

# UCM<sup>®</sup>

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## CRISIS AND DISASTER MANAGEMENT

Student Handbook  
2023-2024

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## WELCOME

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Welcome to the Crisis & Disaster Management program. This program will give you the tools you need to succeed. The emergency management and business continuity fields require practical knowledge and experience with planning, incident command, and response strategies. Whether you are an incoming freshman or a professional already working in the field, you will learn the industry standards, earn training certificates, and have the opportunity to put that knowledge and training into action.

The core courses for the bachelor's degree introduce students to all phases of emergency management, technologies that are used in the field, and the complexities of organizations, then move on to ensure students can demonstrate and apply these concepts.

Each of the five focus areas concentrate on a specific aspect:

Business Continuity: How a business prepares for, mitigates, responds to, and recovers from disasters. Public, private, not for profit and international companies must all have a business continuity plan. Examples include banks, oil refineries, hospitals, airports, insurance companies.

Emergency Management: The organization and coordination of preparing for, mitigating, responding to, and recovering from disasters – both natural and human-made. Organizations that have emergency managers include county, state, and federal government, large universities, large corporations.

Emergency Services Management: To prepare those wishing to advance into supervisory positions within emergency services and emergency management.

Environmental Hazards: How to prepare for, mitigate, respond to, and recover from disasters caused by environmental hazards (earthquakes, chemical spills, infectious diseases). Examples include hazardous waste management, health and safety coordination, environmental management, public health.

Public Health Disaster Management: Designed for students who are interested in or working in the EMT field to use practical knowledge and training as an Emergency Medical Tech and includes a course on public health management.

The specific learning objectives for the bachelor's degree and each of the certificates can be found on the program website ([www.ucmo.edu/cdm](http://www.ucmo.edu/cdm)).

The Crisis & Disaster Management (CDM) program at the University of Central Missouri can be completed in a variety of schedules.

- 1) **On campus** through traditional delivery. While the CDM courses are available in online only format students can choose to take general education classes on-campus. If interested make sure to inform your Success Advisor.
- 2) **Entirely online**. The degree program is available to all students regardless of location or work schedule. All the courses in the major and the four areas are offered online, at least one time a year, so you can complete your degree at your pace.

## **CRISIS AND DISASTER MANAGEMENT MISSION STATEMENT**

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The Crisis and Disaster Management degree program at the University of Central Missouri facilitates individual professional development in a student-centered learning environment. This multidisciplinary curriculum focuses on the principles of mitigation, preparedness, response, and recovery in an integrated program of study. Citizens will benefit from the services of degreed crisis managers in the event of natural or man-made disasters. The more resilient community will benefit from the increased economic stability resulting from reduced financial losses in business and industry.

## GETTING STARTED

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Whether you are a student on the Warrensburg campus or fully online, there are several resources available to help you reach your academic goals. Many of these resources are linked on our webpage or can be found by browsing the “offices” section of [www.ucmo.edu](http://www.ucmo.edu).

Every student is assigned four advisors (find yours on your Central Degree Audit):

1. **Success Advisor** – To point you in the right direction. Questions or concerns about academic performance, registration, class enrollment, career readiness, getting involved, UCM culture or anything else can be directed to your Success Advisor.
2. **Career and Life Design Advisor** – Gets you on the right track to your career. This Advisor can assist with resume preparation, mock interviewing, and locating internship and job opportunities. The Career and Life Design Center hosts a number of in person and virtual events and workshops, such as career options, networking events, etiquette training, and career expos.
3. **Financial Aid Counselor** – Responsible for guiding students through the Financial Aid process from FAFSA to awarding of aid, disbursement, and beyond.
4. **Faculty Mentor** – Your link between the university and the profession. The Faculty Mentor provides guidance on networking, resume building, getting involved in the discipline, and much more.

Depending upon your situation and needs, there are also Academic Success Coaches, International Student Advisors, Athletics Advisors, and Study Abroad Advisors. Contact your Academic Success Advisor to get in touch with any of these other resources.

### SELECTING AND ENROLLING IN COURSES

One key to academic success is enrolling in the right courses for the right semester. Your **UCM Success Advisor** is your first resource for this. Plan on meeting with your Advisor at least once per semester. This can be accomplished in person (UCM-Lee's Summit), over the phone, or via email or video chat. Advisors have access to all CDM course rotations and are regularly in close contact with the Program Coordinator to ensure students get the classes they need.

Your [UCM Success Advisor](#) will help you with short- and long-term planning, as well as evaluate any transcripts for transfer or special credit. Advisors can also assist with holds, registering for university required exams (e.g., State Law or Civics), ensuring all General Education and degree requirements are met, enrollment, or other university procedures. Advisors are assigned based on last name and major.

Student Last Name Begins with:	Advisor	Email address
A – K	Brenda Fuhr	fuhr@ucmo.edu
L–Z	Katie Honomichl	honomichl@ucmo.edu

Advisors are located at UCM-Lee's Summit and can be reached by phone as well at 660-543-8252 or 660-543-8480

Your Success Advisor can help you learn how to use your Degree Audit and the Schedule Planner, add yourself to a waitlist, view holds on your account, and much more.

All students also have access to the course rotations on the CDM webpage (look for the “**calendar of courses**” link). Use this rotation, your Success Advisor, and the “Plan” tab on your Central Degree Audit or the CDM Degree Course Planner Document (page 17 of this handbook) to map out your completion plan.

### **DECLARE YOUR CERTIFICATE**

For those pursuing the four-year degree, every CDM student will earn both a bachelor’s degree (BS) in Crisis & Disaster Management and a certificate in the chosen focus area (Business Continuity, Emergency Management, Emergency Services Management, Environmental Hazards). Students can earn a stand-alone certificate or multiple certificates.

Inform your Success Advisor of your focus area choice so this can be added to your Central Degree Audit. **If you do not officially declare your certificate, it will not appear on your diploma nor your transcript.**

Check your Degree Audit and speak with your Success Advisor to determine if you have taken the correct courses to declare additional certificates.

### **UNIVERSITY REQUIREMENTS**

All universities have a number of specific requirements that all students must meet in order to earn a bachelor’s degree. Many of these requirements do not apply to students seeking only a certificate. For a full list of all requirements consult the [UCM undergraduate catalog](#).

The university requires two assessments: 1) Missouri state law course and 2) Missouri Higher Education Civics Achievement Examination. Descriptions of each of these requirements can be found in the [UCM catalog](#) and the General Education Program section.

Your Success Advisor can assist you with ensuring you have met the **Missouri state law** requirement by taking/transferring a class from the approved list. The **Civics Achievement Exam** was new beginning in 2019. Students are encouraged to take and pass the test (70%) during their first semester at UCM. If you have taken this exam at another institution and can provide proof on your transcript you are not required to take it again at UCM.

## PROGRAM INFORMATION AND REQUIREMENTS

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Information about major or certificate requirements can be found in the undergraduate catalog and Academic Success Advisors can help you learn to decipher your Central Degree Audit and transcripts. For the most part the requirements are straightforward, but this section presents a little additional information and explanation about a few key points.

### REQUIRED GENERAL EDUCATION COURSES

The Crisis & Disaster Management program requires CHEM 1103 Introduction to the Sciences: Chemistry (3 hrs) or CHEM 1104 Introduction to the Sciences: Chemistry (4 hrs w/lab) if also completing the Environmental Hazards area. Consider this as you select courses for your completion plan and consult with your Success Advisor if you have any questions or concerns about this requirement.

### DEPARTMENTALLY APPROVED TECHNICAL ELECTIVE

Each focus area has a “departmentally approved technical elective.” This is a course that is not part of the CDM core nor your chosen focus area. This is a free elective that compliments your overall CDM degree or certificate. Examples include any CDM course from a different focus area or special topic, a management course, practical course such as EMT or First Aid, or risk management. Ask your Academic Success Advisor about which course to apply to this requirement.

### COMPLETING THE 49XX COURSES (CDM 4900, 4910, AND 4990)

These three classes are the applied/field experiences that provide you the opportunity to demonstrate what you have learned in the other courses. All of these require collaboration and interaction with agencies, organizations, businesses, government, and/or not for profit non-governmental organizations that need disaster management services. Goals for completing these are that you expand your network of professional contacts, acquire professional references, and get to practice and apply your knowledge to help organizations/communities with disaster management needs. If you are looking for employment then this is the time to polish up your resume, attend meetings, and explore opportunities.

***CDM 4900 Technology Application Study:*** This is a Technology use study where you choose the technology that you want to study - which must have application to some phase of disaster management. In CDM 4200 the final requirement is a proposal to study a technology, and in 4900 a proposal is the starting point. Many students use the same proposal. Students must interact with experts and practitioners who are users of the technology to better understand the applications and challenges. In some cases, this might be the organization(s) where you are completing the Practicum. You will work with the instructor of CDM 4900 to approve your agency and project.

***CDM 4910 Field Exercise Project:*** This class explores exercises in greater detail, where you get to learn about why and how exercises are conducted, participate/observe in an exercise being conducted, and finally designing an exercise for a specific organization. Don't worry; the organization doesn't have to actually practice your exercise! However, many student-designed exercises have been utilized by organizations wishing to test their preparedness. You will work with the instructor of CDM 4910 to approve your agency and project, but you will need to scout out an exercise opportunity to observe/participate in. These requirements might be completed with the organization where you are completing the Practicum.

Announcement of exercises in the UCM regional area are posted on the Blackboard Page for CDM Majors, but students must reach out to organizations in their locale to identify exercise opportunities. The starting point is completion of the IS-120 course. The key outcome to the participation activity is preparation of an After-Action Report using the Homeland Security Exercise Evaluation Program (HSEEP) template. The HSEEP template is also used for the exercise design.

**CDM 4990 Practicum in CDM** requires 150 hours of service learning related to your emphasis area. This is not necessarily an internship. Every CDM student must complete CDM 4990 Practicum in Crisis and Disaster Management. There is one basic requirement; complete 150 hours.

There are several goals for this activity:

- Apply knowledge gained in CDM courses
- Gain experience in a new area of practice
- Engage in service learning
- Build a professional network
- Add accomplishments to your resume

**The CDM 4900 Practicum requirement can be fulfilled in one of two ways:**

1. Complete an Internship as a volunteer or employee of a business or agency. The organization provides supervision, evaluation, and guidance to enhance interpersonal skills and work habits. Students without significant related work experience would benefit most from a structured work experience that an internship provides. Organizations offering an internship will determine the work assignments, work schedule, work place, and the resources necessary to accomplish the tasks. Internships may be paid or unpaid, but the student is generally expected to fulfill the requirements determined by the organization. Internships are more structured and may include additional training opportunities, mentoring by seasoned professionals, and working as a member of a team. Internship opportunities will be coordinated through the CDM program and your Success Advisor. Work with your Success Advisor for the full steps to complete the application and enrollment process. Students are always encouraged to seek out internship opportunities with organizations they would like to work for after graduation.
2. Complete a project or a series of projects with one or more organizations. Students with extensive work experience in the field still need to demonstrate their newly acquired knowledge. This can benefit the student and an under-resourced organization. Project activities can be completed independently during irregular hours, between semesters, or with as little as 5 hours a week and extend over more than one semester to accommodate the schedule of working students. These opportunities will be coordinated through the CDM program and your Success Advisor. Contact your Success Advisor for the application and full instructions. These opportunities require a more proactive approach by students to developing, designing, and negotiating a working relationship with the organizations necessary to complete the project.



## **SPECIAL CREDIT FOR TRAINING AND/OR MILITARY SERVICE**

UCM is a Bronze Military Friendly School and has also been recognized as a Top 10 and Military Friendly Spouse School. Submit all military transcripts and your Academic Success Advisor can assist in getting those evaluated and the credit applied to your UCM degree.

Professional training and licenses (such as EMT, paramedic, or Firefighter) can also be reviewed by the Program Coordinator for special credit.

### **Procedure for Awarding Special Credit**

The Crisis and Disaster Management Program Coordinator routinely reviews and evaluates licenses and training certificates for students pursuing degrees and certificates within the program.

The following guidelines are utilized to review and evaluate licenses and training certificates:

1. Special credit will be requested in accordance with policies published in the Undergraduate Catalog. No more than 30 hours of Special Credit can be awarded as part of an undergraduate degree.
2. Special credit will be requested when a student has earned 12 semester hours of credit offered by the Crisis and Disaster Management program.
3. Special credit will be requested to bring a student's total hours to 120 hours. Because special credit must equate to existing courses which are three semester hours, special credit may cause your Central Degree Audit to exceed 120 hours, depending on how many hours the student has earned.
4. The following Special Credit will be requested upon presentation of licenses and training certificates at the baccalaureate lower division (CDM 2000) or baccalaureate upper division (CDM 4000):
  - a. Special Credit for training courses evaluated by American Council on Education College Credit Recommendation Services (ACE CREDIT) will be evaluated based upon ACE CREDIT recommendations.
  - b. Special Credit for a National Registry Emergency Medical Technician (NREMT) license will be requested for 6 semester hours.
  - c. Special Credit for Firefighter I/II state certification will be requested for 6 semester hours.
  - d. Special Credit for the FEMA Professional Development Series (PDS) will be requested for 3 semester hours.
  - e. Other licenses and training will be reviewed and evaluated on an individual, case-by-case basis. Special Credit will be requested after the evaluation is completed.

### **TIPS FOR CLASSROOM SUCCESS**

Many of UCM's resources to help you succeed have already been presented. Here are a few specifically focused on success in the classroom (whether on campus or online).

- 1) Get to know your professors. Whether in the classroom in person or virtually, interact with your professors as much as possible. All have real-world experience and can connect you with people, places, and opportunities as you build your career.

- 2) Get involved. If you are an on-campus student or nearby, visit the [Student Recreation and Wellness Center](#), take in a play, or go to a sporting event. All students can join a professional organization or volunteer – this also serves as a resume booster!
- 3) Ask for help. There are many people on campus ready to answer questions and point you in the right direction – Success Advisors, Career Coaches, faculty, staff, and others. Visit the “[digital learning commons](#)” and get assistance with math, writing, and more. Or try the [Learning Commons main page](#) to set up a Zoom meeting with a tutor.
- 4) Be prepared. Take the “[online orientation](#)” to ensure you are ready to be a distance learner.
- 5) Be engaged in the classroom. Do more than check the box. Ask questions, think about solutions, and challenge your fellow students to think.

A 3 credit hour class meets for three hours in the classroom. In the online format, this equates to approximately three hours within the course on Blackboard (reading instructions, taking quizzes, posting to the Discussion Board, etc). An additional 3 – 6 hours per week is expected in all classes to pursue additional reading and research to complete homework and major assignments.

**OPPORTUNITIES FOR RESUME BUILDING AND NETWORKING**

Classroom instruction is important to build a solid knowledge base, but out of classroom experiences can help get you to the next level in your career. The CDM program offers many opportunities to expand your network and your practical knowledge.

- ✓ Social Media
  - Facebook-UCM CDM Alumni & Alumni in training (follow us!)
  - LinkedIn – create your professional profile and get connected to others
- ✓ Volunteer (your local CERT, Team Rubicon, IREM)
- ✓ Recruiting Events – on and off campus
- ✓ Guest Speakers – working professionals share their knowledge and experience
- ✓ Symposia – bring together practitioners and academics to recognize and address today’s issues in crisis and disaster management
- ✓ Conferences

Faculty and students attend these conferences regularly to participate in training and information sessions on the latest technology and techniques, as well as network with professionals regarding internships, employment, and course resources.

Kansas Emergency Management Association Conference	September each year
Missouri State Emergency Management Conference	August each year
International Association of Emergency Managers Conference	Oct/Nov each year
Firefighters Association of Missouri	April each year
Clean Waterways Conference	April each year
FEMA Higher Education Symposium	June each year
Region VII Local Emergency Planning Committee (LEPC) Conference	July odd years

## STUDENT RESOURCES

### BACHELOR OF SCIENCE DEGREE CRISIS AND DISASTER MANAGEMENT – MAJOR REQUIREMENTS

COURSE NUMBER	COURSE CATALOG DESCRIPTION	TYPICAL ASSIGNMENTS
CDM 3000 Introduction to Crisis and Disaster Management (3)	Natural, technological, and man-caused crises and disasters. All-hazards, mitigation, preparedness, response, and recovery systems. Roles and responsibilities of government, non-governmental organizations, business and industry.	<ul style="list-style-type: none"> <li>• Weekly discussion post</li> <li>• Unit essays</li> <li>• Unit quizzes</li> <li>• Midterm + Final exam</li> <li>• Term paper</li> </ul>
CDM 3400 Community Risk Reduction (3)	Concept and meaning of risk. Integration of mitigation during development, post-disaster redevelopment, and maintenance; formation of disaster-resistance communities, including sociological and political considerations. Prerequisites: CDM 3000 or permission.	<ul style="list-style-type: none"> <li>• Class discussions</li> <li>• Weekly assignments</li> <li>• Quizzes</li> <li>• Mid-term exam</li> <li>• Final Exam</li> <li>• Collaboration project</li> </ul>
CDM 4200 Disaster Management Technology (3)	Technologies used in support of disaster operations. Tools and techniques to collect, analyze, and manage information. Including communication systems, modeling, mapping, and emergent technologies.	<ul style="list-style-type: none"> <li>• Weekly discussion post</li> <li>• Quizzes</li> <li>• Essays</li> <li>• Technology Proposal</li> <li>• IS Courses</li> </ul>
CDM 4400 Research Issues in Crisis and Disaster Management (3)	Introduces the research process, ethics, methodology, and data analysis. Preparation of academic papers, written reports, and proposals. Prerequisites: CDM 3000 or consent.	<ul style="list-style-type: none"> <li>• Weekly discussion post</li> <li>• Bi-weekly essays</li> <li>• Original research project</li> </ul>
CDM 4800 Integrated Emergency Management (3)	Factors influencing multi-agency coordination during phases of disaster management. Explores relationships between public and private sector institutions and collaboration during emergency incidents. Prerequisites: CDM 3000 or permission, and senior standing.	<ul style="list-style-type: none"> <li>• Weekly discussion post</li> <li>• Unit essays</li> <li>• Online chat sessions</li> <li>• Career Plan</li> <li>• Final Exam</li> </ul>
CDM 4900 Technology Application Studies (3)	Individual or group study of emerging technology applications related to crisis and disaster management. May be repeated for a maximum of 6 hours. Prerequisite: departmental approval.	<ul style="list-style-type: none"> <li>• Post technology idea</li> <li>• Technology proposal</li> <li>• Post progress reports on discussion board</li> <li>• Technology Application paper</li> </ul>
CDM 4910 Field Exercise Project (1-3)	Individual or group participation in approved community, institutional, or agency emergency exercises or disaster drills. May be repeated for a maximum of 3 hours. Prerequisite: departmental approval.	<ul style="list-style-type: none"> <li>• Complete FEMA IS-120 course</li> <li>• Participate in an exercise</li> <li>• After Action Report for Exercise</li> <li>• Exercise Design</li> </ul>
CDM 4990 Practicum in Crisis and Disaster Management (3-6)	Practicum experiences are based upon student preparation and interest. May be repeated for a maximum of 6 hours. Prerequisite: departmental approval and junior standing.	<ul style="list-style-type: none"> <li>• Minimum 150 Hrs.</li> <li>• Submit proposal/paperwork</li> <li>• Monthly reports</li> <li>• Submit performance evaluation</li> <li>• Final report</li> </ul>

Core Requirement: 24 credit hours

**CRISIS AND DISASTER MANAGEMENT AREA/CERTIFICATE**

<b>BUSINESS CONTINUITY COURSE NUMBER</b>	<b>COURSE CATALOG DESCRIPTION</b>	<b>TYPICAL ASSIGNMENTS</b>
CDM 3000 Introduction to Crisis and Disaster Management (3)	Natural, technological, and man-caused crises and disasters. All-hazards, mitigation, preparedness, response, and recovery systems. Roles and responsibilities of government, non-governmental organizations, business and industry.	<ul style="list-style-type: none"> <li>• Weekly discussion post</li> <li>• Unit essays</li> <li>• Unit quizzes</li> <li>• Midterm + Final exam</li> <li>• Term paper</li> </ul>
CDM 4715 Business Continuity Planning (3)	Planning methodologies utilized by business and industry. Risk identification, business impact analysis, and the adoption of alternative recovery methods for critical processes. Prerequisites: CDM 3000 or permission.	<ul style="list-style-type: none"> <li>• Class Discussions &amp; Weekly Assignments</li> <li>• Knowledge Checks</li> <li>• Short Essays</li> <li>• Mid-term Exam</li> <li>• Final Exam</li> <li>• Individual Paper/Project</li> </ul>
CDM 4735 – Critical Infrastructure (3)	CI: Exploration of Critical Infrastructure so vital to the economic and national security that they must be protected from intentional and unintentional human acts and natural disasters. Prerequisites: None	<ul style="list-style-type: none"> <li>• Class Discussions &amp; Weekly Assignments</li> <li>• Knowledge Checks</li> <li>• Short Essays</li> <li>• Final Exam</li> <li>• One project (Graduate)</li> </ul>
CDM 4745 Crisis Management (3)	Systematic study of crisis in business and industry; vulnerability analysis, disaster-resistant companies, crisis communications strategies, employee support services, and public relations. Prerequisites: CDM 3000 or permission.	<ul style="list-style-type: none"> <li>• Class Discussions &amp; Weekly Assignments</li> <li>• Knowledge Checks</li> <li>• Short Essays</li> <li>• Mid-term Exam</li> <li>• Final Exam</li> <li>• Individual Practicum</li> </ul>

**CRISIS AND DISASTER MANAGEMENT AREA/CERTIFICATE**

<b>EMERGENCY MANAGEMENT COURSE NUMBER</b>	<b>COURSE CATALOG DESCRIPTION</b>	<b>TYPICAL ASSIGNMENTS</b>
CDM 3000 Introduction to Crisis and Disaster Management (3)	Natural, technological, and man-caused crises and disasters. All-hazards, mitigation, preparedness, response, and recovery systems. Roles and responsibilities of government, non-governmental organizations, business and industry.	<ul style="list-style-type: none"> <li>• Weekly discussion post</li> <li>• Unit essays</li> <li>• Unit quizzes</li> <li>• Midterm + Final exam</li> <li>• Term paper</li> </ul>
CDM 3035 Emergency Response Planning (3)	Management of resources during operations. Emphasis on warning systems, emergency operations centers, and incident command systems. Topics include human behavior, public health and safety. Prerequisites: CDM 3000 or permission.	<ul style="list-style-type: none"> <li>• Weekly discussion post</li> <li>• Three project papers</li> <li>• Quizzes</li> <li>• Exams (midterm + final)</li> </ul>
CDM 4015 Catastrophic Readiness (3)	Exploration of catastrophic events, as contrasted with disasters, requiring unique strategies, techniques, and tools to achieve effective response and recovery for the community and nation.	<ul style="list-style-type: none"> <li>• Weekly discussion post</li> <li>• Final Project</li> <li>• Final Exam</li> </ul>
CDM 4035 Disaster and Society (3)	Impact of disasters on social systems. Disaster mythology; individual and community response. Communications within affected groups and organizations. Prerequisite: CDM 3000 or permission.	<ul style="list-style-type: none"> <li>• Weekly discussion post</li> <li>• Midterm Case Study report</li> <li>• Final Case Study</li> <li>• Final Exam</li> </ul>

**CRISIS AND DISASTER MANAGEMENT AREA/CERTIFICATE**

<b>EMERGENCY SERVICES MANAGEMENT COURSE NUMBER</b>	<b>COURSE CATALOG DESCRIPTION</b>	<b>TYPICAL ASSIGNMENTS</b>
CDM 3000 Introduction to Crisis and Disaster Management (3)	Natural, technological, and man-caused crises and disasters. All-hazards, mitigation, preparedness, response, and recovery systems. Roles and responsibilities of government, non-governmental organizations, business and industry.	<ul style="list-style-type: none"> <li>• Weekly discussion post</li> <li>• Unit essays</li> <li>• Unit quizzes</li> <li>• Midterm + Final exam</li> <li>• Term paper</li> </ul>
CDM 4515 Safety & Health for Emergency Responders (3)	Principles of risk management for emergency services organizations. Emphasis is placed upon supervisory and managerial responsibilities for responder safety and health. *Not available for graduate credit.	<ul style="list-style-type: none"> <li>• Weekly discussion post</li> <li>• Unit essays</li> <li>• Unit quizzes</li> <li>• Midterm + Final exam</li> <li>• Term paper</li> </ul>
CDM 4535 Emergency Services Management (3)	Principles of management for emergency services, including community-focused leadership, strategic planning, and integrated administrative skills. *Not available for graduate credit.	<ul style="list-style-type: none"> <li>• Weekly discussion post</li> <li>• Unit essays</li> <li>• Unit quizzes</li> <li>• Midterm + Final exam</li> <li>• Term paper</li> </ul>
CDM 4575 Emergency Services Personnel Management* (3)	Personnel management, organizational development, recruitment and selection, performance management systems, and collective bargaining in the context of emergency services. *Not available for graduate credit.	<ul style="list-style-type: none"> <li>• Weekly discussion post</li> <li>• Unit quizzes</li> <li>• Final exam</li> <li>• IS courses</li> </ul>

**CRISIS AND DISASTER MANAGEMENT AREA/CERTIFICATE**

<b>ENVIRONMENTAL HAZARDS COURSE NUMBER</b>	<b>COURSE CATALOG DESCRIPTION</b>	<b>TYPICAL ASSIGNMENTS</b>
CDM 3000 Introduction to Crisis and Disaster Management (3)	Natural, technological, and man-caused crises and disasters. All-hazards, mitigation, preparedness, response, and recovery systems. Roles and responsibilities of government, non-governmental organizations, business and industry.	<ul style="list-style-type: none"> <li>• Weekly discussion post</li> <li>• Unit essays</li> <li>• Unit quizzes</li> <li>• Midterm + Final exam</li> <li>• Term paper</li> </ul>
CDM 3225 Hazardous Materials Emergency Response (3)	Properties of hazardous materials. Development and implementation Of plans/programs required for safe response. Utilization of tools and techniques during response to spills and releases. Prerequisites: CDM 3000 or permission.	<ul style="list-style-type: none"> <li>• Class discussions</li> <li>• Weekly assignments</li> <li>• Case studies</li> <li>• Quizzes</li> <li>• Mid-term Exam</li> <li>• Final Exam</li> <li>• Collaboration project</li> </ul>
CDM 4215 Environmental Disasters (3)	Examine man-made, industrial, and technological events that produce environmental disasters. Explore the sociopolitical issues that contribute to environmental disasters.	<ul style="list-style-type: none"> <li>• Essays</li> <li>• Class Discussions</li> <li>• Term paper</li> </ul>
CDM 4245 Managerial Issues in Hazardous Materials (3)	Addresses managerial concerns of a hazardous materials manager at the community/organization level. Emphasis is placed on regulatory compliance and risk management. Other subjects covered include response planning, transportation and storage, ecosystem impacts and remediation. Prerequisites: CDM 3000 or permission.	<ul style="list-style-type: none"> <li>• Homework Assignments</li> <li>• Quizzes</li> <li>• Discussion Questions</li> <li>• Unit Tests</li> <li>• Research Papers</li> <li>• Final Exam On-line</li> </ul>

**CRISIS AND DISASTER MANAGEMENT AREA PUBLIC HEALTH  
DISASTER MANAGEMENT**

<b>COURSE NUMBER</b>	<b>COURSE CATALOG DESCRIPTION</b>	<b>TYPICAL ASSIGNMENTS</b>
CDM 4175 Public Health Disaster Management	Examines the public health response to emerging infections, biological incidents, and health issues that arise as a consequence of disasters. Roles, responsibilities, and ethical considerations in planning and responding to public health emergencies are explored, with special consideration to vulnerable populations.	
Departmentally Approved Elective		
CDM 4100 Emergency Medical Technician I (3)	Note: CDM 4115 EMT Clinical and CDM 4100 Emergency Medical Technician I must be taken together for a total of 6 hours of credit. This course is the required course for any person seeking to become a state certified Emergency Medical Technician - Basic (EMT-B). The course is based on the Department of Transportation's (DOT) 1994 EMT-Basic curriculum. This course has been developed for individuals who desire to perform emergency medical care.	<ul style="list-style-type: none"> <li>• Online textbook and assignments</li> <li>• Classroom assessments</li> <li>• This is an in-person course held at the Johnson County Ambulance District (JCAD) in Warrensburg</li> </ul>
CDM 4115 EMT Clinical (3)	Note: CDM 4115 EMT Clinical and CDM 4100 Emergency Medical Technician I must be taken together for a total of 6 hours of credit. Upon successful completion students are eligible to sit for the NREMT examination.	<ul style="list-style-type: none"> <li>• Clinical assessments</li> <li>• Hands on clinical time with EMS, Fire, and Hospital ER</li> <li>• This is an in-person course held at the Johnson County Ambulance District (JCAD) in Warrensburg</li> </ul>

**BACHELOR OF SCIENCE DEGREE  
CRISIS AND DISASTER MANAGEMENT – ADDITIONAL OPPORTUNITIES**

<b>COURSE NUMBER</b>	<b>COURSE CATALOG DESCRIPTION</b>	<b>TYPICAL ASSIGNMENTS</b>
CDM 2000 Special Activities in CDM (3)	Engaged learning and service learning experiences that provide a context to information presented in the classroom. Emergency services, military, and field experiences contribute to the knowledge.	<ul style="list-style-type: none"> <li>• Local agency field trip</li> <li>• Field trip report</li> <li>• Midterm and Final</li> <li>• IS courses</li> </ul>
CDM 4000 Special Topics in Crisis and Disaster (3)	Exploration of emerging issues in the management of crises and in depth examination of special topics impacting on disasters. May be repeated.	<ul style="list-style-type: none"> <li>• Weekly Assignments</li> <li>• Short papers</li> <li>• Term paper</li> </ul>

## **BOOK LIST FOR CLASSES**

This list shows the textbooks typically used in CDM courses. **Always consult the course syllabus** and/or UCM Bookstore to verify the book used in your course.

### **CDM 2000 Special Activities in Crisis and Disaster Management**

Walsh, D, et al. (2011). *National Incident Management System: Principles and Practice*. Jones & Bartlett. ISBN: 9780763781873

### **CDM 3000 Introduction to Crisis and Disaster Management**

Haddow, George, Jane Bullock, and Damon Coppola. (2021) *Introduction to Emergency Management*, 7th Ed. Butterworth- Heinemann ISBN: 9780128030646

### **CDM 3035 Emergency Planning**

Brooks, M. (2003). *The Zombie Survival Guide: Complete Protection from the Living Dead*, Random House. ISBN: 9781400049622

Perry, R.W., and Lindell, M.K. (2007). *Emergency Planning*, John Wiley and Sons, Inc. ISBN: 9780471920779

### **CDM 3225 Hazardous Materials Emergency Response**

Noll, G, et. al. (2013). *Hazardous Materials: Managing the Incident – 4th ed*, Fire Protection Publications/IFSTA. Jones & Bartlett ISBN: 9781449670849 **(Required Primary Book)**

Hildebrand, J. (2014). *Hazardous Materials: Managing the Incident – Student Workbook*, Jones & Bartlett. ISBN: 9781449688295 **(Required Supplement)**

Bevelacqua, A., Hildebrand, M.S., and Noll, G.G. (2014). *Hazardous Materials: Managing the Incident – Field Ops Guide 4E*, Jones & Bartlett. ISBN: 9781449696726 **(Optional Book)**

### **CDM 3400 Community Risk Reduction**

Phillips, Brenda D. (2016). *Disaster Recovery*, Taylor & Francis. ISBN-13: 978-1-4665-8384-9

Schwab, Sandler and Brower. *Natural Hazard Mitigation, 2nd Edition*, Taylor & Francis. ISBN: 9781466595569

### **CDM 4015 Catastrophic Readiness**

Bissell, Rick (2013) *Preparedness and Response to Catastrophic Disasters*, Taylor & Francis Group. ISBN 9781466511897

### **CDM 4035 Disaster and Society**

Drabek, T.E. (2013). *The Human Side of Disaster*, 2nd edition, Taylor & Francis Group. ISBN: 978-1466506855

### **CDM 4200 Disaster Management Technology**

Pine, J.C. (2017). *Technology and Emergency Management*, 2nd edition, John Wiley and Sons, Inc. ISBN: 9781119234081

### **CDM 4215 Environmental Disasters**

Online Text.

### **CDM 4245 Managerial Issues in Hazardous Materials**

Borgias, A. & Bradfield, M. (2015) *Managing Hazardous Materials: A Definitive Text*, 3rd Edition. Rockville, MD: Institute of Hazardous Materials.



**CDM 4400 Research Issues in Crisis and Disaster Management**

Creswell, J.W. (2018). *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches, 5th Edition*, Sage Publications Inc. ISBN-13: 9781506386706

Stallings, R.A. (2003). *Methods of Disaster Research*, Xlibris Co. ISBN: 9781401079703

**CDM 4515 Safety and Health for Emergency Responders**

Angle, James. (2015) *Occupational Safety and Health in the Emergency Services 4th Edition*, Jones and Bartlett Publishing. ISBN-13: 978-1-284-03591-9

**CDM 4535 Emergency Services Management**

Smeby, L. Charles, Jr. 2014. *Fire and Emergency Services Administration: Management and Leadership*, 2nd ed. Burlington, MA: Jones & Bartlett Learning. ISBN 13#: 978-1-4496-0583-4

**CDM 4575 Emergency Services Personnel Management**

Edwards, Steven T. (2009). *Fire Service Personnel Management 3rd Edition*, Prentice Hall. ISBN: 978-0135126776

**CDM 4715 Business Continuity Planning**

Burtles, Jim. (2010). *Principles and Practice of Business Continuity: Tools and Techniques*, 2nd Ed. Rothstein Associates, Inc. ISBN: 978-1931332941

**CDM 4735 Critical Infrastructure**

Lewis, T.G. (2014). *Critical infrastructure protection in Homeland Security: Defending a networked nation* (2nd ed). Wiley. ISBN 9781118817636

**CDM 4745 Crisis Management**

Crandall, W.R., Parnell, J.A., & Spillan, J.E. (2013). *Crisis Management, 2nd Edition*. Los Angeles: SAGE Publications. ISBN: 9781412991684

**CDM 4800 Integrated Emergency Management**

No Textbook.

**CDM 4900 Technology Application Studies**

TECHNICAL APPLICATION PACKET: Braun, Ernest. (1998). *Technology in Context: Technology Assessment for Managers*, Chapter Two, Routledge. Prepared by UCM.

**CDM 4910 Field Exercise Project**

Assigned readings in Blackboard.

**CDM 4990 Practicum in CDM**

No Textbook.

## Crisis & Disaster Management Bachelor of Science Degree Course Planner

**Core Course Requirements: 24 hours**

		Fall	Spring	Summer	Fall	Spring	Summer
CDM 3000 Intro to Crisis & Disaster Mgt	3						
CDM 3400 Community Risk Reduction	3						
CDM 4200 Disaster Management Technology	3						
CDM 4400 Research Issues in Crisis & Disaster Mgt	3						
CDM 4800 Integrated Emergency Management	3						
CDM 4900 Technology Application Studies	3						
CDM 4910 Field Exercise Project	3						
CDM 4990 Practicum in Crisis & Disaster Mgt	3						

**Select ONE of the following options: 12 hours**

**Business Continuity Area**

		Fall	Spring	Summer	Fall	Spring	Summer
CDM 4715 Business Continuity Planning	3						
CDM 4735 Critical Infrastructure	3						
CDM 4745 Crisis Management	3						
Departmentally approved technical elective	3						

**Emergency Management Area**

		Fall	Spring	Summer	Fall	Spring	Summer
CDM 3035 Emergency Response Planning	3						
CDM 4015 Catastrophic Readiness	3						
CDM 4035 Disaster & Society	3						
Departmentally approved technical elective	3						

**Emergency Services Management Area**

		Fall	Spring	Summer	Fall	Spring	Summer
CDM 4515 Safety & Health for Emergency Responders	3						
CDM 4535 Emergency Services Management	3						
CDM 4575 Emergency Services Personnel Mgt	3						
Departmentally approved technical elective	3						

**Environmental Hazards Area**

		Fall	Spring	Summer	Fall	Spring	Summer
CDM 3225 Hazardous Materials Emergency Response	3						
CDM 4215 Environmental Disasters	3						
CDM 4245 Managerial Issues in Hazardous Materials	3						
Departmentally approved technical elective	3						

**General Education Requirements: 42 hours**

CHEM 1103 or CHEM 1104 only needed if 3 – 4  
 completing the Environmental Hazards Area

**Free/Fallthrough Electives: 42 hours**

**Minimum Total for Bachelor's Degree 120 hours**