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**COURSE SYLLABUS**

**Term: September - October 2018 Group X**

**PSA 534- RISK MANAGEMENT**

<b>Instructor Information:</b>	
<b>Instructor Name</b>	Daniel S. McDevitt
<b>Office Number:</b>	
<b>Phone Number:</b>	708/224-8516
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<b>Hours Available:</b>	
<p><b>Instructor Background:</b> <u>Daniel S. McDevitt</u> completed a thirty-six year law enforcement career, which began with his appointment as a Special Agent with the Naval Criminal Investigative Service (NCIS). He then served for 24 years with the Illinois State Police (ISP), retiring as a Captain, and subsequently served for ten years as Chief of Police in two Chicago suburbs, Homewood and Lansing, IL. He is the recipient of several law enforcement awards, including: Medal of Valor, Purple Heart Medal, Lifesaving Award, Governor’s Award for Achievement, and several other police and military awards.</p> <p>McDevitt has a Master of Science degree in Criminology, is a graduate of the FBI National Academy and the FBI Executive Development Program, and has taught at colleges, universities, and police academies in the United States, Europe, Africa, Asia, and the Middle East for both civilian and military law enforcement personnel. He has authored three books: <i>“Police Chief- Attaining and Succeeding in this Critical Position”</i>, <i>“Major Case Management- a Guide for the Law Enforcement Manager”</i>, and <i>“Managing the Investigative Unit,”</i> and several law enforcement and management articles, and has served as a consultant for both governmental agencies and private corporations.</p> <p>He is also retired as an Intelligence Officer with the U.S. Navy, where he held the rank of Lieutenant Commander after completing a twenty-year career which included both enlisted and commissioned service. As a Medical Corpsman he cared for Vietnam wounded USMC and USN personnel, and later as an Intelligence Officer, he specialized in foreign counterintelligence and analysis of terrorist operations. He was recalled to active duty twice for the Gulf War, where he conducted counter surveillance operations and protective services details.</p> <p>He has served as a consultant for the U.S. Department of State on several occasions, and has developed and presented courses internationally for the State Department’s Global Anti-Terrorism Assistance Program and for the Department of Defense Executive Institute throughout Africa, Asia, the Middle East, and Europe. He has also planned and conducted several dignitary protection details for high-profile individuals.</p>	

He is the Vice President of Consultation Services of P4 Security Solutions LLC, a management consulting firm. The firm provides a variety of public safety, security, and management services and training programs for corporate, business, and government clients worldwide.

Included in these services are: Operational and Liability Analysis for Municipalities, Policy and Procedure Development, Promotional Assessment Centers, Chief Executive Selections, Emergency Operations and Campus Violence Prevention Planning/Training for colleges and universities, Expert Witness Testimony, Sensitive Investigative Services, Reorganization, Consolidation, and Efficiency Improvement of Public Safety Agencies, a number of training programs, and other services.

Web site: [www.p4secure.com](http://www.p4secure.com)

<b>Course Information:</b>	
<b>Course Time:</b>	AM Session 9am to 1pm....PM Session 6pm to 10pm
<b>Classroom:</b>	AM- Room 402 East-West University/ PM- Room 203- CPD Academy
<b>Prerequisites:</b>	
<b>Required Books and Materials:</b>	<i>Risk Analysis and the Security Survey</i> , 4 <sup>th</sup> Edition, by James F. Broder CPP and Eugene Tucker, published by Elsevier, for Butterworth-Heinemann, ISBN #12:978-0-12-382-233-8
<b>Learning Outcomes/ Competencies:</b> Students will: develop a greater understanding of how risk identification and management impacts corporate, private, and other enterprises. The role of security inspections and analysis are an integral element of risk management, and students will gain practical experience conducting a security analysis. Documentation of security surveys and presentation of findings will better prepare students for the Capstone project.	
<b>Course Description:</b> This course deals in risk management theory and practice relative to strategic and operational planning in both the private and public sectors. The risk management process is developed in great detail throughout this course by generating an on-site risk assessment evaluation, utilizing the implementation of safety-orientated programs and countermeasures designed to assist in the reduction of risk levels. Students will examine the management of risk associated with a range of conditions and events, which include, but not limited to fire and fire safety, crime and terrorism, public safety deficiencies, hazardous and toxic materials, and natural disasters. Site assessment case studies are intended to familiarize and better prepare students for the Public Safety Administration capstone project by developing a greater sense of the practical application of these concepts.	
<b>Learning Strategies:</b> Lecture, group discussion, technological media, web-based learning, student presentations.	
<b>Experiential Learning Opportunities:</b> Because grants provide funding for experiential learning, we are required to report on this category annually. The experiential learning activities used in this class will include locating a site for a Security Analysis, Conducting the Security Analysis, Preparing a written document regarding the analysis, and designing and making a presentation regarding the Security Analysis.	

**Assessments:**

<b>Major Assignments:</b>	Major Assignments will include individual student presentations and a group security survey project that will involve out of class visits to a facility, observation of the operations of the facility, preparation of a report on the security analysis, and presentation in a group format of the assessment and report.	
<b>Class Participation</b>	Class participation is vital to any learning process. Students should always be prepared to discuss the assigned material(s) and mandatory outside readings as listed. Each and every student is strongly encouraged to actively participate throughout this term. Class participation (or lack thereof), September affect the group's final grades and is certainly included in the determination of the individual student's final grade.	

**Grading Scale**

100 – 92: A	91 – 90: A-	
89 – 88: B+	87 – 82: B	81 – 80: B-
79 – 78: C+	77 – 72: C	71 – 70: C-
69 – 68: D+	67 – 62: D	61 – 60: D-
59 and below	F	

**Course Schedule:**

<b>Thursday September 6, 2018</b>	Course introductions: - projects, groups, sites, rubrics, introductions - group formation and site discussion - site finalization, letter approval, reporting of data - data collection instrumentation development - site selection to be discussed
<b>Thursday- September 13, 2018</b>	Be prepared for discussion on: Chapters 1-3 in the text - site selection made, visits to commence
<b>Thursday- September 20, 2018</b>	Be prepared for discussion on: Chapters 4-6 in the text - site visits to continue
<b>Thursday- September 27, 2018</b>	Be prepared for discussion on: Chapters 7-9 in the text - site visits to continue, presentation should be initiated

Thursday- October 4, 2018	Be prepared for discussion on: Chapters 12-13 in the text - project format, group processes steps on combining all project-related data
Thursday- October 11, 2018	Be prepared for discussion on Chapters 14-16. Course project individual group meetings for project completion
Thursday- October 18, 2017	Project Presentations

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

<b>Responsibilities</b>	
<b>Attending Class</b>	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 <b>more</b> responsibilities to keep up and meet the objectives of this course. Students are required to notify the instructor prior to any absence, and will be assigned additional work due to the absence. If the student misses more than one session, the student September be administratively withdrawn from the course.
<b>Turning In Your Work</b>	You cannot succeed in this class if you do not turn in all your work on the day it is due. Considering the fact that this is a Graduate course, unless prior approval is obtained from the instructor, late work will not be accepted.
<b>Using Electronic Devices</b>	Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you September be asked to leave, in which case you will be marked absent.
<b>Participating in Class</b>	You must be on time, are expected to stay for the entire class, and be able to demonstrate that you have done the assigned reading. If you are not prepared for class discussion, you September be asked to leave, in which case you will be marked absent.
<b>Doing Your Own Work</b>	<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>

	<b>PLEASE NOTE:</b> All papers September be electronically checked for plagiarism.
<b>Withdrawing from Class</b>	After the last day established for class changes has passed (see the College calendar), you September withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

<b>Resources</b>	
<b>Student Success Center:</b>	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.
<b>Disability Services:</b>	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.
<b>CCSJ Alerts:</b>	<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:  <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a>.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p><b>Internet:</b> <a href="http://www.ccsj.edu">http://www.ccsj.edu</a>  <b>Radio:</b> WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78  <b>TV Channels:</b> 2, 5, 7, 9, 32</p>

## 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.