



**AA AND BA IN EMERGENCY MANAGEMENT &  
BUSINESS CONTINUITY**

**Course Syllabus**

**COURSE INFORMATION**

*Instructor:* L. Motola  
*Course Name:* DISASTER RESPONSE AND RECOVERY  
*Course Number:* EMB 360 SYS  
**Office Hours:** By Appointment  
**Email:** lmotola@mcny.edu

**COURSE DESCRIPTION**

This course provides students with a basic overview of disaster response and recovery, which focuses on strategies to minimize the consequences of disasters such as earthquakes, floods, hurricanes, power outages, and/or terrorist attacks. The components of response and recovery are reviewed in the context of the other phases of emergency management. Emphasis will be placed on the three C's: coordination, cooperation, and communication in addition to short-term recovery planning vs. long-term recovery planning. Social and psychological recovery will also be discussed.

**REQUIRED TEXT**

The School's official booklist is maintained on <http://metropolitan.textbookx.com/institutional/index.php#>

[FEMA Emergency and Risk Management Case Studies Textbook, September 2004](#)

[Hospital Incident Command System](#)

**ADDITIONAL READING MATERIALS**

[FUNDAMENTALS OF EMERGENCY MANAGEMENT](#) BY LINDELL, PRATER, AND PERRY

**COURSE OBJECTIVES**

At the conclusion of the course, students should be able to:

- Define the various key concepts of disaster response and recovery.
- Explain the risks to an organization and possible obstacles to its response and recovery.
- Create and document new strategies to improve the organization's response and recovery.
- Analyze potential risks and prepare plans to mitigate the risks.

## **COURSE & RELATIONSHIP TO THE CA**

This course provides a comprehensive overview of response and recovery within emergency management. Students will examine the industry standards by reviewing strategies and protocols in the phases of response and recovery both in the public and private sector. This course will use the backdrop of collaborative identification of disaster needs as the context for reviewing the response and recovery measures identified in case studies. This course will serve as the foundation for the emergency management concentration of the degree program and will assist the student in all Constructive Action courses, since it will introduce the students to concepts that will be utilized and further examined in subsequent Dimension courses.

## **COURSE FORMAT**

Each week, students are expected:

- To read the assigned Chapters before class.
- To attend lectures and participate in class. There will be a 10% penalty for each day that the assignment is late.
- If an academic misconduct (for example: cheating on exams or papers, plagiarism...) occurs the instructor will impose the strongest sanctions that the College permits.

## **ASSESSMENT STRATEGY (This is subject to change)**

Course Grading and Evaluation:

<b>ASSIGNMENT (S)</b>	<b>POINTS (or % of Grading)</b>
▪ Attendance / Punctuality / Participation	15
▪ Homework Assignments	15
▪ Group Project	15
▪ FEMA IS Courses	20
▪ Midterm Exam	15
▪ Final Exam	20
<b>TOTAL</b>	<b>100 %</b>

Refer to the MCNY Student Handbook for policy guidelines (three absences=**C**, four absences=**D**, and five absences=automatic **F**). **Note:** Every two latenesses = one absence. Repeated lateness will lead to a lower final grade overall.

**\*\*\* NO CELLPHONES TO BE USED DURING CLASS - NO TOLERANCE**

## **STANDARDS OF ACADEMIC CONDUCT AND STUDENT INTEGRITY**

The College expects academic honesty from students and instructors. Students have the obligation both to themselves and to the College to make the appropriate College representative aware of instances of academic deceit or dishonesty. Generally, this entails making the situation known to the instructor, and if needed, to the Dean of the student's school. Likewise, faculty members are

responsible for enforcing the stated academic standards of the College. Instances of violating academic standards might include, but are not necessarily limited to, the situations outlined below:

**Cheating** – Receiving or providing unapproved help in any academic task, test or treatise. Cheating includes the attempt to use or the actual use of any unauthorized information, educational material, or learning aid in a test or assignment. Cheating includes multiple submission of any academic exercise more than once for credit without prior authorization and approval of the instructor.

**Plagiarism** – Presenting someone else’s work as though it is your own. In an academic community the use of words, ideas, or discoveries of another person without explicit, formal acknowledgement constitutes an act of theft or plagiarism. In order to avoid the charge of plagiarism, students must engage in standard academic practices such as putting quotation marks around words that are not their own, employing the appropriate documentation or citation, and including a formal acknowledgement of the source in the proper format. Each school of MCNY follows a style manual prescribed in your Purpose Handbook. Students are responsible for following that style.

**Fabrication** – Inventing or falsifying any data, information, or records.

**Obstruction** – Impeding the ability of another student to perform assigned work.

**Collusion** – Assisting any of the above situations or performing work that another student presents as his or her own.

### **ACADEMIC ADJUSTMENT FOR STUDENTS WITH DISABILITIES**

MCNY is committed to complying by making reasonable accommodations in its academic programs, thus insuring maximum participation by all students with disabilities. Reasonable accommodations and academic assistance are provided to MCNY students with disabilities registered with the Office of Student Services. Students with disabilities must complete a Request for Academic Adjustment Application Form available from the Student Services Office. Documentation of disability from a qualified medical or other licensed practitioner is required at this time. Specific guidelines for ability documentation are available from the Student Services Office. Accommodations are individually determined according to documented need. Some more typical accommodations include:

- Test accommodations. This may include lengthening the time required to take an exam or providing a private room for testing
- Tutorial services. A specific plan is developed for each student
- Referrals, where appropriate and possible

### **GRADING POLICY**

<b>A</b>	<b>90-100%</b>
<b>B+</b>	<b>85-89%</b>
<b>B</b>	<b>80-84%</b>
<b>C+</b>	<b>75-79%</b>
<b>C</b>	<b>70-74%</b>
<b>D+</b>	<b>65-69%</b>

D            60-64%  
F            Below 60%

### **POLICY ON ACADEMIC INTEGRITY**

The MCNY policy on plagiarism can be found on page 7 in the Student Handbook.  
[http://www.metropolitan.edu/student\\_serv/publications.php](http://www.metropolitan.edu/student_serv/publications.php)

### **SYLLABUS CHANGES**

The instructor reserves the right to make changes as necessary to this syllabus.

### **GRADING GUIDELINES - TEAM PROJECT**

Students are encouraged to work as a team but will be graded individually.

### **APA (American Psychological Association) Citation Criteria:**

APA is most commonly used to cite sources within the social sciences. This resource offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page.

Go to <http://www.apastyle.org/> and click on 'Learning APA Style'

### **IN CASE OF EMERGENCY**

For weather and closing updates: 212-343-1234 EXT. 3000

In case the phone line is down, go to the main homepage to view updates: [www.mcnyc.edu](http://www.mcnyc.edu)

**MCNY Campus Alert System:** Metropolitan College of New York utilizes this system to alert students and employees of an emergency situation on campus through emails, text messages, and/or phone calls. Registration takes only a few minutes and can be done on the web by going to: [www.mcnyc.edu/alert](http://www.mcnyc.edu/alert)

WEEK	TOPIC	READING CHAPTERS	ASSIGNMENT
1	Four Phases of Comprehensive Emergency Management / Difference between mitigation & preparedness	Ch 1 & 3 (Case Studies)	<a href="#">IS-100.HCB: Introduction to the Incident Command System (ICS 100) for Healthcare/Hospitals</a> Due Wk 2
2	Hospital Incident Command System (HICS)	Ch 1, 2, 3, 4 (HICS)	
3	HICS	Ch 5, 6, 7, 8 (HICS)	
4	HICS/Group Project		Group Project Due Week 5
5	HICS/Group Project		Midterm review
6	<b>Midterm Exam</b>	Weeks 1-7	<a href="#">IS-328: Plan Review for Local Mitigation Plans</a> Due Wk 8
7	Concept Mapping, Probabilities of Risk	Ch 5, 6, 7 Fundamentals of EM	Assignment # 1: HVA Due Wk 8
8	Concept Mapping, Probabilities of Risk / Vulnerability, Emergency Management, & Mitigation	Review Mitigation Plans	Assignment # 2: HMP Due Wk 9
9	Application of Concepts to Case Studies	Case Studies	Assignment # 3: Press Release Due Wk 11 for Peer Review
10	Application of Concepts to Case Studies / Geoscience Perspectives on Winter Storms and Hurricanes	Case Studies	In class activity: Sea Level Rise <a href="#">IS-29: Public Information Officer Awareness</a> Due Week 11
11	Storm Impacts & Risk Communication	Ch 1 & 5 Katrina LL	In class activity: Press Release Peer Review and Coastal Erosion Activity / Assignment # 4: Policy Position Paper Due Week 12
12	Town Hall Meeting	To Be Assigned	<a href="#">IS-632.A: Introduction to Debris Operations</a> Due week 13
13	Stakeholder, Risk Assessment & Risk Management /Review	To Be Assigned	Final Exam Review
14	<b>Final Exam</b>	Weeks 7-14	

