**PORTLAND COMMUNITY COLLEGE**

**EM 205: Disaster Recovery Operations**

Winter Term 2010 Instructor: Dr. Bob Grist, CEM

3 credit hours, CRN 16735 Phones: w: xxx xxx xxxx

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1730-2020 Tuesdays

**Text**

Phillips, Brenda D., Disaster Recovery, CRS Press, Boca Raton, Florida (2009)

**Course Description**

This course covers the basic concepts, operational procedures, and authorities involved in recovering from major disasters. It addresses Federal, State, and local government roles and responsibilities in major disaster recovery work with an emphasis on the government coordination and the solution of problems frequently arising in recovery operations. An overview of preliminary damage assessment, disaster recovery centers, and special needs of victims and disaster workers is also included.

Prerequisites: EM 110 and EM 114

**Intended Course Outcomes**

At the completion of this course, students will be able to:

 Identify the components of both short-term and long-term disaster recovery operations.

 Describe and discuss the roles and responsibilities of local, State, and Federal governments.

 Describe and discuss the roles and responsibilities of private sector individuals, organizations, and insurance providers.

 Create a simple disaster recovery plan.

**Teaching Methodology**

The teaching methodology will include lectures, group discussions, review of current events, completion of FEMA independent study course, and analysis of case studies.

**Course Requirements**

1) **Reading of assigned chapters** as indicated by the “Schedule and Assignments” section prior to class in preparation for class discussions.

There is no formal language prerequisites for this course but you will need to be able to read, write, and speak English at the college level to be successful.

2) **Exams:** There will be three exams, all will be multiple choice questions covering only the material covered since the previous exam. The exams will be available only to students who are in class when the exam is distributed.

Students may take a make-up exam only with prior approval from the instructor. The instructor will only approve a make-up exam for a sufficient and fully documented reason.

Any exam not made-up will be given zero points and will be factored into the final course grade.

Exam success is critical to demonstrating mastery of the course content. Failure to pass one of the exams (a score less than 50%) will undoubtedly result in a course grade reduced by one level from what the student could achieve by studying appropriately. Failure to pass two exams – regardless of reason – will result in a failure to pass the course regardless of the points earned.

3) **FEMA Independent Study Program Courses:** Three of the courses available from the Federal Emergency Management Agency (FEMA) website will be required as a part of this course. They are: IS-630 Introduction to the Public Assistance Process, IS-631 Public Assistance Operations I, and IS-632 Introduction to Debris Operations in FEMA’s Public Assistance Program. Check http://training.fema.gov/IS/crslist.asp , locate the course, and follow instructions. The due dates are shown on the class schedule.

4) **Case Studies:** There will be two case studies to read and analyze. Complete instructions will be given when studies are assigned. Reports are due on the date shown in the class schedule and late submissions will not be accepted. Cases and analyses will be discussed in class.

**5) Classroom Participation:** Students are expected to participate in ALL class sessions. Preparation for such participation will necessarily involve having read assigned chapters prior to each class session. The variety and interest in this class will come from discussions of current events as related to the course. Students are asked to try to find and bring related newspaper, magazine, and/or internet articles each week to discuss in class.

An attendance sign-in sheet will be passed around at the beginning of each class session. It is the responsibility of the student to sign in when he/she arrives at the beginning of class. The sign-in sheet will not be available after 1800 and there are no “excused” absences. Please be respectful of your instructor, your classmates, and yourselves by arriving for class on time.

**Grading**

Performance in this course will be assessed on the basis of the following allocation:

90% or higher: A

75 – 89%: B

60 – 74% C

50 – 59%: D

49% or lower: F

**Missed classes:**

Missing two class periods will be enough of a penalty in itself – don’t let it be on one of the days we have an exam or a case study!

Missing three class periods will result in a one grade reduction (A becomes a B, etc.).

Missing four class periods will result in another grade reduction.

Missing five class periods will result in a final grade of “F” regardless of any grade earned. This is simply a failure to meet minimum expectation of college-level performance.

**Academic Honesty**

Your attention is directed to the PCC Student Rights and Responsibilities document on the college website. It presents the “Code of Conduct” and the “Academic Integrity Policy” of the college.

Failure to demonstrate honesty and integrity in coursework will result in an academic penalty which may involve a failing grade for this course.

Regarding written assignments (i.e., case studies), it is unacceptable to submit a paper with the text of another source represented as your own work. If you wish to quote from another source you **must** indicate it is a quotation and not your own statement. **Plagiarism** of any type is considered **academic dishonesty** and may result in disqualification of the paper, a grade of “F” for the assignment, and the possibility of a one-grade reduction in your final course grade.

All violations of the “Code of Conduct” will result in an “Academic Dishonesty Report” being filed with the Division Office, the Dean of Student Development, and the Dean of Instruction for consideration of further disciplinary action.

**ADA Accommodation**

Any student who may need an accommodation for any sort of disability should make an appointment to see the instructor within the first two weeks of class.

**Changes to Course Outline**

This course may be added to, deleted from, and/or otherwise changed if in the opinion of the instructor it is necessary to do so to achieve the objectives of this course. The student will be notified in advance – hopefully, in class – of such changes. Students will be responsible for any actions such changes may require of them.

**Student Initiated Drops and Withdrawals**

For PCC guidelines for drops and withdrawals, please see the current PCC schedule.

Since this is an 11-week course, the following rules apply:

Withdrawal refund period: by the end of the second Friday of the term.

Withdrawal and not receive an “F” grade: by the end of the fourth week of class.

If you stop attending without formally withdrawing, you will receive the grade assigned by the instructor and will be liable for all charges on your account.