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COURSE SYLLABUS

Term: Fall 2017

PSM 333: Leadership and Crisis Management, Group 46

Instructor Information:

Instructor Name	Robert R. Johnson
Office Number:	DNA
Phone Number:	312-330-6233
Email:	rjohnson@ccsj.edu
Hours Available:	Mondays: 0800-0900 at East-West University, 829 S. Wabash. 1700-1800 at Police Training Facility. I am available throughout the week via email.
Instructor Background: Robert R. Johnson was awarded an AAS in Law Enforcement from Chicago City Colleges, a B.A. in Philosophy from Saint Xavier University and an M.S. in Criminal Justice Counselling from Saint Xavier University. He has taught for Northwestern University and is currently an Adjunct Professor in Public Safety Management at Calumet College of Saint Joseph in Whiting, IN. and an Adjunct Professor of Criminal Justice at Daley College in Chicago. He was a contributing editor at <u>Law and Order Magazine</u> , 2005-2010, authoring a bi-monthly article on Leadership and Supervision, entitled, "Captain." He served on the Chicago Police Department for 42 years, retiring at the rank of Captain (2012) while serving as Executive Officer in the Chicago Police Deering (009) district.	

Course Information:

Course Time:	Mondays, Sep 11, 18, 25, Oct 2, 9, 16 Day classes: 0900 to 1230 hrs. Evening classes: 1800 to 2130 hrs.
Classroom:	Day classes: East-West University, 829 S. Wabash, Rm TBD Evening classes: Chicago Police Training Division: Rm 200-204 TBD
Prerequisites:	
Required Books and Materials:	<u>Police Leadership: Organizational and Managerial Decision-Making Process</u> , 2 nd Edition, M. R. Haberfeld, Pearson Publishing.
Learning Outcomes/ Competencies: Students in this course will develop a base of knowledge, understanding, and familiarity with basic crisis management and leadership theory for Law Enforcement managers/supervisors.	
Course Description: This course examines the theories and practices of strategic and operational planning for crisis and emergency management. Students will learn and practice decision making during crisis events and	

situations. They will be able to differentiate between decision making in a crisis environment and a normal work environment. Emphasis will be placed on the emergent leadership model versus the designated leadership model. Students will explore ways to coordinate public safety response with private security entities as well as governmental agencies.

Learning Strategies:

Reading material, lectures, power point presentations, discussions, student presentations, videos, quizzes, and essays.

Experiential Learning Opportunities:

We will utilize problem-based and project based learning activities.

Assessments:		
Major Assignments:	Quizzes (5) Presentation (1) Essays (3)	50 points 20 points 30 points
Participation	Participation: Each student is required to complete sufficient reading to develop a thorough understanding of the course material, attend class, on time and not leave early and participate fully in class discussions	Missed class (-5) Late or leave early (-1 to -5) depending on the number and length of absence(s) Relevant participation (+5 or more, depending on the extent and relevance).
Grading Scale		
A:	92-100	
A(-):	90-91	
B(+):	88-89	
B:	82-87	
B(-)	80-81	
C(+):	78-79	
C:	72-77	
C(-):	70-71	
D(+):	68-69	
D:	62-67	
D(-)	60-61	
F:	59 and below	

Course Schedule:		
Class Date		
Week 1:	Introduction, requirements, expectations, videos, reviewing the syllabus. Chapters 1 & 2.	Read Chapters 1 & 2 for 1 st day of class
Week 2:	Discussion, presentations, videos, quiz, essay due	Chapters 3 & 4
Week 3:	Discussion, presentations, videos, quiz, essay due	Chapters 5 & 6
Week 4:	Discussion, presentations, videos, quiz, essay due	Chapters 7 & 8
Week 5:	Discussion, presentations, videos, quiz, essay due	Chapters 9 & 10
Week 6:	Discussion, presentations, videos, quiz.	Chapters 11 & 12

I reserve the right to change this schedule to meet the needs of the class.

Responsibilities	
Attending Class	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.</p> <p>Due to the accelerated format of the program, it is a serious matter when a student misses even one session. If the student misses more than one session, the student is required to withdraw by contacting the academic advisor and their instructor. Coming late and leaving early will adversely impact the grade. One missed class loses 5 points. Coming in late or leaving early loses anywhere from 1 point to 5 points depending on the extent of the absence. Obviously, this can make a difference in the final grade.</p>
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work on the day it is due. I will provide each student with the specific due dates for the three essays for this class and you will be assigned a date (convenient to you) to make your presentation. As well, you must be

	<p>present for the quizzes. There are no make-up quizzes. A missed quiz loses the entire ten points. You are required also to make your presentation on the date assigned to you or make arrangements with the instructor to re-schedule. Failure to do so will cost you all points for the presentation. Three points will be deducted for each essay not completed and presented on the due date.</p> <p>All essays must be hard copy.</p>
Using Electronic Devices	<p>Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent. All phones need to be set to vibrate or silent. Taking a call during class is disruptive. Texting during class is the height of rudeness and most definitely will impact the grade with a loss of 1 or more points depending on the frequency and extent.</p>
Participating in Class	<p>Participation is vital to the learning process. Students will be prepared to discuss the assigned material and contribute personal opinions and ideas relevant to the subject matter. Class participation will affect the student's grade. Coming late, leaving early affects the participation aspect of the grade. You cannot participate if you are not there.</p>
Doing Your Own Work	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p>PLEASE NOTE: All papers will be electronically checked for plagiarism. Eyes on your own paper during the quizzes. Students observed looking at another student's quiz will receive a ZERO for the quiz. I am very strict about this.</p>
Withdrawing from Class	<p>After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.</p>

Resources	
Student Success Center:	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.</p>
Disability Services:	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a "reasonable accommodation" because of a disability, contact the Disability Services Coordinator at 219-473-4349.</p>

<p>CCSJ Alerts:</p>	<p>Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: http://www.ccsj.edu/alerts/index.html. In addition, you can check other media for important information, such as school closings: Internet: http://www.ccsj.edu Radio: WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78, TV-2,5,7,9,32</p>
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Emergency Procedures

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

FIRE

EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
 - Location of the fire within the building.
 - A description of the fire and how it started (if known)

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

TORNADO

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

BOMB THREATS

EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
 - Don't touch it!
 - Evacuate the area.

TERRORISM AND ACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION

1. Call 911 and report intruder.

RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**

4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.