Course Syllabus EADP 4065 Exercise Design  
Fall 2018

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Office Hours: 3-5 PM Thursdays at CH 122B

Course Number: EADP 4065  
Section: 001  
Location: East Classroom ECB:120  
Day: Thursdays  
Time: 6:00 PM to 8:50 PM

Course Description
Provides a study in designing and implementing successful disaster exercise programs. Types of disaster exercises and their purpose are examined; the process of designing exercises is explored in depth. Methods of conducting and evaluating exercises are discussed and analyzed. Each student will participate in developing, conducting and evaluating emergency preparedness exercises.

Course Objectives
Upon completion of this course, students will:
- Understand the role of exercise programs and the purpose of conducting exercises;
- Describe the components of the Homeland Security Exercise and Evaluation Program (HSEEP);
- Describe the types of exercises including tabletop, functional, and full-scale;
- Describe the exercise design, development, and evaluation process and associated exercise documents;
- Understand the purpose and format of an After Action Report (AAR); and
- Be able to serve on an exercise design team.

Course Text and Reference Materials (Available on Blackboard Site)

GENERAL COURSE POLICIES
Syllabus Changes: The right to modify the syllabus is reserved as needed to enhance the learning process. Students will be given advanced notice and a copy of the changes.

Course Structure, Requirements, and Grading Criteria: A combination of lecture, discussion, and classroom activities will be used in class sessions. The course will be as action-oriented as possible and thus will rely a great deal on student involvement. Students will be introduced to pertinent subject matter and will work to tie together the various readings on a topic; you will be expected to actively participate in discussions. You are expected to complete all required reading assignments prior to attending class.
Course Evaluation
The Student Perceptions of Teaching (SPOT) survey will be conducted later in the semester. You are encouraged to answer the survey. You are also welcome to submit any course enhancement suggestions to the instructor anytime.

Reading Assignments: Reading assignments should be completed in advance and class members should be prepared to participate in class discussions.

Assignments: Assignments submitted after the due date will result in grade penalty. Individual exceptions to this policy may be considered, if requested in advance, judged legitimate, and is well documented.

Communication: All email correspondence must be directed to the instructor’s UNT email address (Ronald.Timmons@unt.edu) from the student’s UNT email account. Information regarding grades may only be sent to a UNT email address, therefore personal email addresses are discouraged for all instructor contact. Students must login to Blackboard and their UNT email account at least once per week.

Blackboard: The Blackboard tool will be used to post the syllabus, course materials, readings, and changes in class schedule. Students must check the Blackboard website at least once per week. The instructor will not monitor Blackboard for direct messages; use UNT email.

Respect for fellow students, and the learning process: Mutual respect for everyone in the classroom and a collegial learning environment is expected from everyone. In fairness to all, private conversations and distracting phone and computer use cannot be tolerated.

Food and beverages: Please do not bring food into the classroom. Drinks are allowed but must be in closed containers. If you spill something please clean it up immediately.

East Classroom Building (ECB) Policy: The ECB is periodically unoccupied and the building may be locked and alarmed. The instructor will make efforts to arrive and unlock the building and/or room approximately thirty minutes prior to start of class.

- Severe Weather Procedure: It is unsafe to remain in a lightweight structures, such as the ECB, during severe weather. If a tornado warning is issued, student will immediately evacuate the building. The class will proceed to the Speech and Hearing building, north of the ECB, for shelter.

Note: Class meetings will be suspended if a severe Thunderstorm WARNING or Tornado WARNING is issued before class begins that includes city of Denton and covers any time period in which this class is scheduled to meet. Seek shelter in a substantial building and monitor UNT email to determine if class is to later resume.

GRADING STRUCTURE

The weighting of the course elements for the semester grade is as follows:

- Class Attendance and Participation 10%
- Mid-Term Exam 25%
- Quizzes 15%
- Final Exam 25%
- Exercise Design Group Projects 25%

Total 100%
A standard grading scale will be used for grading (i.e. 90% - 100% = A; 80% - 89% = B; 70% - 79% = C; 60% - 69% = D; 59% and below = F). The right to alter this grading scheme is reserved; any alterations will be posted on Blackboard.

**Specific Course Requirements**

I. **Attendance and Participation:** Attendance is mandatory for the full time period and will be recorded. Students are to advise the instructor by email during the first three weeks of the semester regarding anticipated, unavoidable, planned absences for the whole semester. Unexcused absences will result in the reduction of points for attendance. Students missing five or more class sessions are at risk of a failing grade.

II. **Exams:** A midterm exam and a final exam will be administered during the course. The questions will be based upon material and information that is introduced during lectures, text chapter readings, and assigned reference materials. The exams may include true/false, multiple choices, short answer, and essay questions. Make-up examinations may be approved under rare, extenuating circumstances. If you must miss an exam, the instructor must be notified by email or office phone message prior to the exam. Make-up exams may be composed of questions different from the regular exam. Make up exams may be composed of questions different from the regular exam.

III. **Exercise Projects:** The purpose of this course is to introduce students to the concepts and methodologies involved in designing, facilitating, evaluating, and documenting emergency preparedness exercises. To assess these capabilities, students will prepare and deliver exercises as class projects. Students will be assigned to exercise design teams. Each team will be assigned a hazard that will serve as the basis to develop each exercise. A detailed description of the projects will be provided at the time design team assignments are made. Students lagging in group participation will be subject to grade penalty.

In general, each team will prepare and submit deliverables appropriate to the level of exercise, which may include:

- Be assigned to an exercise team
- Develop project tasks and assign team members to accomplish each task
- Develop and submit exercise plans and scenarios based upon the hazards assigned
- Develop exercise injects sufficient to support a 1.5-hour exercise and exercise support materials (Presentations, multi-media, sign-in sheets, etc.)
- Develop and produce Situation Manuals (Printed copies)
- Develop and produce Master Scenario Events List (MSEL)
- Develop and produce Exercise Evaluation Guide (Printed copies)
- Setup and facilitate 1.5 hour classroom exercises
- Facilitate and document post-exercise hot washes
## Schedule of Classes

**August 30**  
**Introduction, Course Overview**  
- Course Overview and Explanation of Syllabus  
- Purpose and Role of Exercises in Emergency Management  
- Explanation of Syllabus

**September 6**  
**Introduction, Course Overview**  
- Read HSEEP Intro, Ch. 1  
- Introduction and Exercise Overview  
- Exercise Program Management  
- Types of Exercises  
- Read Perry (2004)  
- Read Borodzicz and Harper (2002)

**September 13**  
**FEMA Online Course-- IS-120.C: An Introduction to Exercises**  
**Independent study under testing conditions, using lab or personal computer**  
- Read FEMA 120.c Online Lessons 1-3 and complete paper worksheet/quiz  
- [https://training.fema.gov/is/courseoverview.aspx?code=is-120.c](https://training.fema.gov/is/courseoverview.aspx?code=is-120.c)  
- [https://emilms.fema.gov/IS0120c/curriculum/1.html](https://emilms.fema.gov/IS0120c/curriculum/1.html)

**September 20**  
**Scholarship on Disaster Exercises, Facilitating/Moderating Discussions, HSEEP, Project Management**  
- Read HSEEP Ch. 2  
- Read Dausey, Buehler, and Lurie (2007)  
- Facilitating Discussions  
- Managing Meetings  
- HSEEP Toolkit  
- Project Management  
- Students will form Exercise Design Teams  
- Seminars and Workshops

**September 27**  
**HSEEP Components**  
- Read HSEEP Ch.3  
- Exercise Design Process
- Capabilities, Tasks, and Objectives
- Exercise Documents, Design, Scenario, Questions

**October 4**  
HSEEP Components Continued  
- HSEEP Ch. 3 Continued  
- Developing an Exercise Scenario  
- Developing Exercise Injects  
- Developing a Master Task List  
- New groups assigned for TTX and FE  
- Initial Planning Conference for TTX (Work on Strategy and ExPlan)

**October 11**  
Mid-Term Exam

**October 18**  
Private vs. Public Sector Exercises, Exercise Conduct  
VOST Classroom Demonstration- Jessica Mason, from NCTCOG  
- Private Sector Considerations  
- Read HSEEP Ch. 4  
- Exercise Facilitation Methodology  
- Facilitation Team Composition  
- Facilitator Training  
- Exercise Support and Enhancements  
- Conduct Midterm Planning Meeting for TTX  
- Develop Strategy and Exercise Plan (ExPlan) for TTX

**October 25**  
Exercise Conduct Continued  
- Recruiting Exercise Support Participants  
- Developing Exercise Safety Plans  
- Exercise Site Setup  
- Final Planning Meeting for TTX

**November 1**  
Exercise Evaluation  
- Read HSEEP Ch. 5  
- Exercise Evaluation Methodology  
- Purpose of the Exercise Evaluation Guide
• Conducting a Hot Wash
• Facilitate Tabletop Exercise
• Work on injects and ExPlan for FE

November 8 Improvement Planning
• Read HSEEP Ch. 6
• Purpose of After Action Reports/Improvement Plans (AAR/IP)
• Conducting an After Action Conference
• Developing an AAR/IP
• Work on injects and ExPlan for FE

November 15 Assignment:
• Final Planning Meeting for FE
• Design teams will work in groups

November 22 Thanksgiving Holiday – No Class

November 29 Assignment:
• Group Submission of exercise documents and support materials
  ○ Situation Manual (SITMAN)
  ○ Evaluation Guide (EEG)
  ○ Presentation and multi-media materials
• Facilitate Functional EOC Exercise I and conduct Hot Wash

December 6 Assignment:
• Facilitate Functional EOC Exercise II and conduct Hot Wash

December 13 Final Exam Location: East Classroom Building, Regular Class Time
University of North Texas  
Department of Emergency Management and Disaster Science  
Emergency Administration and Planning  

UNIVERSITY AND DEPARTMENT POLICIES

Disability Accommodation

The Emergency Administration and Planning Program, in cooperation with the Office of Disability Accommodations (ODA), complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request to the instructor within the first two weeks of the semester. Students registered with the ODA may present the Special Accommodation Request from that office in lieu of a written statement.

Cheating and Plagiarism

Definitions

The UNT Code of Student Conduct and Discipline defines cheating and plagiarism “as the use of unauthorized books, notes, or otherwise securing help in a test; copying others’ tests, assignments, reports, or term papers; representing the work of another as one’s own; collaborating without authority with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty.”

Penalties

Normally, the minimum penalty for cheating or plagiarism is a grade of “F” in the course. In the case of graduate department exams, the minimum penalty shall be failure of all fields of the exam. Determination of cheating or plagiarism shall be made by the instructor in the course, or by the department faculty in the case of departmental exams.

Cases of cheating or plagiarism on graduate departmental exams, problem papers, theses, or dissertations shall automatically be referred to the departmental Curriculum and Degree Program[s] Committee. Cases of cheating or plagiarism in ordinary course work may, at the discretion of the instructor, be referred to the Curriculum and Degree Program[s] Committee in the case of either graduate or undergraduate students. This committee, acting as an agent of the Department, shall impose further penalties, or recommend further penalties to the Dean of Students, if they determine that the case warrants it. In all cases, the Dean of Students shall be informed in writing of the case.

Appeals

Students may appeal any decision under this policy by following the procedures laid down in the UNT Code of Student Conduct and Discipline.

POLICY ON STUDENT BEHAVIOR IN THE CLASSROOM

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student
conduct apply to all instructional forums, including university and electronic classroom, labs, discussion
groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr.

EADP POLICIES

PLAGIARISM:

Professors in the EADP Program will not tolerate any form of academic dishonesty among students in the major. According to the 2005-06 UNT Undergraduate Catalogue (p. 107):
“The term ‘plagiarism’ includes, but is not limited to:

a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement; and
b. the knowing or negligent unacknowledged use of material prepared by another person or agency engaged in the selling of term papers or other academic materials.”

Examples of plagiarism include:

- purchasing term papers from Internet sources and turning them in to meet assignment requirements
- downloading or copying material from the Internet and presenting it as your own work
- using sentences, quotes, statistics or other information from books or journals without citing the source(s) in papers
- incorporating novel ideas, concepts or phrases into papers without giving credit to the original author
- having someone else write a paper for you

Failure to comply with this policy on plagiarism may result in a failing grade on the assignment or paper, a failing grade in the class, dismissal from the program, and expulsion from the university.

When in doubt about what constitutes plagiarism, contact your professor or provide citations!

LAPTOPS AND CELL PHONES IN THE CLASSROOM:

The classroom setting at an institution of higher learning is intended to serve as a venue that permits the transfer of knowledge and facilitates the sharing of ideas. As such, it is imperative that any distractions from these stated objectives be avoided and kept to a minimum. Potential disruptions include modern electronic devices such as laptop computers and cell phones.

Students are allowed to take notes on personal laptop computers to enhance the learning process, but they should not activate their internet browsers during class or use computers for non-academic purposes (as this diverts attention from the lecture/discussion for both the student using it and others nearby). Students should also avoid using cell phones to search the Internet or text while class is in session. All devices must be kept in the silent or vibrate mode to avoid classroom disruption.

Exceptions to this policy will be at the discretion of the faculty only and may occur if searching the Internet is necessary to find additional information or facts related to the subject being covered on that particular day.