EMAP 2355 SYLLABUS

Disaster Recovery (EMAP 2355)

Hybrid, Class meetings at: PSTC (Hayes) 7:00 pm - 9:00 pm

ABOUT YOUR INSTRUCTOR

- James B. Daniels
- Phone Number: 512.763.5706

- Office Hours: M, Th 12:00 - 1:30 PSTC, Hays Campus; T, W 12:00 - 1:30 Round Rock Campus Room 1204.02
- Call, text or email for conferences outside of office hours. Standard by appointment conference times are 1:30 - 3:00, M-Th. Special times outside those hours can be arranged as needed.

- james.daniels@austincc.edu

- I am available through Blackboard, but calls or texts to the number above will get a faster response

COURSE DESCRIPTION

- **Course Name: Disaster Recovery**
- **Course/Section: 76247**
- **Credit Hours:** *3*
- **3 Class meetings**
- **Weekly Online Requirements**

COURSE RATIONALE

Student will learn the policies, concepts, and procedures of recovery. This course addresses the various federal and state assistance programs. It emphasizes coordination of damage assessment, preparing documentation, and recovery procedures.

PREREQUISITES

None

STUDENT LEARNING OUTCOMES, GENERAL EDUCATION COMPETENCIES, & SCANS

Program Level Outcomes:

1. Students can operate effectively in Emergency Operations Center operating under the FEMA standard Incident Command System (ICS)
2. Students can successfully conduct a Threat and Hazard Identification and Risk Assessment (THIRA) to FEMA standards.
3. Students can use the results of a THIRA do develop and test actionable plans to respond to natural and manmade disasters and other emergencies.
4. Students can develop mitigation measures to control and reduce the threats and hazards identified in the THIRA.
5. Students can integrate their primary profession into the emergency management framework in order to support public and private response to disasters.

Course Level Outcomes:

Upon successful completion of this course, students will

1. Analyze policies, concepts, and procedures of recovery.
2. Develop a disaster recovery plan.
3. Research best practices for recovering from a disaster.
4. Identify the disaster declaration process.
5. Recognize major potential disasters facing the United States.
6. Summarize theoretical frameworks relating to disaster vulnerability and disaster recovery.
7. Recognize the different planning fundamentals.
8. Articulate the process of debris management.
9. Discuss environmental recovery and associated challenges facing communities after a catastrophic event occurs.
10. Recognize the concerns of historically or culturally relevant properties and how to incorporate these properties into the disaster recovery process.
11. Identify resource management and coordination from homes and businesses.
12. Identify infrastructural components of communities and the issues facing these components post-disaster.
13. Recognize psychological impact of disasters.
14. Discuss public-sector recovery to include the role of government; recovery challenges and opportunities; and key government resources.
15. Identify the importance, the role, and the challenges associated with donations.
16. P. Discuss the value of community resources and its contribution to disaster resiliency and recovery.
17. Discuss the role of volunteers and the management of this vital resource.

REQUIRED TEXTS/MATERIALS/SOFTWARE

Disaster Recovery, Brenda D. Phillips. ISBN-13: 978-1466583849

Issac's Storm, Erik Larsen, ISBN-13: 978-0375708275 (Kindle or hard copy both acceptable)

Access to Internet and a reliable computer
The only required software is Microsoft Office/Google Docs, either will be sufficient.

INSTRUCTIONAL METHODOLOGY

This is a hybrid class. We will meet 3times for approximately 2 hours each time. There will be weekly discussion requirements, a midterm and final exam (both online) and a case study. You will also be required to show that you took and passed FEMA's IS-2900.A, National Recovery Framework online.

DISTANCE EDUCATION

A hybrid course such as this carries its own challenges and opportunities as opposed to a traditional face-to-face learning. In all educational settings what students gain is directly proportional to what they invest in terms of time and effort. In my personal experience, having earned a BA from a traditional full-time classroom experience, an MS through part-time evening classes and an MA entirely online, I can say that this is even more true with distance and online learning. The more you put into this class, the more you will get out of it. You have the opportunity to learn and benefit more from this class than you would from a traditional face-to-face class because you have more freedom to structure your time in a way that best supports your personal learning style. The greater challenge that comes with distance learning is that you also have the responsibility to structure your time in a way that meets class requirements and benefits you. Unlike a traditional classroom experience there is not a three to five day a week classroom schedule that forces a certain degree of conformity on you. Time management and self-discipline are key to success. If you are new to distance learning or if you have done distance learning before, but want to pick up some tips review the ACC Distance Education General Information available at https://online.austincc.edu/faq/ Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.

GRADING SYSTEM

Students will be graded on a scale of 0-100

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 & below

The final grade will consist of:

Component	Possible Points/Percentage
Participation	40%
Midterm	15%
Case Study	20%
IS 2900.A	5%
Final	20%

For participation in the weekly online discussion board that makes up 40% of your final grade, you will need to closely and deeply analyze your chosen material in order to fully answer the discussion questions that I will be posting and then to comment insightfully on your classmate's posts. The rubric for grading discussion posts may be found here.

COURSE POLICIES

1. Students must complete ALL assignments on time or receive a zero for that assignment. Exceptions will be made only with approval from the professor which will only be given under the most extreme circumstances.
2. The Participation grade (40% of your total grade) will be based on completion of weekly posting on assigned and optional readings and comments on the postings of your fellow students.

3. Discussions should be started early in the week, as each person has to respond to other class members. The **first discussion response is due by Wednesday evening** of the week it is due and **all secondary responses are due by Saturday evening at 11:59pm.**
4. Final grades will be based on the percentages listed above. All grades are final.
5. You will not have a formal final in this course. While the total score of all your discussion posts will be the biggest factor in your final course grade the two biggest single grades you have will be the exercise package that you develop which will include the scenario, a list of injects and logistical arrangements
6. I reserve the right to withdraw you if your performance clearly suggests a lack of sincere concern or interest in this course.
7. Papers must conform to the standard APA format: 1-inch margins and 12 point font, your name, a title, and double-spacing. Papers must be word processed and typed in Times New Roman font.
8. I will try to respond to email within a 24 hour time period (excluding any holidays/breaks). Please allow me time to respond to your email before you send a second email.
9. Students who call should leave a message with name, number, and question. In the same manner, texts should include a name and question.
10. Students will receive feedback in a timely manner; students will not receive formal feedback on discussions unless I see reasons for concern about their ability to meet course requirements or I see that a student is doing an exceptionally good job. I will, however, add my own comments to the discussion as appropriate.
11. Students are expected to use Standard American English and proper grammar in emails, as well as on discussions.
12. Cheating and plagiarism are not acceptable. Such activities will earn you a zero on the assignment, and I will report you to Judicial Affairs.
13. All submitted/attached files should include your name and the name of the assignment in the file title.
14. Grades will only be discussed via email in Blackboard or in person. Grades will not be discussed over phone or via text.
15. After the semester is ended, I will no longer respond to cell phone calls/texts. Any final questions should be submitted through email via my ACC account.
17. Students are encouraged to call, or text during office hours.

Attendance and Participation:

Attendance and Participation score will be based upon the following components:

- Discussion Response Time (Discussions posts should meet timeline requirements to allow for a productive exchange between students.)
- Quality Discussions that meet provided guidelines.
- Ability to meet deadlines

Attendance Policy:

As in any class, I expect you to be online, prepared and willing to participate. In order to succeed in this course, you need to meet your discussion and reading requirements

and attend all four of our face-to-face class meetings. Because we have only four class meetings, the last of which is the tabletop exercise, it is essential that you attend all of our class meetings. Exceptions will be granted only in extreme cases. Permission to miss an online assignment or after the fact justifications are even less likely to be approved. i.e. If your justification does not include words and phrases such as "death," "coma" or "extended hospitalization" it is unlikely to be approved. In the event the college or campus closes due to unforeseen circumstances (for example, severe weather or other emergency), the student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor as a result of class sessions being missed.

Withdrawal Policy:

It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

Missed Exam and Late Work Policies

As with my attendance policies I am fairly strict on assignment deadlines. You have only six class meetings and you have to get in your discussion board posted by 11:59 pm every Saturday and I'm giving you all those dates now. If you cannot make some of those deadlines, you're going to have to come up with a pretty convincing justification.

Incompletes

Unless there is an exceptionally good reason, any work not turned in by the required date will receive a zero. Incomplete work turned in before or at the required date will be graded according to its content. Incomplete work turned in after the due date will receive a zero.

COLLEGE POLICIES

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements, and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process

Student Rights & Responsibilities

Academic freedom is a foundation and hallmark of higher education. In the context of college-level courses, it specifically refers to the rights of free expression and respect for others with differing opinions. Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. Just as you are expected to exercise these rights with respect for state and federal law in the larger world, you are expected to exercise these rights as a student with respect for the college's standards of conduct. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Students and faculty alike should enable a climate of mutual respect and civility while fostering the freedom to debate and discuss the merits of competing ideas.

Enrollment in the college indicates acceptance of the rules set forth in the student standards of conduct policy, which is administered through the office of the campus dean of student services. Due process, through an investigation and appeal process, is assured to any student involved in disciplinary action.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first

address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at:
http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student.

If class grades are posted in BlackBoard, this could be mentioned here.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at http://www.austincc.edu/emergency

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or an illness outbreak, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy. In addition, **concealed weapons are not allowed on ACC-sponsored field trips** where the school owns or has chartered or leased vehicles for transportation.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 222 from a campus phone or 512-223-7999. Please refer to the concealed handgun policy online at http://austincc.edu/campuscarry

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide available at:
https://drive.google.com/file/d/1o55xINAWNvTYgI-fs-JbDyuaMFDNvAjz/view

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college- related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at: http://www.austincc.edu/help/accmail/questions-and-answers

Use of the Testing Center

Under certain circumstances, examinations may have to be taken in a testing center. The ACC Testing Centers follow standard procedures so students know what to expect when they arrive to take their tests. Students should familiarize themselves with the **student guidelines**.

Students must present an **ACC student ID card** or government issued ID and know their ACC ID number before they can test.

It is necessary to check in at the Testing Center kiosk before taking a test. To check in, one must know the following information:

- Student ID number
- Course prefix and number
- Course synonym
- Course section number
- Test number
- Instructor's name

Personal belongings such as backpacks, books, and electronic devices (including, but not limited to, cell phones and smart watches) are not allowed in the Testing Center. Possession of prohibited items or accessing unapproved resources in the testing room will result in the immediate termination of the exam and **possible disciplinary action**.

Please include here any course-specific details needed to use the testing center.

For additional information on using the Testing Center, please go to:
http://www.austincc.edu/students/testing-services/instructional-testing

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at *http://www.austincc.edu/students*.

Student Accessibility Services

Students with documented disabilities who need classroom, academic, or other accommodations must request them through the office Student Accessibility Services (SAS). SAS offices are located at each major campus. Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester; otherwise, the provision of accommodations may be delayed. Students who have received approval for accommodations from SAS for this course must provide the instructor with the document titled "Notice of Approved Accommodations" from SAS before accommodations will be provided. Accommodations will not be provided retroactively. Arrangements by the instructor for academic accommodations can only be made after he or she receives the "Notice of Approved Accommodations" from the student.

Additional information about Student Accessibility Services is available at https://www.austincc.edu/offices/student-accessibility-services-and-assistive-technology

Academic Support

ACC offers academic support services on all of its campuses. These services, which include face-to-face and online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis. Tutoring schedules can be found at: https://www.austincc.edu/students/tutoring/tutoring-schedules

Library Services

ACC has a full-service library at each of its campuses to support ACC courses and programs and to provide students with research and assignment assistance from expert faculty librarians, computers, course reserves, laptop and tablet check out, study spaces, and copying, printing, and scanning services. In addition, ACC students have full rights and privileges to access Library Services online 24/7 via the ACC Library website and students can use their ACCeID logins to access all online materials, including ebooks, articles from library databases, and streaming videos. ACC Libraries also provide an "Ask a Librarian" service, which allows students to reach a librarian 24/7 through online chat. Faculty librarians are also available via email, phone, and in person seven days a week during hours of operation. Visit:

- Library Website: http://library.austincc.edu
- Ask a Librarian: https://library.austincc.edu/help/ask.php
- Library Hours of Operation by Location: https://library.austincc.edu/loc/
- Email: library@austincc.edu

In partnership with ACC's Student Support Center, ACC Libraries also maintain a limited collection of textbooks for students to borrow. Priority access to the textbook collection is given to students receiving assistance. More information is available on the ACC website by searching "Student Support Center Textbook Collection."

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at http://sites.austincc.edu/sl/.

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food pantries are located in all campus Student Life offices: https://sites.austincc.edu/sl/programs/foodpantry/.
- Assistance with childcare or utility bills is available at any campus Support Center: http://www.austincc.edu/students/support-center.
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: http://www.austincc.edu/SEF.
- Help with budgeting for college and family life is available through the Student Money Management Office: http://sites.austincc.edu/money/.
- Drop-in child watch is available at Highland Campus: http://www.austincc.edu/students/child-care/child-watch-drop-in-center. A full listing of services for student parents is available at: https://www.austincc.edu/students/child-care

Clinical Counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns: http://www.austincc.edu/students/counseling .

If an emergency occurs during operational hours, please come to the Student Services Office and let the front intake staff know that you are experiencing a crisis. They will alert appropriate personnel. You may also contact the ACC District Police at 222 (on campus) or 223-7999 (off campus or cell phone).

After Hours:

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24 hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24 hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)**
- Crisis Text Line: **Text "home" to 741741**
    - Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline:**1-800-950-NAMI (6264)**