

ACC SYLLABUS: Emergency Management Continuity Planning

SECTION SPECIFIC INFORMATION

- **Course Name and Abbreviation:** Emergency Management Continuity Planning, HMSY 2378
- **Section Number and Synonym:** HMSY 2378 / HYD
- **Campus, Room, and Time of Day (Face-to-Face Meetings):**
 - This is a **Online Course** with weekly online requirements and **NO Face-to-Face Class Meetings** on campus.
 - *The dates, times, and specific location for the three required face-to-face meetings will be announced on Blackboard and are mandatory for all students.*

INSTRUCTOR SPECIFIC INFORMATION

- **Instructor's Name:** James B. Daniels
- **ACC Email Address:** james.daniels@austincc.edu
- **Phone Number:** 512.767.0312
- **Office Hours and Location:**
 - **In-Person:** Monday, Wednesday 12:00 PM - 1:30 PM at the Public Safety Training Center (PSTC), Hays Campus.
 - **Virtual/Phone:** Tuesday, Thursday 12:00 PM - 1:30 PM (Available for phone conversations or Webex).
- **Conferences Outside of Office Hours:** Call, text, or email for conferences outside of office hours. Standard by appointment conference times are 1:30 PM - 3:00 PM, Monday - Thursday. Special times outside those hours can be arranged as needed.
- **Other Avenues for Contact:** The instructor is available through Blackboard, but calls or texts to the number above will get a faster response.

COURSE DESCRIPTION

- **Credit Hours:** 3
- **Classroom Contact Hours per week:** *None, as this is an online course with weekly online requirements.*
- **Description:** Continuity planning for both governmental and non-governmental organizations, studying both the threats that can result in loss of services and the planning process necessary to overcome them.
- **Required Activities:** Weekly Online Requirements, Three Face to Face Class Meetings, Midterm Exam, Research Project (Case Study), Online Final.
- **Transferability:** Transferability of workforce courses varies. Students interested in

transferring courses to another college should speak with their Area of Study (AoS) advisor, Department Chair, and/or Program Director.

COURSE RATIONALE

The purpose of this course is to give students an understanding of the need and the process of continuity planning, both for governmental and non-governmental organizations, enabling them to create and execute continuity plans for a wide range of organizations in the face of different disasters and other unexpected situations.

PREREQUISITES

None

STUDENT LEARNING OUTCOMES & GENERAL EDUCATION COMPETENCIES

Course Level Outcomes

Upon successful completion of this course, students will be able to:

1. Explain the need for continuity planning both for governmental and non-governmental organizations.
2. Explain how Continuity Planning intersects with and plays a part in Emergency Management.
3. List the basic steps in Continuity Planning.
4. List the different areas that Continuity Plans need to cover.
5. Explain how different types of disasters and emergencies place different requirements on continuity plans.

Program Level Outcomes

Students can:

- Operate effectively in an Emergency Operations Center operating under the FEMA standard Incident Command System (ICS).
- Successfully conduct a Threat and Hazard Identification and Risk Assessment (THIRA) to FEMA standards.
- Use the results of a THIRA to develop and test actionable plans to respond to natural and manmade disasters and other emergencies.
- Develop mitigation measures to control and reduce the threats and hazards identified in the THIRA.
- Integrate their primary profession into the emergency management framework in order to support public and private response to disasters.

REQUIRED TEXTS/MATERIALS/SOFTWARE

- **Required Textbook:** *The Disaster Recovery Handbook, Third Edition*, Michael Wallace and Lawrence Webber.
- **Required Reading:** *The Great Halifax Explosion*, John U. Baker.
- **Technology/Software:** Access to the Internet and a reliable computer; Microsoft Office or Google Docs.

INSTRUCTIONAL METHODOLOGY

This is a **Hybrid Class**. We will have just 3 face-to-face meetings. There will be weekly online requirements. While attendance is strongly encouraged at the face-to-face class meetings, if work or other important priorities prevent attendance, the class will be recorded and posted on Blackboard for viewing at a later time.

DISTANCE EDUCATION

A hybrid course such as this carries its own challenges and opportunities as opposed to traditional face-to-face 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.

STUDENT TECHNOLOGY SUPPORT

Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at [Student Technology Access].

Students who do not have the necessary technology to complete their ACC courses can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit [Student Technology Access].

Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit [Student Technology Access].

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	Percentage	Format/Details
Participation	30%	Weekly online discussion board posts and insightful comments.
IS-1300 Certification	5%	FEMA Independent Study Course Certificate.
IS-520 Certification	5%	FEMA Independent Study Course Certificate.
Midterm	15%	Online Exam/Essay.
Case Study	20%	Research Project (The Great Halifax Explosions Case Study).
Final	25%	Online Essay Exam.

For participation in the weekly online discussion board that makes up 30% of your final grade, you will need to closely and deeply analyze the assigned material in order to fully answer the discussion questions and then to comment insightfully on your classmate's posts. The rubric for grading discussion posts may be found on Blackboard.

COURSE POLICIES

Attendance/Class Participation

As in any class, I expect you to be online, prepared, and willing to participate.

- The **Participation grade (30% 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.
- 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 11:59 pm.**
- Attendance and Participation score will be based upon: Discussion Response Time, Quality Discussions that meet provided guidelines, and Ability to meet deadlines.
- 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.

The Final Withdrawal Date for this semester is March 9, 2026.

Missed Exam and Late Work Policies

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. Permission to miss an online assignment or after the fact justifications are unlikely 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).

- All submitted/attached files should include your name and the name of the assignment in the file title.
- 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.

Incompletes

An incomplete (grade of "I") will only be given for extenuating circumstances. *What constitutes "extenuating circumstances" is left to the instructor's discretion, while following any rules or guidelines set by the department.* 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.

- *If an Incomplete is awarded, the remaining course work must be completed by a date set by the student and professor and given on the "Report of Incomplete" form, generally no later than the final withdrawal deadline in the subsequent long semester. Follow the official ACC process for Incomplete grades.*

Use of Generative Artificial Intelligence

Please note: This course syllabus does not contain an explicit policy on Generative Artificial Intelligence (GAI). Students are advised to consult with the instructor for the specific GAI policy for this course and what usage, if any, is permitted.

Please note that schedule changes may occur during the semester. Any changes will be announced in class and posted as a Blackboard Announcement and via email.

COLLEGE POLICIES

(The following statements are provided by the college and should not be changed by instructors. They are often provided to students in a separate document or linked online.)

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... *(Full text as provided in the source syllabus.)*

Student Complaints

A defined process applies to complaints about an instructor or other college employee... *(Full text as provided in the source syllabus.)*

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. Grades will only be posted in Blackboard.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities... *(Full text as provided in the source syllabus.)*

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code... *(Full text as provided in the source syllabus.)*

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment... *(Full text as provided in the source syllabus.)*

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account... *(Full text as provided in the source syllabus.)*

Use of the Testing Center

Under certain circumstances, examinations may have to be taken in a testing center... *(Full text as provided in the source syllabus.)*

STUDENT SUPPORT SERVICES

(The following statements are provided by the college and are consistent across the institution. They are often provided to students in a separate document or linked online.)

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). *(Full text as provided in the source syllabus.)*

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. *(Full text as provided in the source syllabus.)*

Library Services

ACC has a full-service library at each of its campuses to support ACC courses and programs... *(Full text as provided in the source syllabus.)*

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. *(Full text as provided in the source syllabus.)*

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... *(Full text including Food Pantries, Student Emergency Fund, Counseling, and Crisis Hotlines as provided in the source syllabus.)*

Would you like me to find the specific dates for the three mandatory face-to-face meetings for this hybrid course?