

MONTGOMERY COLLEGE
Emergency Preparedness Management Program

SYLLABUS

EMGT 101 – Principles of Emergency Management (3 Credits)

Fall Semester 2018

I. Instructor Information

Instructor: Kathleen Dayton, MA, NRP
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Office Hrs: On campus – Rockville: Tuesdays, 1 pm – 3:30 pm
or by appointment

II. General Course Information

EMGT 101 – Principles of Emergency Management

Catalog Description:

Provides an overview of the characteristics, functions, and resources of an integrated system, as well as information on how various emergency management services (fire personnel, police, security, healthcare providers, etc.) work together in a system of resources and capabilities. Emphasis will be placed on how this system is applied to all hazards for all government levels, across the four phases and all functions of emergency management. It includes the role of national, regional, and local services in a variety of disasters. This course is intended for a broad audience including personnel in public service, emergency fields, healthcare facilities, first responders, and others having an interest in gaining a working knowledge of emergency preparedness. Assessment levels: ENGL 101/101A, READ 120. Three hours each week.

III. Specific Outcomes

By the end of the course, the student will be able to:

- Discuss the historical context of emergency management
- Analyze natural and technological hazards and risk assessment
- Describe the components of the emergency management system.
- Explain the process of hazard emergency management
- Define related terminology, such as, disaster, incident command, mitigation, preparedness, etc.
- Explain the local, State, and Federal roles with specific emphasis on integrative services.
- Discuss the critical aspects of the team integration.
- Explain the social, political, and economic implications of a disaster.
- Describe the role the insurance industry fulfills in mitigation resource.
- Delineate steps citizens can take to protect themselves in emergency situations.
- Identify the various resources available to respond to and deal with a variety of emergency situations.
- Describe the four phases of emergency management.

IV. **Texts and Supplies**

Required text: *Introduction to Emergency Management, 1st ed.*, Lindell, Prater, and Perry. John Wiley and Sons, 2007, ISBN: 0-471-77260-7

Required: Internet access for emails and coursework. This course utilizes a Blackboard site available through MyMC.

V. **Grading**

A. **Course Grading**

Module Assignments - 1300 points

Discussions – 375 points

Independent Study Course #1 – 50 points

Independent Study Course #2 – 150 points

Research Paper - 100 points

Other Assignments - TBD

Module Assignments (1300 points)

There are thirteen (13) assignments that follow the chapters in the textbook. Assignments will consist of short-answer questions. The assignments have specific due dates (listed in Course Schedule).

Discussions (375 points)

Each module has a 'Discussion' in which there is a question or questions posed. Students will post a reply. Discussions will be due by the deadline posted and can be found in the learning modules or under the "Discussions". You are expected to participate fully in each discussion, by posting an original entry of at least 100 words and responding to at least two other student's posts with at least 30 words each. There is also an Introductory Discussion and a Final Discussion. Each has criteria listed.

Independent Study Course #1: IS-100 – Introduction to Incident Command System (50 points)

Complete the Federal Emergency Management Agency, Independent Study Course IS-100. A certificate of completion must be submitted by the due date and time as listed on the course schedule in order to receive credit. (Email it to yourself and then attach in the assignment). (<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>)

Independent Study Course #2: IS-230.D: Emergency Manager: An Orientation to the Position (150 points)

Each student will be required to complete the Federal Emergency Management Agency, Independent Study Course IS-230.D. A certificate of completion must be submitted by the due date and time as listed on the course schedule in order to receive credit. (Email it to yourself and then attach in the assignment).

(<https://training.fema.gov/is/courseoverview.aspx?code=IS-230.d>)

Research Paper (100 points)

Identify an emergency/disaster-related topic. Prepare a five-to-seven-page paper including description and discussion of the topic. A minimum of three references must be used and all references must be documented (cited) in-text and with a works cited page. Refer to writing guidelines. See suggestions for topics in Blackboard under the assignment. You will submit the proposed topic for approval in Module 5 and submit the final paper in the Final Assignments module.

B. Standards

Final grades will be determined by percentage of total points accumulated:

90% - 100%	A
80% - 89.99%	B
70% - 79.99%	C
60% - 69.99%	D
Up to 59.99%	F

C. Make-up Policy

No make ups (assignments or tests) will be given. If an emergency occurs, you must contact the Instructor within 24 hours of the test or assignment (via phone or email). For tests, you must have documentation for missing the test (car repair bill, police report, proof of major illness, etc). No make up tests will be given without the proper documentation.

D. Late Policy

Late assignments will not be accepted.

E. Audit Policy

Students who audit the class are normally exempted from tests. However, to obtain the full benefit of the course, students should do all assignments.

F. Incompletes

A grade of I (incomplete) may be assigned only upon request of the student and agreement of the course instructor.

To receive an "I" (incomplete) grade, students must obtain a contract form from the instructor and negotiate a formal agreement with the course instructor specifying the work done and the remaining work needed to complete the course and earn a grade.

Students are required to complete the work agreed upon during the following semester. If a final grade has not been submitted after six weeks into the next semester, the "I" automatically reverts to a failing grade (F).

For additional information regarding incompletes, please refer to the college P&P.

VI. Classroom policies

A. Attendance

Attendance does not apply to online courses; however, students need to participate weekly and should be checking into the Blackboard system several times a week. *Withdrawal from the course is the responsibility of the student.* In addition, this class is designed to be interactive and you must be willing and able to express your views on the topics discussed in the course and willing to interact with other students in an online environment.

B. Academic Honesty

All students are expected to achieve their goals with academic honesty. Cheating, plagiarism, and/or other forms of academic dishonesty or misconduct, examples of which are to be found in the Student Code of Conduct in the Student Handbook, are not tolerated. Students caught violating the code of conduct will receive a grade of zero for that assignment/test. A second incident will result in a failing grade for the class and referral to the Dean of Students. All students responsible for the information located in the student code of conduct.

C. Classroom (Online) Conduct

Students are expected to be respectful of other people. The discussion boards should not be used as a way of attacking other people in the class. Any emails sent between students that are deemed inappropriate may result in the student(s) being dropped from the class. If an issue does arise with another student, contact the Instructor as soon as possible. Please refer to the *Montgomery College Academic Regulations and Student Code of Conduct.*

D. Support Services

Any student who may need an accommodation due to a disability, please make an appointment to discuss with the Instructor. A letter from Disability Support Services authorizing accommodations will be needed.

E. Cancellation of Classes

If classes are cancelled due to inclement weather or for any other reason, you are still responsible for the material, and should continue to follow the schedule provided in the syllabus for reference. If there are any foreseeable changes in the schedule it will be announced on Blackboard.

F. Tobacco Use Policy (for students while on-campus)

Montgomery College has a Smoke and Tobacco Free Policy which **prohibits smoking and the use of other tobacco products (including electronic cigarettes)** on any of its campuses or other property. Students who smoke or use tobacco products will be considered in violation of the student conduct code and their behavior will be reported to the Dean of Student Development's office for the appropriate disciplinary action including probation, suspension, or dismissal. If you have any questions about this new policy, please contact the Vice President and Provost's Office, the Office of the Dean of Student Development or the Campus Security Office."

G. Writing Guidelines

All papers submitted must include a title page (with your name), utilize page numbers, have 1" margins, use 12 point Arial, Verdana, or Times Roman font, and be double spaced. Please see the "Writing Guidelines" document available in Start Here in Blackboard for helpful tips and overall expectations. Note: Papers must include citations (both within the paper and a works cited).

VII. Contacting Your Instructor

Preferred communication is through email in the Blackboard system; however, if it is unavailable, you may use the one listed at top of syllabus. Please ensure that you have a working email address and in the "Subject" line you reference EMGT101 Class. Unknown emails will be automatically deleted and/or held up in junkmail.

Student Email

All Montgomery College students have been assigned an email address. Students can check their email through MyMC. The format for your email address is: MyMCID@montgomerycollege.edu. Your email password will be the same as your MyMC password. It can be changed within MyMC.

Your email account will be an official means of communication between you and Montgomery College. It is recommended that you check this account several times a week for official communication from the college. In addition, if you need to send an email to the professor, you must send it through this email address. Any communication sent from a personal email (i.e. gmail) may be deleted from the instructor's inbox or sent to the spam filter.

VIII. Additional Information

Blackboard – Technical Issues:

If during the course you experience a technological problem with Blackboard, you need to follow the procedures below. Following these procedures **may** allow you to re-submit an online assessment or be granted an extension to a course deadline (if necessary) depending on the circumstances and approval of your professor.

1. Call the IT Service Desk at 240-567-7222 to report your problem.
2. Write down the work order number received from the IT Service Desk.
3. Send an email to your professor identifying: the date and time of the phone call, the work order number, the nature of the problem, the steps to resolution suggested by Blackboard and the outcome of the phone call. This email must be sent within 1 hour of contacting the IT Service Desk.

*If in doubt, contact the IT Service Desk if you are experiencing a problem. Students who do not follow the instructions above will not be able to resubmit work due to technical errors.

Important Student Information Link

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College Alert System, and finally, how closings and delays can impact your classes. If you have any questions, please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them.

By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies.

<http://cms.montgomerycollege.edu/mcsyllabus/>

EMGT 101 – Introduction to Emergency Management
Course Schedule
Fall 2018

Topic	Assignment Due By 1159 pm
Course Begins 9/4/2018 Introductory Module 1 – Go to Start Here on the Home Page of Blackboard. Print out the documents. 2 – Introduce yourself to the class on the Discussion Board. 3 – Take Intro Quiz 4 – Expectations of Students Assignment 5 – Academic Integrity and Avoiding Plagiarism Tutorial/Quiz 6 – APA Citation Tutorial/Quiz 7 – IS-100.b Assignment 8 – IS-230.D Assignment	9/7
Module 1 – Introduction to Emergency Management <i>Assignments</i> 1 – Read Chapter 1 and take notes on the Lecture Notes provided. 2 – Module 1 Assignment in Blackboard 3 – Module 1 Discussion	9/9
Module 2 – Emergency Management Stakeholders <i>Assignments</i> 1 – Read Chapter 2 and take notes on the Lecture Notes provided. 2 – Module 2 Assignment in Blackboard 3 – Module 2 Discussion	9/16
Module 3 – Building an Effective Emergency Management Organization <i>Assignments</i> 1 – Read Chapter 3 and take notes on the Lecture Notes provided. 2 – Module 3 Assignment in Blackboard 3 – Module 3 Discussion	9/23
Module 4 – Risk Perception and Communication <i>Assignments</i> 1 – Read Chapter 4 and take notes on the Lecture Notes provided. 2 – Module 4 Assignment in Blackboard 3 – Module 4 Discussion	9/30
Module 5 – Principal Hazards in the United States <i>Assignments</i> 1 – Read Chapter 5 and take notes on the Lecture Notes provided. 2 – Module 5 Assignment in Blackboard 3 – Module 5 Discussion 4 - Submit Research topic proposal.	10/7
Module 6 – Hazard, Vulnerability, and Risk Analysis <i>Assignments</i> 1 – Read Chapter 6 and take notes on the Lecture Notes provided. 2 – Module 6 Assignment in Blackboard 3 – Module 6 Discussion	10/14

Topic	Assignment Due By 1159 pm
Module 7 – Hazard Mitigation 1 – Read Chapter 7 and take notes on the Lecture Notes provided. 2 – Module 7 Assignment in Blackboard 3 – Module 7 Discussion	10/21
Module 8 – Myths and Realities of Disaster Response <i>Assignments</i> 1 – Read Chapter 8 and take notes on the Lecture Notes provided. 2 – Module 8 Assignment in Blackboard 3 – Module 8 Discussion	10/28
Module 9 – Preparedness for Emergency Response <i>Assignments</i> 1 – Read Chapter 9 and take notes on the Lecture Notes provided. 2 – Module 9 Assignment in Blackboard 3 – Module 9 Discussion	11/4
Module 10 – Organizational Emergency Response <i>Assignments</i> 1 – Read Chapter 10 and take notes on the Lecture Notes provided. 2 – Module 10 Assignment in Blackboard 3 – Module 10 Discussion	11/11
Module 11 – Disaster Recovery <i>Assignments</i> 1 – Read Chapter 11 and take notes on the Lecture Notes provided. 2 – Module 11 Assignment in Blackboard 3 – Module 11 Discussion	11/18
Module 12 – Evaluation <i>Assignments</i> 1 – Read Chapter 12 and take notes on the Lecture Notes provided. 2 – Module 12 Assignment in Blackboard 3 – Module 12 Discussion	11/25
Module 13 – International Emergency Management, Professional Accountability, and Future Directions in Emergency Management <i>Assignments</i> 1 – Read Chapters 13, 14 and 15 and take notes on the Lecture Notes provided. 2 – Module 13 Assignment in Blackboard 3 – Module 13 Discussion	12/2
Final Assignments 1 – Final Discussion 2 – Research Paper Due	12/9

Due dates for assignments subject to change.

Class schedule subject to change. Changes will be announced on Blackboard.