this plan in isolation, but in doing so, recognize the limitations in perspective you will bring to the work that some of the authors across your readings have talked about. It is far better to accomplish your plan as a collaborative project drawing on input from your organization. To that end do not wait in starting this project until week 6! Get started quickly with forecasting and planning and begin to brainstorm what needs to be thought of and what needs to be done. Be thorough. Be comprehensive. Make it a great crisis action plan!

**One additional note:** This assignment produces more than its share of plagiarism reports, so be sure to consider the following: The purpose of the assignment is to demonstrate mastery of the concepts you learned in class. As such, it is completely inappropriate to utilize any plans that already exist for your organization, even if you wrote that particular plan yourself. This assignment requires original application of a new skill set based on future studies, threat assessment, recognition of potential 'black swan' events, etc. Nothing that you have currently on file takes these into consideration. Guaranteed. Be aware that **Turnitin responds to the 'paste' command--SO DON'T PASTE ANYTHING INTO YOUR DOCUMENT!** Fair warning.

Be sure to provide this and all papers in **proper APA format**. That being said, note that APA can be relaxed a bit for this assignment as offered above. If your plan would look better single-spaced, that would be fine. If bullet statements help accent important information, then use of them would be fine as well.

Save your paper as a Microsoft Word document entitled "YourLastNameWk.docx" (i.e., SmithWk7.docx). Upload to the submission window and click the Submit button. This assignment, to be properly matured and developed, is **required to be a minimum of 15 pages of content, to include graphics.**

### **Grading Distribution:**

30% - Forums

30% - Written Assignments

40% - Crisis Action Plan

100% Total Points

**Grading:**

Name	Grade %
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## Materials

**Book Title:** Why Some Companies Emerge Stronger and Better from a Crisis: 7 Essential Lessons for Surviving Disaster (Ebook available through the APUS Online Library)

**Author:** Mitroff, Ian

**Publication Info:** American Management Association

**ISBN:** 9780814413272

**Book Title:** Various resources from the APUS Library & the Open Web are used. Links provided inside the classroom in the Lessons section.

**Author:** No Author Specified

**Publication Info:**

**ISBN:** N/A

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One text is required for this course. It is provided as an Open Educational Resource (OER) in the Lessons Link along with other reading materials and videos:

Mitroff, I. (2005). *Why some companies emerge stronger and better from a crisis: 7 essential lessons for surviving disaster*. Kindle Edition: New York.

Additionally, students will be required to select **one** book independently from the approved reading list at the end of the course syllabus; report and discuss it in the indicated week's forum.

The following website is also required:

[THE FEMA SFI](#)

## Web Sites

In addition to the required course texts, the following public domain web site is required. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

Site Name	Web Site URL/Address
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## Course Guidelines

This course requires a time management plan and the self-discipline to follow it. You are responsible for managing your time, completing assignments on time, completing the readings, and making inquiries as needed to complete the course effectively. This is an 8-week course, which means the material must be learned in a short period of time. This requires dedication and diligence on the part of each student.

Students will follow the American Psychological Association Style Guide (APA 6th Edition) as the sole citation and reference style used in written work submitted as part of this course. Specifically, the parenthetical citations-reference list style method, which includes in-text citations with an adjoining reference list, will be utilized. Additional information concerning this writing style can be found within the APUS Library.

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. If you find that you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

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## University Policies

### [Student Handbook](#)

- [Drop/Withdrawal policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

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