



**EPCT 1313 101IN
CONTINGENCY PLANNING
SUMMER 2021
Internet Class**

Instructor: Dr. George Njoku
Email: gnjoku@com.edu
Office Phone: (409) 933-8152

OSHT Department Administrative Assistant:
Katy Robles
Email: krobles@com.edu
Office Phone: (409) 933-8162

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA (Family Educational Rights and Privacy Acts) restrictions, faculty cannot share any information about performance in the class through other electronic means.

Student hours and location:

Virtual Office Hours:

Monday – 10:00 to 12:00 PM

Tuesday's & Wednesday - 11:00 AM to 1:30 PM

All other times by appointment

Campus Parking:

For those who intend to park their vehicles on campus, you will need to obtain a COM parking decal next week, if you don't already have one

Instructor will be available during scheduled student hours for this class. All student (office) hours will be conducted via phone or Team. Other times will be available by appointment. Please email the instructor to set up other times.

Required Textbook: No Textbook Required

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.

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.

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.

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 only permitted to withdraw six times during their college career by State law. The last day to withdraw for the Spring Semester is April 26, 2021 for 16-week courses session.

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.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is 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.

Scholastic 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

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.

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

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college career. 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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott’s May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any

COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

Course requirements (including description of any special projects or assignments):

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 subject report and present the report to the class. 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 Blackboard Assignment link or hardcopy to your instructor. 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 classmates. Original Discussion Board posts are due by Sunday midnight.

Class Participation: Class participation includes posting your discussion and actively commenting or responding to other student’s discussion posts on time as stated in the syllabi. Completing and submitting homework assignments on time and logging in to the course board at least once a week.

Determination of Course Grade/Detailed Grading Formula

Grading Scale:

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

Grading Distribution:

1. Final Examination – Comprehensive	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

TOTAL

650 points

Course outline: 10 Week Course Calendar

Week #	Day	Date	Topic	Assignment Due
1	M	6/07	BB - Run Hide, Fight. Syllabus, Introduction to Contingency Planning	Read Intro to Planning Introduction post due 7/13/2021 at 11:59 pm
2	M	6/14	BB - Intro to Planning Plan	Read The Planning Process. Review IS-235 Assignment
3	M	6/21	BB - The Planning Process. Homework 1 IS235 Assigned	IS-235 Assignment Certificate due 6/27/2021 at 11:59 pm Read Creating Emergency Operations Plan.
4	M	6/28	BB - Emergency Operations Plan Discussion Assigned	Read COOP. Post your discussion and respond to two other students posts by 7/4/2021
5	M	7/5	BB - Continuity of Operations Awareness (COOP)	Read THIRA and IS-1300 Assignment
6	M	7/12	BB - Threat and Hazards Identification and Risk Analysis (THIRA). Homework 2- IS-1300 – Intro to Continuity of Operations Assigned	Read HSEEP. IS-1300 Assignment Certificate due 7/25/2021 at 11:59 pm
7	M	7/19	BB - Homeland Security and Exercise Evaluation Program (HSEEP). Emergency Planning Final Project Assigned Discussion 2 Assigned.	Read OSHA 3122- Emergency Response Plan Review Homework 3.
8	M	7/26	BB - OSHA 3122-Emergency Response Plan Emergency Action Plan Example Homework 3-IS-120C- Intro to Exercises Work on Final Project Report	IS-120C Assignment Certificate and Discussion Assignment due 8/2/2021 at 11:59 pm
9	M	8/2	BB - Final Project Report Final Exam Review Course Evaluation Final Exam Review & Preparation	Prepare for Final Exam Final Project Report due 8/8/2021 at 11:59 pm Complete Course Eval
10	M	8/09	BB - Final Exam Course Evaluation cont.	

Legend

BB – Blackboard Activity