

MONTGOMERY COLLEGE
Fire Science and Emergency Services Programs
Emergency Preparedness Management

SYLLABUS

EMGT103 – Emergency Response and Recovery (3 Credits)
Fall 2018

I. Instructor Information

Instructor: Professor 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

EMGT103 – Emergency Response and Recovery

Catalog Description: Examines the necessary components required for incident response and recovery. Provides an overview of the various types of disasters that may occur, the myriad of actors that are involved in emergency management, and the diverse theoretical frameworks from which post-disaster activities may be approached. Topics will include rapid situation assessment, special population needs, how to obtain outside help, and continuity of local government operations. The course will emphasize the role of human services organizations in providing assistance to people and communities affected by disasters in the immediate aftermath and for long-term recovery as well as the roles and responsibilities of local, state and federal officials, public service, private sector and voluntary organizations. Prerequisite: EMGT101 or consent of the department. Three hours each week. 3 semester hours.

III. Specific Outcomes

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

- ◆ Identify and define a Mass Fatalities Incident.
- ◆ Identify requirements of a mass fatality plan.
- ◆ Determine local, state, and federal responsibilities.
- ◆ Identify local and other resources.
- ◆ Determine recovery procedures.
- ◆ List the resources for critical stress incident debriefing.
- ◆ Describe the set-up and purpose of a family assistance center.
- ◆ Identify the "stakeholders" of the plan.
- ◆ List available resources and identify contact persons.
- ◆ Describe a step-by-step approach to deal with a mass fatality incident.
- ◆ Describe the events and lessons learned from Hurricane Katrina.

IV. Texts and Supplies

Required text: *Wiley Pathways Disaster Response and Recovery, 2nd ed.*, McIntyre. John Wiley and Sons, 2015, ISBN: 978-1-118-67302-7

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

V. Grading

A. Course Grading

- Chapter Assignments - 975 points
- Discussions – 375 points
- Independent Study Project – 100 points
- Research Paper - 150 points

Chapter Assessments (975 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 chapter 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 Projects (100 points)

Students are required to complete two Federal Emergency Management Agency Independent Study Courses. A certificate of completion must be submitted by the due date as listed on the course schedule in order to receive credit. (Email it to yourself and then forward to the instructor). Note: Certificates take several days to be received; begin the assignment in time for submission.

IS-271a Anticipating Hazardous Weather & Community Risk

<https://training.fema.gov/is/courseoverview.aspx?code=IS-271.a>

Research Paper (150 points)

The paper should be at least 4 pages typed, (follow writing guidelines). Students are to select a disaster that has occurred in the past and discuss the lessons learned from that event. The paper should cover background information about the disaster (i.e., what lead up to the event), what problems were manifest during response and recovery operations, how the emergency management community dealt with them, and successes that should be considered for the future. At least 4 references should be used. (Note – Wikipedia is NOT a valid resource)

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 four 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 and should complete the plagiarism tutorial at <http://www.montgomerycollege.edu/library/plagiarismintro.htm>.

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 (122CB) 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 or the use of other tobacco products** (including e-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. APA citation style with in-line citations and a works cited page are required. Please see the "Writing Guidelines" document available in Start Here in Blackboard for helpful tips and overall expectations.

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 EMGT103 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 My MC 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.

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/>

EMGT103 – Emergency Response and Recovery
Course Schedule
Fall 2018

Topic	Assignments Due By 1155 pm
Course Starts 9/10 1 – Go to Start Here in Course Content . Print out and read the documents. 2 – Introduce yourself to the class on the Discussion Board.	9/14
Module 1 – Knowing What to Expect – Hazards, Vulnerabilities and Disasters <i>Assignments</i> 1 – Read the Chapter and take notes on the Lecture Notes provided. 2 – Module 1 Assignment in Blackboard 3 – Module 1 Discussion	9/16
Module 2 – Understanding the Actors: Roles and Responsibilities of Disaster Participants <i>Assignments</i> 1 – Read the Chapter and take notes on the Lecture Notes provided. 2 – Module 2 Assignment in Blackboard 3 – Module 2 Discussion	9/23
Module 3 – Anticipating Human Behavior in Disasters: Myths, Exaggerations, and Realities <i>Assignments</i> 1 – Read the Chapter and take notes on the Lecture Notes provided. 2 – Module 3 Assignment in Blackboard 3 – Module 3 Discussion	9/30
Module 4 – Recognizing Alternative Management Approaches <i>Assignments</i> 1 – Read the Chapter and take notes on the Lecture Notes provided. 2 – Module 4 Assignment in Blackboard 3 – Module 4 Discussion	10/7
Module 5 – Implementing Initial Response Measures <i>Assignments</i> 1 – Read the Chapter and take notes on the Lecture Notes provided. 2 – Module 5 Assignment in Blackboard 3 – Module 5 Discussion	10/14
Module 6 – Caring for the Injured, Dead, and Distraught <i>Assignments</i> 1 – Read the Chapter and take notes on the Lecture Notes provided. 2 – Module 6 Assignment in Blackboard 3 – Module 6 Discussion	10/21
Module 7 – Managing Public Information, Donations and Volunteers 1 – Read the Chapter and take notes on the Lecture Notes provided. 2 – Module 7 Assignment in Blackboard 3 – Module 7 Discussion 4 - Complete the Independent Study assignment - IS-244.B: Developing and Managing Volunteers	10/28

Topic	Assignments Due By 1155 pm
Module 8 – Moving Beyond Immediate Needs <i>Assignments</i> 1 – Read the Chapter and take notes on the Lecture Notes provided. 2 – Module 8 Assignment in Blackboard 3 – Module 8 Discussion	11/4
Module 9 – Promoting Recovery and Mitigation <i>Assignments</i> 1 – Read the Chapter and take notes on the Lecture Notes provided. 2 – Module 9 Assignment in Blackboard 3 – Module 9 Discussion 4 – Complete the Independent Study assignment – IS-271 Anticipating Hazardous Weather & Community Risk	11/11
Module 10 – Overcoming Typical Challenges <i>Assignments</i> 1 – Read the Chapter and take notes on the Lecture Notes provided. 2 – Module 10 Assignment in Blackboard 3 – Module 10 Discussion	11/18
Module 11 – Harnessing Technology and Organization <i>Assignments</i> 1 – Read the Chapter and take notes on the Lecture Notes provided. 2 – Module 11 Assignment in Blackboard 3 – Module 11 Discussion	11/25
Module 12 – Foreseeing the Future <i>Assignments</i> 1 – Read the Chapter and take notes on the Lecture Notes provided. 2 – Module 12 Assignment in Blackboard 3 – Module 12 Discussion	12/2
Module 13 – Enhancing Disaster Resilience <i>Assignments</i> 1 – Read the Chapter and take notes on the Lecture Notes provided. 2 – Module 13 Assignment in Blackboard 3 – Module 13 Discussion	12/9
Finals week <i>Assignments</i> 1 – Final Discussion 2 – Research Paper	12/12

Due dates for assignments subject to change.

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