Public and Private Sector Continuity Planning for Emergencies

COURSE SYLLABUS

UNIVERSITY OF SOUTH FLORIDA
COLLEGE OF PUBLIC HEALTH
HSC 4933 Section 701
Fall – 2011

Course Information:

Course Name: Public and Private Sector Continuity Planning for Emergencies
Course Sections: HSC 4933
Credit Hours: 3 hrs.
Course Dates: TBA
Course Meeting: Tuesday 5 – 8 PM
Location: College of Public Health, Room CPH # TBA
Prerequisites: None
Delivery Format: Classroom

Required Course Materials:
FEMA IS-547a: Introduction to Continuity of Operations Student Manual (Student Manual provided).

Supplemental Course Information:
Additional reading assignments have been selected from articles and Web Sites. Where possible, the course author has obtained permission to include session handouts of the assigned reading.

Purpose:
To provide an overview of contingency planning methods for business and government organizations.

Course Description:
This course identifies, examines and integrates the diverse emergency management, crisis management, contingency planning, and organizational continuity, recovery and restoration issues facing public and private sector organizations. Basic skills, knowledge elements and concepts will be identified, discussed, developed, integrated and applied in the context of the evolution of the homeland security and emergency management communities, private sector initiatives, and case studies. The inter-relationships and strategic importance of emergency management, crisis management, contingency planning, and organizational continuity, recovery and restoration to private sector businesses and the various levels of governmental homeland security and emergency management will be emphasized throughout the course.

Objectives:
By the end of the course participants will be able to:
• Understand the similarities and differences between public sector continuity of operations planning and private sector business continuity planning.

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• Understand the reason for and the process involved in creating continuity of operations and business continuity plans.
• Understand the reasons why continuity plans are used and how to create them.
• Understand how to develop a business impact assessment and a business continuity plan.
• Understand how to develop a hazard analysis and risk assessment for a community.
• Understand the fundamental principles which apply to continuity planning and be able to play an active part in the preparation, implementation, and monitoring of a government or business continuity plan.
• Understand the process involved in maintaining and testing a disaster recovery plan.
• Understand the purpose, value and types of drills/exercises/training sessions needed to support and maintain an effective COOP or BCCM program.

Instructor Information:

Instructor: Chauncia Willis, MPA, MEP, CEM
Email: Chauncia.Willis@gmail.com
Phone: 727-481-5512 (Mobile)

Instructor Office Hours:
By appointment and via e-mail.

Instructor Policies:
The best method to contact me outside the classroom setting is through e-mail at Chauncia.Willis@gmail.com. Include the course number in the subject line. Every effort will be made to reply within 24 - 48 hours. I will always try to respond promptly. Therefore, if you do not hear back from me within this time frame, please resend your e-mail as there may have been a problem with transmission.

Technical Assistance:
If you have difficulty accessing the site, please do not contact the course instructor, teaching assistant, or faculty supervisor. We can only assist you with course material once you have logged onto the site.

Instead, use the Technical Assistance link on the BlackBoard or contact the Academic Computing Help Desk by one of the following method:
• Phone (813) 974-1222, or toll free in Florida 1-800-974-1222
• Web: www.acomp.usf.edu/Help/javaindex.html
• E-mail: Help-ac@usf.edu
• In Person: LIB 608 (6th floor of the Tampa Campus Library)

Updated: 4/4/2011
Grading, Assessments & Criteria:

Grading Scale:  

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<thead>
<tr>
<th>Grade</th>
<th>Score</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>70-79</td>
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<tr>
<td>D</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>59 and lower</td>
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Course Assessments:  

Class participation:  
This course requires a significant amount of class discussion and hands on participation. Class participation will be valued at 2% per class to account for a maximum of 30% of your final grade.

Final:  
You will have a final written exam. The exam will be worth 30% of your final grade.

Practicum:  
Each student will pick a business or organization within the city to work with to develop and/or review a BCP/COOP plan. This practicum is your opportunity to research, develop and present different aspects an actual continuity plan. Requirements for the practicum will be provided by the instructor. The practicum will account for 40% of your final grade. Organizations selected for the practicum will be determined by the third week of class.

Homework:  
Students are required to be prepared for class by having completed assigned reading prior to class each week.

Extra Credit:  
5 extra credit points will be awarded to students who complete FEMA IS-520 - Introduction to Continuity of Operations Planning for Pandemic Influenzas or IS-546 Continuity of Operations Awareness Course and provide proof that they passed the exam by the end of the course.

Policies:

Course Specific Policies:  
Announcements: Announcements will be posted on blackboard. It is the student’s responsibility to check the website for any changes to the course, including course schedule, due dates, etc.

Attendance: Since class participation is an important component in this course, attendance is expected.

Grading: Grades will be assigned as outlined in the Grading, Assessment and Criteria section above. Students are encouraged to email the instructor for feedback on assignment and quiz questions. Please email the instructor to explain course components which you do not have a complete understanding of.

Make-up Policy: Late assignments will not be accepted with the exception of extreme circumstances.

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Course Deadlines: All assignments/discussion are due by class time on the date indicated in the schedule.

Extra credit: Extra credit can be earned as described above in the Grading, Assessment and Criteria section.

Institution and Student Conduct Policies: All students are expected to adhere to university and student conduct guidelines. A copy of these guidelines can be found at http://www.sa.usf.edu/ Academic Dishonesty, Disruption for Academic Process Policy, & Plagiarism See http://www.sa.usf.edu/handbook/03/academics/ImportantAcademicPolicies.htm

Online Conduct/Academic Dishonesty:
(Adapted from Tulane School of Public Health Code of Conduct, and USF Student Handbook 2000-2001) All members of this course shall foster an environment that encourages adherence to the principles of honesty and integrity. All parties shall protect the integrity of academic materials including test materials, copyrighted documents, and all related course work.

In all work submitted the students are expected to represent themselves honestly. The presence of a student's name on any material submitted in completion of an assignment is considered to be an assurance that both the work and ideas are the result of the student's own intellectual effort, and produced independently. Collaboration is not allowed unless specifically permitted by the instructors.

All course participants are expected to respect others' personal feelings; have the right of freedom to hear and participate in dialogue and to examine diverse ideas; and have the right to a learning environment free from harassment and discrimination; and the responsibility that free discussion represents the scholarly nature of the learning community.

Plagiarism

Plagiarism is defined as "literary theft" and consists of the non-attributed quotation of the exact words of a published text, or the non-attributed borrowing of original ideas by paraphrase from a published text. On written papers for which the student employs information gathered from books, articles, web sites, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure or style of a secondary source must be attributed to its author by means of the appropriate citation procedure.

Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one's own segments or the total of another person's work... The student, who submitted the subject paper, lab report, etc., shall receive an "F" with a numerical value of zero on the item submitted, and the "F" shall be used to determine the final course grade. It is the option of the instructor to assign the student a grade of F or FF (the latter indicating dishonesty) in the course", as stated in USF 2002-2003 Undergraduate Catalog (pages 47 – 49).

Dishonesty/Cheating/Disruption of Academic Process:
Students are expected to behave in a scholarly and honest manner; deviation from these expected behaviors will result in Draconian measures against the student.

Updated: 4/4/2011
Students attending USF are awarded degrees in recognition of successful completion of coursework in their chosen fields of study. Each individual is expected to earn his/her degree on the basis of personal effort.

Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. Disruption of the classroom or teaching environment is also unacceptable. This cannot be tolerated in the University community and will be punishable, according to the seriousness of the offense, in conformity with this rule.

**Disability Accommodation:**
For information regarding qualifications for student disabilities through the Disabled Student Academic Services Office (DSA) at the University of South Florida, see the 1999-2001 USF graduate catalog which can be found online at: [http://download.grad.usf.edu/PDF/section14.pdf](http://download.grad.usf.edu/PDF/section14.pdf) (page 4 of 6) and directly contact the DSA for arrangement of academic accommodations and assistance at (813) 974-4309, SVC 2043, Coordinator of Disabled Student Academic services.

**Holidays and Religious Observations:**
Students who anticipate the necessity of missing any class due to the observation of a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second-class meeting.

**Other policies:**
See: [http://www.sa.usf.edu/handbook/03](http://www.sa.usf.edu/handbook/03)

### Institutional Policies:

- **Link to Student Handbook:** [http://www.sa.usf.edu/handbook/](http://www.sa.usf.edu/handbook/)
- **Student Conduct:**
  - USF Student Rights/Responsibilities: [http://www.sa.usf.edu/handbook/rights/StudentRightsResponsibilities.htm](http://www.sa.usf.edu/handbook/rights/StudentRightsResponsibilities.htm)
  - USF Student Code of Conduct: [http://www.sa.usf.edu/handbook/rights/StudentCodeofConduct.htm](http://www.sa.usf.edu/handbook/rights/StudentCodeofConduct.htm)
- **Academic Dishonesty/Plagiarism:**
  - Undergraduate courses: [http://www.ugs.usf.edu/catalogs/0506/adapad.htm](http://www.ugs.usf.edu/catalogs/0506/adapad.htm)
- **Special Accommodations:** [http://www.asasd.usf.edu/index.htm](http://www.asasd.usf.edu/index.htm)

(5) Updated: 4/4/2011