**Name of the Course : KY657/Human Resources Management in Disasters**

**Medium of the Course :** Turkish

**Aim of the Objective :** In this lesson; the multifaceted effects of disasters It is aimed to explain how to manage the disaster management cycle, which consists of preparation, response, recovery, risk and damage reduction, and how to use the human resources in this cycle effectively and efficiently in order to prevent or reduce disasters.

**Level of the Course :** Master Degree

**Type/ Content of the Course :** Elective/ In order to prevent or reduce the multifaceted effects of disasters, it is of great importance to manage the disaster management cycle, which consists of four stages: preparation, intervention, recovery, risk and damage reduction, and to manage the human resources involved in the disaster management cycle effectively and efficiently. Human resources management includes the functions of planning, selecting, placing, training and developing the most appropriate human resources required to achieve the organization’s goals, ensuring their safety and protecting their health.

**Credit of the Course :** 3

**Term / Weekly Hour :** Spring/3

**Name(s)/Surname(s) of Instructors : Assoc.Prof.Dr. Suudan Gökçe GÖK**

**Program Coordinator :** Prof.Dr. Elif ÇOLAKOĞLU

**Prerequisites : -**

**Teaching Methods :** Lecture (Presentation), Discussion, Case Study

**Resources :** Resources related to the course vary according to the subject of the course and Separate and updated readings are given for each week/topic.

**WEEKLY TOPICS**

|  |  |
| --- | --- |
| **Weeks** | **Units** |
| **1** | Human resources management process in disasters |
| **2** | Human resources planning and organization in disasters |
| **3** | Human resources to work in disasters selection and placement |
| **4** | Evaluation of human resources performance in disasters |
| **5** | Training and development of human resources to work in disasters |
| **6** | Evaluation of human resources working in disasters in terms of management functions |
| **7** | Motivation and empowerment of personnel working in disasters |
| **8** | Stress, time and conflict management in disasters |
| **9** | Teamwork and leadership in disasters |
| **10** | Case study |
| **11** | Case study |
| **12** | Case study |

**EVALUATION SYSTEM**

|  |  |  |
| --- | --- | --- |
| **Semester Studies** | **Number** | **Contribution Margin %** |
| **Attandence** | 1 | 10 |
| **Quiz** | - | - |
| **Midterm** | 1 | 20 |
| **Practice** | - | - |
| **Project** | - | - |
| **Assignment / Presentation** | 1 | 30 |
| **Final** | 1 | 40 |
| **Total** | 4 | 100 |

**ECTS / WORKLOAD TABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITES** | **NUMBER** | **DURATION**  **(Hour)** | **Total workload (Hour)** |
| **Theoretical Course (+Practice)** | 14 | 3 | 42 |
| **Duration of Out-of-Class Study** | 14 | 4 | 56 |
| **Presentation/Seminar Preparation** | 2 | 18 | 36 |
| **Project** | - | - | - |
| **Assignments** | 1 | 18 | 18 |
| **Midterm**   1. **Exam** 2. **Individual Study For The Exam** | 1 | 8 | 8 |
| **Final**   1. **Exam** 2. **Individual Study For The Exam** | 1 | 8 | 8 |
| **Total workload (hours)** | 33 | 59 | 168 |
| **ECTS Credit of The Course (Total workload (hours) / 25)** |  |  | **7** |

**COURSE OUTCOMES**

|  |  |
| --- | --- |
| **No.** | **Explanation** |
| **O1** | Explains the importance of strategic human resources management in disaster periods. |
| **O2** | Plans for the workforce that will take part in disasters at the institutional and national levels. |
| **O3** | Coordinates the workforce that will take part in disasters at institutional and national levels. |
| **O4** | Provides motivation for intervention and relief personnel in disasters. |
| **O5** | Have the ability to provide leadership and teamwork in disasters. |
| **O6** | Have stress management skills in disasters. |
| **O7** | Evaluates the performance of intervention and relief personnel in disasters. |
| **O8** | Plans training and development opportunities for disaster response and relief personnel. |

**PROGRAM QUALIFICATIONS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| **No.** | **Explanation** | **Contribution Level of the Course** | | | | | |
| **0** | **1** | **2** | **3** | **4** | **5** |
| **P1** | The student is familiar with the stages of disaster and emergency management. |  |  |  | X |  |  |
| **P2** | The student comprehends the multidisciplinary interaction with which the field is associated. |  |  |  | X |  |  |
| **P3** | The student organizes, conducts, and manages search and rescue operations in accordance with disaster and emergency response minimum criteria. |  |  |  |  |  | X |
| **P4** | The student is capable of communicating effectively in disasters and emergencies. |  |  |  |  |  | X |
| **P5** | In addition to being a leader, the student uses her/his entrepreneurial skills to reduce damage in disasters and emergencies, and she/he accepts responsibility as an individual and as a team. |  |  |  |  |  | X |
| **P6** | The student understands how to keep a theoretical and practical eye on national and international disaster management developments. |  |  |  |  | X |  |
| **P7** | The student gains confidence in dealing with emergencies that endanger public safety. |  | X |  |  |  |  |
| **P8** | The student learns about disaster and emergency logistics. | X |  |  |  |  |  |

**CONTRIBUTION OF COURSE LEARNING OUTCOMES TO PROGRAM PROFICIENCY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **All** | **P1** | **P2** | **P3** | **P4** | **P5** | **P6** | **P7** | **P8** |
| **O1** | **5** | **4** | **3** | **5** | **5** | **4** | **5** | **1** |
| **O2** | **5** | **3** | **5** | **5** | **5** | **4** | **5** | **1** |
| **O3** | **5** | **4** | **5** | **5** | **5** | **5** | **5** | **1** |
| **O4** | **5** | **4** | **5** | **5** | **5** | **5** | **5** | **1** |
| **O5** | **5** | **4** | **5** | **5** | **5** | **4** | **5** | **1** |
| **O6** | **5** | **4** | **5** | **5** | **5** | **5** | **5** | **1** |
| **O7** | **5** | **3** | **3** | **4** | **5** | **5** | **5** | **1** |
| **O8** | **5** | **5** | **5** | **5** | **5** | **5** | **5** | **1** |

**CONTRIBUTION LEVEL: 0- None 1- Very Low 2- Low 3- Moderate 4- High 5-Very High**

**Assoc.Prof.Dr. Suudan Gökçe GÖK**

**Instructor**

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**Prof.Dr. Elif ÇOLAKOĞLU**

**Head of Department of Public Administration**

**for Post Graduate Programs**

**Code / Name of the Course : KY626 / Disaster Victim Identification (DVI)**

**Medium of the Course :** Turkish

**Aim of the Objective :** To help resolve administrative or legal problems that arise in the aftermath of a death. To serve the identification activity in order to obtain information that will help the investigation in an incident with a forensic dimension.

**Level of the Course :** Master Degree

**Type/ Content of the Course :** Elective / Students will be told about the services that should be provided to people from the moment the disaster occurs. The implementation of emergency services in many areas such as identification of people who have lost their lives, search and rescue, health, aid, public works, security, communication, transportation will be explained.

**Credit of the Course :** 3

**Term / Weekly Hour :** Spring / 3

**Name(s)/Surname(s) of Instructors : Assist.Prof.Dr. Ayşen TEZEL**

**Program Coordinator :** Prof. Elif ÇOLAKOĞLU

**Prerequisites : -**

**Teaching Methods :** Face to face teaching and learning

**Resources :**

* Adli Bilimler II, Ankara 2011, Jandarma Kriminal Daire Başkanlığı Yayınları. Bölüm 5.
* Ağır M, Hancı İ.H, Felaket Kurbanlarının Kimliklendirilmesi, İzmir Kâtip Çelebi Üniversitesi Sağlık Bilimleri Fakültesi Dergisi 2023; 8(2): 763-769
* www.afet.akut.com.tr
* www.afad.com.tr
* www.interpol.int
* INTERPOL DVI Guide, September 2023

**WEEKLY TOPICS**

|  |  |
| --- | --- |
| **Weeks** | **Units** |
| **1** | What is a disaster, its concept, importance, basic principles and planning in DVI activities |
| **2** | Open and closed disasters, organization in the DVI |
| **3** | TAMP-I, planning for the period before and after the disaster |
| **4** | TAMP-II, organization and duties of DVI elements, technical capabilities |
| **5** | Phase 1: Crime scene investigation, Triage |
| **6** | Phase 2: Postmortem examination, mortuary and DNA examinations |
| **7** | Midterm Exam |
| **8** | Phase 3: Searching for antemortem records |
| **9** | Phase 4: Comparison, identification and quality control |
| **10** | DVI identification methods-I (fingerprint, dental, DNA) |
| **11** | DVI identification methods-II (Medical findings, personal belongings) |
| **12** | DVI identification forms |
| **13** | INTERPOL DVI 2023 guide-I |
| **14** | INTERPOL DVI 2023 guide-II |
| **15** | Final Exam |

**EVALUATION SYSTEM**

|  |  |  |
| --- | --- | --- |
| **Semester Studies** | **Number** | **Contribution Margin %** |
| **Attandence** | - | - |
| **Quiz** | - | - |
| **Midterm** | 1 | 30 |
| **Practice** | - | - |
| **Project** | - | - |
| **Assignment / Presentation** | 1 | 10 |
| **Final** | 1 | 60 |
| **Total** | 3 | 100 |

**ECTS / WORKLOAD TABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITES** | **NUMBER** | **DURATION**  **(Hour)** | **Total workload (Hour)** |
| **Theoretical Course (+Practice)** | 14 | 3 | 42 |
| **Duration of Out-of-Class Study** | 14 | 3 | 42 |
| **Presentation/Seminar Preparation** | 1 | 20 | 20 |
| **Project** | - | - | - |
| **Assignments** | 1 | 20 | 20 |
| **Midterm**   1. **Exam** 2. **Individual Study For The Exam** | 1  1 | 1  25 | 1  25 |
| **Final**   1. **Exam** 2. **Individual Study For The Exam** | 1  1 | 1  30 | 1  30 |
| **Total workload (hours)** | 34 | 103 | 181 |
| **ECTS Credit of The Course (Total workload (hours) / 25)** |  |  | **7** |

**COURSE OUTCOMES**

|  |  |
| --- | --- |
| **No.** | **Explanation** |
| **O1** | Learns what a disaster is, the concept and importance of disaster. Learns the basic principles and planning in DVI activities. |
| **O2** | What are open and closed disasters. DVI also learns how the organization should be in these disasters. |
| **O3** | TAMP (Turkey Disaster Response Plan) learns. Learns the planning to be done in the period before and after the disaster. |
| **O4** | Learns the duties and technical facilities of TAMP, Organization and DVI elements. |
| **O5** | Phase 1: Learns the precautions to be taken by the team that will take part in the crime scene investigation according to the nature of the disaster. |
| **O6** | Phase 2: Learn how to examine remains in postmortem examination, mortuary and DNA examinations. |
| **O7** | Phase 3: Learn how to collect pre-catastrophic information in the investigation of antemortem records. |
| **O8** | Phase 4: Learn comparison, identification and quality control. Learn comparison analysis with important records such as dental records, fingerprints, DNA. |
| **O9** | In FKK identification methods; visual identification, identification with the help of personal belongings, fingerprints, dental findings, medical findings and DNA identification methods learn how identification is applied. |
| **O10** | Learns all the applications in INTERPOL DVI 2023 guide |
| **O11** | Learns what a disaster is, the concept and importance of disaster. Learns the basic principles and planning in DVI activities. |
| **O12** | What are open and closed disasters. DVI also learns how the organization should be in these disasters. |

**PROGRAM QUALIFICATIONS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| **No.** | **Explanation** | **Contribution Level of the Course** | | | | | |
| **0** | **1** | **2** | **3** | **4** | **5** |
| **P1** | The student is familiar with the stages of disaster and emergency management. |  |  |  |  |  | X |
| **P2** | The student comprehends the multidisciplinary interaction with which the field is associated. |  |  |  |  | X |  |
| **P3** | The student organizes, conducts, and manages search and rescue operations in accordance with disaster and emergency response minimum criteria. |  |  |  |  | X |  |
| **P4** | The student is capable of communicating effectively in disasters and emergencies. |  |  |  |  |  | X |
| **P5** | In addition to being a leader, the student uses her/his entrepreneurial skills to reduce damage in disasters and emergencies, and she/he accepts responsibility as an individual and as a team. |  |  |  |  | X |  |
| **P6** | The student understands how to keep a theoretical and practical eye on national and international disaster management developments. |  |  |  |  |  | X |
| **P7** | The student gains confidence in dealing with emergencies that endanger public safety. |  |  |  |  | X |  |
| **P8** | The student learns about disaster and emergency logistics. |  |  |  |  |  | X |

**CONTRIBUTION OF COURSE LEARNING OUTCOMES TO PROGRAM PROFICIENCY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **All** | **P1** | **P2** | **P3** | **P4** | **P5** | **P6** | **P7** | **P8** |
| **O1** | 3 | 3 | 4 | 2 | 3 | 1 | 3 | 3 |
| **O2** | 4 | 2 | 4 | 1 | 1 | 3 | 4 | 4 |
| **O3** | 4 | 3 | 4 | 2 | 2 | 2 | 4 | 4 |
| **O4** | 4 | 3 | 4 | 2 | 2 | 2 | 4 | 4 |
| **O5** | 4 | 3 | 4 | 2 | 2 | 2 | 4 | 4 |
| **O6** | 4 | 3 | 4 | 2 | 2 | 2 | 4 | 4 |
| **O7** | 4 | 4 | 5 | 4 | 3 | 4 | 4 | 4 |
| **O8** | 5 | 2 | 5 | 5 | 3 | 2 | 4 | 5 |
| **O9** | 4 | 3 | 4 | 2 | 2 | 2 | 4 | 4 |
| **O10** | 5 | 3 | 3 | 4 | 3 | 2 | 4 | 5 |
| **O11** | 4 | 3 | 4 | 2 | 2 | 2 | 4 | 4 |
| **O12** | 5 | 2 | 5 | 3 | 4 | 4 | 5 | 5 |

**CONTRIBUTION LEVEL: 0- None 1- Very Low 2- Low 3- Moderate 4- High 5- Very High**

**Assist.Prof.Dr.Ayşen TEZEL**

**Instructor**

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**Prof.Dr. Elif ÇOLAKOĞLU**

**Head of Department of Public Administration**

**for Post Graduate Programs**