



## Principles of Basic Emergency Management (EMAP 1400) Online

**LAMAR INSTITUTE  
OF TECHNOLOGY**

### **INSTRUCTOR CONTACT INFORMATION**

Instructor: Tim Ocnaschek  
Email: twocnaschek@lit.edu  
Office Phone: 409-839-2967  
Office Location: Technology Center (TC) – Room 116  
Office Hours: BY APPOINTMENT

### **CREDIT**

3 Semester Credit Hours (0 hours lecture, 0 hours lab)

### **MODE OF INSTRUCTION**

Online

### **PREREQUISITE/CO-REQUISITE:**

None

### **COURSE DESCRIPTION**

Overview of the Texas Emergency Management System and the concepts of emergency management and its integration of systems, basic definitions, identification of hazards, role of the local emergency manager, including interaction among various government entities. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G230 and G610.

### **COURSE OBJECTIVES**

Upon completion of this course, the student will be able to

Upon completion of this course, the student will be able to:

1. Develop an Emergency Management plan
2. Plan Development best practices
3. Identify the agencies involved in disaster assistance.
4. Describe the role of the emergency manager
5. Describe the all-hazards approach to emergency management
6. Outline the process for preparing a grant request
7. Develop a plan for acquiring surplus property

### **REQUIRED TEXTBOOK AND MATERIALS**

1. Introduction to Emergency Management by B. Phillips, D. Neal, and G. Webb, 2nd edition. CRC Press. ISBN number is 978-1-4822-4506-6.

Other Text Material is provided online:

2. FEMA IS-230e: Fundamentals of Emergency Management
3. CPG 101
4. Beaumont Emergency Management Executive Guide
5. FEMA IS-2200 Basic Emergency Operation Center Functions

**ATTENDANCE POLICY**

1. Weekly discussion assignments are due by Wednesday at midnight. Responses to classmate(s) are due by midnight Saturday. Tests are due by midnight Sunday.
2. Discussion assignments must be submitted in the following format: Course name, Student name, and date as a header. Answers must be in paragraph format and doublespaced with a 100 word minimum and 250 word maximum.

**DROP POLICY**

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

**STUDENT EXPECTED TIME REQUIREMENT**

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

**COURSE CALENDAR**

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1	“Start Here” Module 1	<ul style="list-style-type: none"> <li>• Review “Start Here” Material</li> <li>• Initial Introduction Assignment 1</li> <li>• Initial Introduction Assignment 2</li> <li>• Final Introduction Assignment 1</li> <li>• Final Introduction Assignment 2</li> </ul>	<ul style="list-style-type: none"> <li>• Post by Aug 23</li> <li>• Post by Aug 23</li> <li>• Post by Aug 26</li> <li>• Post by Aug 26</li> </ul>
Week 2	Module 1- IS-230e	<ul style="list-style-type: none"> <li>• Read FEMA Course IS-230e</li> </ul>	<ul style="list-style-type: none"> <li>• Read by Sep 3</li> </ul>
Week 3	Module 1- Chapter 1	<ul style="list-style-type: none"> <li>• Read Text Chapter 1</li> <li>• Initial Chapter 1 Discussion 1</li> <li>• Initial Chapter 1 Discussion 2</li> </ul>	<ul style="list-style-type: none"> <li>• Post by Sep 6</li> <li>• Post by Sep 6</li> </ul>

		<ul style="list-style-type: none"> <li>• Final Chapter 1 Discussion 1</li> <li>• Final Chapter 1 Discussion 2</li> <li>• <b>Test #1</b></li> </ul>	<ul style="list-style-type: none"> <li>• Post by Sep 9</li> <li>• Post by Sep 9</li> <li>• Post by Sep 10</li> </ul>
Week 4	Module 1- Chapter 2	<ul style="list-style-type: none"> <li>• Read Text Chapter 2</li> <li>• Initial Chapter 2 Discussion 1</li> <li>• Initial Chapter 2 Discussion 2</li> <li>• Final Chapter 2 Discussion 1</li> <li>• Final Chapter 2 Discussion 2</li> </ul>	<ul style="list-style-type: none"> <li>• Post by Sep 13</li> <li>• Post by Sep 13</li> <li>• Post by Sep 16</li> <li>• Post by Sep 16</li> </ul>
Week 5	Module 1- Chapter 3	<ul style="list-style-type: none"> <li>• Read Text Chapter 3</li> <li>• Initial Chapter 3 Discussion</li> <li>• Final Chapter 3 Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Post by Sep 20</li> <li>• Post by Sep 23</li> </ul>
Week 6	Module 1- Chapter 4	<ul style="list-style-type: none"> <li>• Read Text Chapter 4</li> <li>• Initial Chapter 4 Discussion</li> <li>• Final Chapter 4 Discussion</li> <li>• <b>Test #2</b></li> </ul>	<ul style="list-style-type: none"> <li>• Post by Sep 27</li> <li>• Post by Sep 30</li> <li>• Post by Oct 1</li> </ul>
Week 7	Module 1- Chapter 5	<ul style="list-style-type: none"> <li>• Read Text Chapter 5</li> <li>• Initial Chapter 5 Discussion 1</li> <li>• Initial Chapter 5 Discussion 2</li> <li>• Final Chapter 5 Discussion 1</li> <li>• Final Chapter 5 Discussion 2</li> </ul>	<ul style="list-style-type: none"> <li>• Post by Oct 4</li> <li>• Post by Oct 4</li> <li>• Post by Oct 7</li> <li>• Post by Oct 7</li> </ul>
Week 8	Module 2, Chapter 6	<ul style="list-style-type: none"> <li>• Read Text Chapter 6</li> <li>• Initial Discussion</li> <li>• Final Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Post by Oct 11</li> <li>• Post by Oct 14</li> </ul>
Week 9	Module 2, CPG 101	<ul style="list-style-type: none"> <li>• Read CPG 101</li> <li>• Initial Discussion 1</li> <li>• Final Discussion 1</li> </ul>	<ul style="list-style-type: none"> <li>• Post by Oct 18</li> <li>• Post by Oct 21</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>TEST 3</b></li> </ul>	<ul style="list-style-type: none"> <li>• Post by Oct 22</li> </ul>
Week 10	Module 2, Beaumont Emergency Management Executive Guide (BEMEG)	<ul style="list-style-type: none"> <li>• Read BEMEG</li> <li>• Initial Discussion</li> <li>• Final Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Post by Oct 25</li> <li>• Post by Oct 28</li> </ul>
Week 11	Module 2, IS-2200	<ul style="list-style-type: none"> <li>• Read IS-2200</li> <li>• <b>Test #3</b></li> </ul>	<ul style="list-style-type: none"> <li>• Post by Nov 5</li> </ul>
Week 12	Module 2, Chapter 7	<ul style="list-style-type: none"> <li>• Read Text Chapter 7</li> <li>• Initial Discussion</li> <li>• Final Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Post by Nov 8</li> <li>• Post by Nov 11</li> </ul>
Week 13	Module 2, Chapter 8	<ul style="list-style-type: none"> <li>• Read Text Chapter 8</li> <li>• Initial Discussion</li> <li>• Final Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Post by Nov 15</li> <li>• Post by Nov 18</li> </ul>
Week 14	Module 2, Chapter 9	<ul style="list-style-type: none"> <li>• Read Text Chapter 9</li> <li>• Initial Discussion</li> <li>• Final, Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Post by Nov 22</li> <li>• Post by Nov 25</li> </ul>
Week 15	Module 2, Chapters 10 & 12	<ul style="list-style-type: none"> <li>• Read Text Chapters 10 &amp; 12</li> <li>• Initial Chapter 10 Discussion</li> <li>• Initial Chapter 12 Discussion</li> <li>• Final Chapter 10 Discussion</li> <li>• Final Chapter 12 Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Post by Nov 29</li> <li>• Post by Nov 29</li> <li>• Post by Dec 2</li> <li>• Post by Dec 2</li> </ul>
Week 16	Module 2, Final Test	<ul style="list-style-type: none"> <li>• <b>Test #4</b></li> </ul>	<ul style="list-style-type: none"> <li>• Post by Dec 5</li> </ul>

### **COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

- Tests – 60%
- Course Assignments – 40%
- After each assignment post, a feedback post is required to at least one fellow student. Lack of a feedback post will result in a 20 point reduction for the assignment grade. Repeated refusal to submit feedback will result in a 30 point reduction for the assignment grade.
- Assignments will be graded up to 7 days after the due date with a 10 point penalty. Assignments later than 7 days will be assessed a 0.
- I will drop the lowest two weekly assignment grades.
- I will drop the lowest test grade.

- There are several FEMA Independent Study courses covered in this class. All students must register with FEMA and obtain a Student Identification Number (SID; <https://cdp.dhs.gov/femasid/register>). Upon submission of a FEMA certificate indicating successful completion of the online course, I will add 5 points to the individual test score over that section of the course.
- If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course
- Tests will be automatically grade and recorded in Blackboard.
- Your final grade will be the average of your weekly discussions and tests.

### **GRADING SCALE**

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

LIT does not use +/- grading scales

### **ACADEMIC DISHONESTY**

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

### **TECHNICAL REQUIREMENTS**

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

### **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email

[specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

### **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

### **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

### **ADDITIONAL COURSE POLICIES/INFORMATION**

1. Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions
2. Log onto Blackboard at a minimum of 3 times a week.
2. Students must engage in weekly discussions and feedback to classmates
3. All students must register with FEMA and obtain a Student Identification Number (SID; <https://cdp.dhs.gov/femasid/register>).
4. Assignments' grades may be accessed through My Grades in Blackboard. Each assignment shows your grade and any comments I make on your assignment.