



**EPCT 1313 001IN  
CONTINGENCY PLANNING  
SUMMER 2024  
Internet Class**

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**Student hours and location:** Virtual office hours by appointment only. Instructor will be available during scheduled student hours for this class. All student (office) hours will be conducted via phone or Team. Please email the instructor to set up the appointments.

**Required Textbook/Materials:** No textbook required.

**Course Description:** This course is an introduction to the development of an emergency response contingency plan for a facility or community. Emphasis on analyzing the hazards, writing, and implementing the contingency plans, and evaluating the effectiveness of the contingency plan.

**Course requirements:**

**Examinations: Final Examination:** There will be a comprehensive final examination over the material covered in the class. Exams must be taken at the designated time unless prior arrangements have been made with the professor. Students who have an unexcused absence will not be allowed to make up an exam and receive the grade of “0” (zero).

**Project Report:** Each student is required to write one project report. Topics and specific instructions for the report will be provided by the instructor. Students are **not** expected to present their papers on the date the assignment is due. **If they are turned in late, the student will receive a 50% reduction in points.** Papers and reports will not be accepted after the due date and result in a grade of “0” (zero).

**Homework:** There will be three (3) homework assignments based on FEMA IS series as provided by your professor. You must submit your certificate of completion to the email of your professor provided in your syllabus or hardcopy to your professor. Each homework assignment has a maximum of 100-points each. Failure to turn in a required homework at the prescribed time will result in zero “0” points awarded for the assignment. If you cannot make the class, you must email the homework to your professor, at the email address provided in this syllabus, prior to the beginning of the class time on the date it is due

**Discussions:** There are two assigned discussion boards for this class, each worth 50 points. Clear instructions regarding the expectations of each discussion will appear with the assignment/link to the discussion board. For each Discussion Board assigned you will need to make an original post and respond to the posts of at least two classmates. Original Discussion Board posts are due by Sunday midnight.

**Reflection Journal:** There will be seven reflection journals reflecting what you learned in each of the class topics covered. Each journal entry is worth ten points and must be submitted at the end of each course week on Sunday at 11:59 pm. Reflection Journals are in your discussion portal. Please follow the instructions provided for each reflection journal submission.

**Determination of Course Grade/Detailed Grading Formula:** (methods of evaluation to be employed to include a variety of means to evaluate student performance)

**Grading Scale:**

- 90 – 100% = A
- 80 – 89% = B
- 70 – 79% = C
- 60 – 69% = D
- Below 60% = F

**Grading Distribution:**

- |   |            |
|---|------------|
| 1. Final Examination –                        | 100 points |
| 2. Emergency Planning Project Report          | 100 points |
| 3. Homework Assignments (3 @ 100-points each) | 300 points |
| 4. Discussion Board (2 @ 50 points each)      | 100 points |
| 5. Class Participation ( 10 @ 5 points each)  | 50 points  |
| 6. Introduction Post                          | 10 points  |
| 7. Reflection Journal (7 @ 10 points each)    | 70 points  |
| 8. Syllabi Quiz                               | 10 points  |

TOTAL

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740 points

**Late Work, Make-Up, and Extra-Credit Policy:** Late work will not be accepted. There will not be any make-up or extra-credit policy.

**Attendance Policy:** Students at the College of the Mainland are expected to participate in every learning activity assigned. Participation in each learning event (Discussion board, homework assignments, etc.) constitutes class attendance. Each student is expected to log into the online class at least twice a week to make sure each week’s lesson is fully comprehended or check Instructor communication.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS).

**Student Learner Outcomes:**

Upon successful completion of this course, students will:

1. Identify and apply regulations and standards
2. Identify and describe components of the contingency planning process
3. Develop and evaluate a contingency plan

**General Education Core Objectives:** Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical Thinking Skills (CT) – creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills (COM) – effective development, interpretation and expression of ideas through written, oral and visual communication
3. Social Responsibility (SR): Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
SLO #1	Critical Thinking	Final Exam
SLO #2	Communication Skills	Report & Presentation
SLO #3	Social Responsibility	Midterm Exam and Assignments

**Academic Dishonesty:** “Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion. “Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Per COM Policy FLB (Local) “Student Conduct: Student Rights and Responsibilities”.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Derrick Lewis, Department Chair at 409-933-8607 or [dlewis22@com.edu](mailto:dlewis22@com.edu)

## **Institutional Policies and Guidelines**

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student\\_Handbook\\_2023-2024\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 5-week session is July 1. The last date to withdraw from the 10-week session is July 30. The last date to withdraw for the 2<sup>nd</sup> 5-week session is August 2.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

## Course outline: 10 Week Course Calendar

Week #	Day	Date	Topic	Assignment Due
1	M	6/03	D2L - Syllabus, Syllabi Quiz Introduction to Contingency Planning	Read Intro to Planning Introduction post due 6/9/2024 at 11:59 pm
2	M	6/10	D2L - Intro to Planning Plan Homework 1 IS235 Assigned	Read The Planning Process. Syllabi Quiz Due 6/16/2024 at 11:59 pm Review IS-235 Assignment. Reflection Journal 1 Due 6/16, 2024 at 11:59 pm
3	M	6/17	HOLIDAY NO CLASS  D2L - The Planning Process. Homework 2- IS-1300 – Intro to Continuity of Operations Assigned	IS-235 Homework 1 Certificate due 6/23/2024 at 11:59 pm. Reflection Journal 2 Due 6/23/2024 at 11:59 pm. Read Creating Emergency Operations Plan.
4	M	6/24	D2L - Emergency Operations Plan Discussion 1 Assigned.	Read COOP. Work on Homework 2. Reflection Journal 3 Due 6/30/2024 at 11:59pm
5	M	7/1	D2L - Continuity of Operations Awareness (COOP). Homework 2- IS-1300 Due	Homework 2- IS-1300 – Certificate Due 7/07/24. Reflection Journal 4 due 7/7/2024 at 11:59 pm. Read THIRA
6	M	7/8	D2L - Threat and Hazards Identification and Risk Analysis (THIRA). Homework 3 Assigned.	Read HSEEP. Discussion 1 and Reflection Journal 5 Due 7/14/24 at 11:59 pm
7	M	7/15	D2L - Homeland Security and Exercise Evaluation Program (HSEEP). Homework 3-IS-120C - Due. Final Project Report Assigned. Discussion 2 Assigned.	Work on Homework 3 and Discussion 2. Reflection Journal 6 Due 7/21, 2024 at 11:59 pm.
8	M	7/22	D2L - OSHA 3122-Emergency Response Plan Emergency Action Plan Example Homework 3-IS-120C Due.	Homework 3 IS-120C Assignment Certificate Due 7/21/2024 at 11:59. Reflection Journal 7 Due 7/28/2024 at 11:59 pm. pm
9	M	7/29	LAST DAY FOR CLASS TO WITHDRAWAL D2L - Final Project Report Due Course Evaluation	Prepare for Final Exam

			<b>Final Exam Preparation</b>	<b>Final Project Report and Discussion 2 due 7/29/2024 at 11:59 pm Complete Course Eval</b>
10	M	8/05	<b>D2L - Final Exam Due Course Evaluation Due.</b>	<b>Final Exam Due on 8/5/2024 at 11:59 pm. Course evaluation Due.</b>

**Legend**

**This syllabus is subject to change at the instructor’s discretion.**

**D2L – Online Activity**