

Course Syllabus Fall 2025 EADP 3055

EOC Design and Operations

Instructor: Dr. Ron Timmons
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Day: Wednesdays
Time: 2:00PM - 4:50PM
Location: Chilton 240

Course Description

This course emphasizes the principles of the design and operation of Emergency Operations Centers (EOCs). In addition to standard EOC functions established in the scholarly literature, course material covers the selection and arrangement of suitable space and equipment, the acquisition and deployment of appropriate communications and information-management technology, crisis decision-making, and the integration of multiple organizations into an emergency management system.

Course Objectives

- To gain a comprehensive understanding of incident management systems and EOC design and operations in order to be successful in the field of emergency management
- Incorporate theories and concepts into real world applications associated with disaster management
- Familiarize with crisis information management technologies
- Enhance understanding of the challenges and opportunities that disaster management presents to emergency management professionals

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.

Course Text and Reference Materials

Required readings will be available on the course Canvas site, selected from various professional journals and government publications. Students should be prepared to discuss the materials during class. Material from reading assignments will be incorporated into exams even if the material is not directly covered during a lecture.

A portion of class will be dedicated to the discussion of current events related to the field of emergency management. Students should monitor the media and come prepared to discuss relevant events.

Lectures: Lectures will cover a variety of material including the assigned readings. If you miss a class, you are responsible for obtaining missed notes from your classmates.

GENERAL COURSE POLICIES

Syllabus Changes: This syllabus may be modified as needed to enhance the learning process. Students will be given advanced notice of the changes.

Course Structure, Requirements, and Grading Criteria: A combination of lecture, discussion, and class activities will be utilized for the class sessions. The course will be as realistic-oriented as possible and thus will rely on student involvement. Pertinent subject matter will be introduced and tied with the various readings on a topic, but you will be expected to actively participate in discussions. You are expected to complete all required reading assignments prior to attending class.

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

Email Communications: Use the instructor's UNT email address (Ronald.Timmons@unt.edu) from your UNT email account, only. Information regarding grades may only be sent via a UNT email address. Canvas messaging will be used to disseminate information but not for routine or time sensitive email communication.

Canvas: Contains the syllabus, course materials, readings, and changes in class schedule. Students are encouraged to check the Canvas website on a regular basis.

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

Online Content: Sessions of this course may be recorded and may, at the sole discretion of the instructor, be occasionally provided for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

GRADING STRUCTURE

• Class Attendance and Participation	10 pts
• FEMA Independent Study and Briefing	10 pts
• Quiz(zes)	10 pts
• Mid-Term Exam	20 pts
• Final Exam	20 pts
• EOC Design Project Paper	20 pts
• EOC Design Presentation	<u>10 pts</u>
Total	100 pts

A point 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 Canvas.

There are no "extra credit" opportunities. Incomplete grades are very rare and are not a reprieve for failing work. Requests to be considered for an incomplete grade are only for students passing at the end of the semester, and otherwise able to verify through the Dean of Students a, "justifiable and documented reason, beyond the control of the student."

Specific Course Requirements

Attendance and Participation:

Attendance is mandatory for the full class period and will be recorded. Students are to advise the instructor by UNT 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 four or more class sessions are at risk of a failing grade.

- I. Exams:** A mid-term exam and a final exam will be administered during the course. The time of the final exam is listed on Canvas and the campus exam schedule. The questions will be based

upon material and information introduced during lectures, 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 UNT email or office phone message prior to the exam. Make-up exams may be composed of questions different from the regular exam.

II. FEMA Independent Study Certification and Presentation

You will be required to complete a FEMA online independent study course during this semester. The certificate of completion must be submitted by the date indicated. The student will deliver a seven-minute oral briefing to the class; presentations lasting less than seven minutes (videos and questions not permitted) will be subject to penalty. The selection of the online class will be at the discretion of the student, following areas of personal interest, applicable to the course scope. Students will be expected to explain how the course selected ties into the principles of this EOC class. Access the FEMA course list and be ready to sign-up for your specific course selection: <https://training.fema.gov/is/crslist.aspx?all=true>

III. EOC Project:

Each student will design an EOC layout and deliver a ten-minute class presentation. The presentation is to be supported with Microsoft PowerPoint (or similar); keep slides simple, with large font and few words.

Due October 8 class: a one-page project paper outline, including the location of the EOC, and a one-page proposed bibliography (formatted, but basic, not annotated), uploaded to the project paper in the gradebook.

Due November 12: the full, completed project paper in Word, uploaded to the project paper in the gradebook and brought to class in hardcopy. Late submission will be penalized.

Prepare a written proposal and presentation justifying why the community you have selected needs a functional EOC. The main section must be six to seven pages, double spaced, including the area's risks, needs justification, and design recommendations. The overall packet must be at least ten pages, including the cover page and bibliography. The written proposal is to be uploaded to Canvas, as a Word (or equivalent) document, not pdf.

Written proposal – For the written proposal, you are to assume that the community selected has no adequate EOC. The written proposal should contain three elements:

1. Justification – Why should they have a functional EOC? Address the risks, issues and problems facing the community and how the EOC would benefit them. Include appropriate benchmarking with other similar communities. The text should convince decision-makers of the need for a functioning EOC, along with your physical description of what you are proposing. This portion of the report must be at least six pages of text; any pictures or diagrams must be included in an appendix, not imbedded within the text. Cite at least five external sources for the concepts, facts and/or figures used in the justification. Professional journals and books must be the source of at least three of the required five references.
2. Design – Include a drawing as an appendix to the justification report. You are to design how you would configure the building to function as an EOC, including technology and functional areas. This appendix should only be one or two pages providing a visual representation of the one or two designs you would suggest. This portion does not count toward the six-page minimum justification section.

3. Preliminary Line-item Equipment Budget – included as an appendix to the justification report. Assume that the capital budget for construction/remodeling of the facility, IT networks and back-up power will be handled by others. Prepare a preliminary budget to equip your EOC. Assume you have no furnishings or interior equipment; the budget should only consist of furnishings and equipment, not structure and utilities. Show the costs of desks, chairs, computers, visual displays, radios, and other operational features, with one line per category, displaying in columns the quantity, item price, and subtotals. A one to two page table or spreadsheet will suffice. This portion does not count toward the six page minimum justification section.

Presentation – Assume you are giving a presentation on your proposal to the administrative authority with power to approve or decline your proposal (prepare and act in the manner you would if you were a professional giving this presentation). You will have ten minutes to make your “sales pitch.” You are limited to eight PowerPoint slides. Include your budget figures and diagram in the presentation.

Focus your presentation on the justification, but then provide answers to the following three questions. 1 – Why does the jurisdiction need an adequate EOC? 2-What would this potential EOC look like from a layout perspective? 3 – What would be a rough estimate of the monetary needs to equip this space? Remember that this might be but one of numerous pitches being made for time, space and money for proposed needs by various departments within the jurisdiction.

Grading will be based on the completeness and quality of your written justification and oral presentation.

Writing Requirements

- 1) Use Standard English; write succinctly and professionally. 12-point Times New Roman font, double spaced, using one inch margins is required. Check a guide such as: <https://owl.english.purdue.edu/owl>
- 2) Avoid long passages of quotations from other sources. No more than 20 percent of the content is to be verbatim from other sources. Cite external information properly.
- 3) Proofread your paper. Words that otherwise exist in spellcheck, but do not belong in the context of a passage, are common errors. Also, ask someone else to proofread your paper before you hand it in.
- 4) Acronyms– spell out the first time used followed by the acronym in parenthesis. You can then use the acronym in the remainder of the paper.
- 5) Too much capitalization is a common issue. Emergency management should not be capitalized. Titles are not capitalized unless used before a name. Less is more, in this regard. Check online references if in doubt.
- 6) Single digit numbers 1-9 must be spelled-out when used within text. Spell-out percent, instead of using the “%” symbol. Do not use “etc.” in college papers. Use a active voice.
- 7) Refereed journals provide the best reference sources– that means it is from a scholarly journal that is peer-reviewed before articles are published. Periodicals such as news magazines, newspapers, and blogs are not refereed journals.

- 8) Official government websites can provide legitimate information, but there are many websites with no quality control mechanisms in place for material on the site. Be wary of using private, commercial, and/or special-interest sites and limit them in your bibliography. You must provide the specific web address for the material you are using as a reference. Learn and follow proper citation format.
- 9) You must cite references within the text, using the (author, date) style of referencing. Page numbers are not necessary for a reference in the text unless it is a quote. At a minimum, be consistent in the referencing style you use. If you need examples of citation styles, use an emergency management journal to provide illustrations.
- 10) Alphabetize the bibliography entries as a separate page(s) at the end of your paper. Annotated bibliographies are not necessary. Every entry in the bibliography needs to correspond to at least one in-text, author-date citation.
- 11) Include a title page with your name on it. Do not use headers or footers in the paper other than for page numbers. Do not number the title page; the first page of text begins with "1."

Class Schedule and Lectures (May be adjusted as needed)

August 20	Welcome & Introductions - Class requirements and expectations
August 27 Week #2	Reading Assignment: 1) Chapter 10: EOC Management and Operations. Principles of Emergency Management and Emergency Operations Centers by Michael J Fagel
	Overview of EOC purpose and Operational Framework
September 3 Week #3 Meet at Willis Library	Reading Assignments: 1) Chapter 5: The Emergency Operations Center. Disaster Operations and Decision Making, including Appendix to Ch. 5 FEMA EOC Checklist 2) EOC Design Considerations (Holdeman, Eric)
	EOC Physical Features and Design Requirements College Research Overview
September 10 Week #4	Reading Assignment: 1) Design Components of a Modern Emergency Operations Center for the City of Clearwater, Florida (Welker, Terry) 2) Equipping and Arranging an Emergency Operations Center (EOC) for Miami township (Jirka, Glenn)
	EOC Physical Features and Technologies (Continued)
September 17 Week #5	Reading Assignment: 1) Information Flow During Crisis Management: Challenges to Coordination in the Emergency Operations Center (Militello, Laura) 2) Ten Criteria for Evaluating the Management of Community Disasters (Quarantelli, E. L.)

September 24 Week #6	EOC Activation Simulation, EOC Staffing, Roles, and Responsibilities Reading Assignment: Shouldis, William. "The Emergency Operations Center: A Vital Preparedness Tool." Fire Engineering 163, no. 5 (2010).
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October 1 Week #7	EOC Site Briefings
	Project paper outline and bibliography draft due
October 8 Week #8	Mid Term Exam
October 15 Week #9	FEMA Independent Study Presentations
	Certificate of completion due, seven-minute oral briefing to the class
October 22 Week #10	Reading Assignment: Chapter 11: ICS/EOC Interface. Principles of Emergency Management and Emergency Operations Center (Fagel, Michael)
	FEMA Independent Study Presentations, continued
October 29 Week #11	Coordinating multi-organisational responses to disaster: Lessons from the March, 2000, Fort Worth tornado, McEntire, David A
November 5 Week #12	Interpersonal Dynamics, Media Relations, Social Media
November 12 Week #13	Paper Due, EOC Project Paper Presentations
November 19 Week #14	EOC Project Paper Presentations
	[Off Thanksgiving Week November 26]
December 3 Week #15	Campus Safety and Emergency Coordination Meet at the UNT EOC at the Coliseum
December 10 Week #16	Final Exam Special Time 1:30 PM

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. Determination of cheating or plagiarism shall be made by the course instructor.

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 CLASS

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 class 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, online, etc. The Code of Student Conduct can be found at www.unt.edu/csrr.

EADP POLICIES

PLAGIARISM:

Instructors 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*
- *copying text from external sources and then rearranging words, or substituting synonyms*
- 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 instructor, or provide citations.

COMPUTERS AND CELL PHONES IN CLASS:

EADP classes serve as a venue permitting 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 electronic devices such as computers and cell phones.

ONLINE CONTENT:

Any video sessions in this course will be recorded and may, at the sole discretion of the instructor, be occasionally provided for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.