CENTRAL TEXAS COLLEGE
HMSY 2337
MANAGING A UNIFIED INCIDENT COMMAND

Semester Hours Credit: 3

INSTRUCTOR: ________________

I. INTRODUCTION

A. This course is designed to give you an overview of the Unified Incident Command (UIC) system. It will cover what a Unified Incident Command system is, and how it is used. An UIC is used for natural disaster, fires, rescue operations, mass casualties, and terrorist incidents. Each of the roles in the system will be looked at and also how have the systems been used in the past. There will be practical application lessons from past incidents and you will look at possible future incidents and how UIC can be used.

B. This course is a required course in the Homeland Security—Emergency Management Degree Plan.

C. This course is occupationally related and serves as preparation for careers in: Law enforcement, Medical fields, Government service.

D. Prerequisite(s): None

II. LEARNING OUTCOMES

Upon successful completion of this course, Managing a Unified Incident Command, the student will:

A. Be able to identify what a UIC is and how they are used in various situations. (C5-C8, C15, F1-F2)

B. Be able to identify the different parts of the system and their function. (C5-C8, C15, F1-F2)

C. Assess the pre-impact conditions that produce disaster vulnerability within communities and how to plan for them. (C5-C9, C14-C15, F1-F2, F7, F17)

D. Understand the activities that take place during an incident and how they need to be handled. (C5-C8, C15, F1-F2)

E. List past uses of the UIC and be able to discuss how they will be used again in the future. (C5-C9, C14-C15, F1-F2, F7, F17)
III. INSTRUCTIONAL MATERIALS


The instructional materials identified for this course are also viewable through www.cted.edu/books

IV. COURSE REQUIREMENTS:

A. Reading Assignments:
   As assigned by Instructor.

B. Projects, Oral Reports, Case Studies, Book Reports, and Research Papers:
   There will be a chapter assignment and a discussion board response due weekly. Each item will have clearly listed requirements and deadlines. All material must be in Work format, 12 point type, and New Times Roman script. Points will be deducted for misspelled words and obvious grammatical mistakes. All points will be added up to obtain the final grade. There is no curve and no extra credit given. It is understood that sometimes situations arise and material cannot be turned in by the deadline. Clearly discuss these issues with the instructor before the deadline and agreements can be made. Remember that we are here to assist you in learning all that you can and will assist this process in any way that is acceptable by CTC policy.

C. Class Performance:
   You must communicate with the instructor frequently during the class. Assignments must be turned in by the due date, or a 0 point value may be assigned for the assignment, or a failing grade may be given for the course (depending on the assignment). If assignments or discussions are missed, speak with the instructor to determine if you should continue with the class and make up the work, or if you need to withdraw. Failure to communicate with the instructor will result in your being withdrawn from the class for lack of participation. If the class work cannot all be completed in the given time then an incomplete may be issued by the instructor, if there is a legitimate reason for needing an extension and the instructor approves one. At no time shall the extension be more than 120 days from the completion date of the class. Class performance is graded by the work turned in (papers, discussion questions, and other assignments).

D. Class Participation:
   The Student is expected to be on time to class, to have read the assigned materials, and be prepared to discuss the assignment in class. All persons must be present on exam day unless properly excused in advance. Students
who are late for or absent from class have the absolute responsibility for obtaining the missed information. Students will be expected to take all scheduled examinations in the class period in which they are assigned. Students are expected to observe the Central Texas College policy for attendance as explained in the current catalog.

E. **Additional requirement:**
There are none.

F. Each student is expected to act in a manner consistent with the College’s functions and goals as an institution of higher education. The Board of Trustees of Central Texas College states the following examples of misconduct constitute an interference with the lawful and orderly use of college premises, facilities, and activities for which students may be subject to disciplinary action. This is not an all-inclusive list of prohibited behavior.

- a. Interference with teaching, research, administration or CTC’s other responsibilities through disorderly conduct or disruptive behavior. This includes the use of or ringing of cell phones in the classroom. The instructor has the right to ask the student to leave the classroom and if the incident is repeated, the instructor has the right to ask the student to leave the class.
- b. Refusing to depart from any property or facility of the College upon direction by College officials.

For more information on Non-Academic Misconduct please see the Student Handbook.

G. **Academic Dishonesty:** The College and its official representatives may initiate disciplinary proceedings against any student accused of any form of academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on academic work, plagiarism and collusion.

- a. Cheating on academic work includes:
  1. Copying another student’s test paper, research paper or term paper.
  2. Using materials during a test that are not authorized by the test administrator.
  3. Collaborating with another student during a test or in academic preparation without permission.
  4. Using, buying, selling, stealing, transporting, or soliciting the contents of an unadministered test.

- b. Plagiarism is defined as presentation for credit as one’s own idea or product derived from an existing source.
c. Collusion is defined as the unauthorized collaboration with another person in preparing written work for credit. All questions of academic dishonesty are reviewed by the faculty member. If the student does not accept the decision of the faculty member, the student may appeal to the department chairperson. If the student disagrees with the decision of the department head, the student’s case will be referred to the Dean of the Central Campus. The student will be allowed to remain in class until the process is exhausted except when immediate suspension or expulsion is deemed necessary for the continuance of the educational mission or when the safety of persons or property is in jeopardy. (See Student Handbook for more details.)

H. Feedback is the return of data about the result of a process. Feedback will be provided via test scores, graded assignments, and/or instructor evaluation of the students’ progress. Each student is encouraged to take advantage of the many avenues for feedback available to them. For example, office hours are established primarily to provide students access to their instructors to discuss their academic performance, to answer their substantive questions, and in some cases, to give them other academic guidance. While adjunct faculties do not normally have office hours, they are generally available before or after class to meet with you. E-mail is another easily available medium to obtain feedback. Additional feedback may be provided at the discretion of the instructor or upon the request of the student.

V. EXAMINATIONS

There will be two exams given in this course. The exams will be multiple choice, true/false, and essay. There will be no study guide provided. Each test covers the material covered in class before the exam (the final is non-cumulative from the start of class). If a student is unable to make an exam, there will be no make-up exam, unless previously approved by the instructor. All exams are non-proctored.

VI. SEMESTER GRADE COMPUTATIONS

It is the student’s responsibility to complete the course requirements as defined within the syllabus. There will be two exams, one paper, classroom discussion, internet project, and additional assignments that will be added up to make the final total of 400 points.

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>First exam (un-proctored)</td>
<td>100</td>
</tr>
<tr>
<td>Final exam (proctored)</td>
<td>100</td>
</tr>
<tr>
<td>Research Paper</td>
<td>200</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>200</td>
</tr>
<tr>
<td>Assignments</td>
<td>400</td>
</tr>
</tbody>
</table>
The possible grades for this course are A, B, C, D, or F. In order to receive transferable for this course, a grade of C or above must be earned. As a rule, D's will not transfer to other colleges. Grading criteria will be based on the http://www.ctcd.cc.tx.us/grades.htm:

<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent</td>
<td>90-100%</td>
<td>80-89%</td>
<td>70-79%</td>
<td>60-69%</td>
<td>0-59%</td>
</tr>
<tr>
<td>Points</td>
<td>900-1000</td>
<td>800-899</td>
<td>700-799</td>
<td>600-699</td>
<td>below</td>
</tr>
</tbody>
</table>

The points are added up to give a final total. There will be no rounding or curve provided for this course. Failure to complete any of the projects (paper, class discussion, and internet project) may result in an F for the course.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. **Course Withdrawal**: There are occasions when it may be necessary to drop a course. In order to be officially withdrawn from the course, a student must obtain and complete a withdrawal form and have it signed thereon. The student’s transcript will show “W” or “F”, depending on whether the student is passing or failing in his/her course at the time of withdrawal.

- Friday of 3rd week for 5-week courses
- Friday of 4th week for 6-week courses
- Friday of 6th week for 8-week courses
- Friday of 7th week for 10-week courses
- Friday of 9th week for 12-week courses
- Friday of 12th week for 16-week courses

B. **Administrative Withdrawal**: See website for official policies. Failure to communicate with the instructor or complete listed projects may result in the instructor administratively withdrawing you from the course.

C. **Incomplete Grade**: May be given only in those cases where, because of personal illness, death in the immediate family, school sponsored trip, or military orders, the student is unable to complete the final examination for a course. Prior approval from the instructor is required before the grade of “IP” is recorded. A student who merely fails to show for the final examination will receive a zero for the final and “F” for the course.

D. **Cellular Phones and Beepers**: Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.
E. **American’s with Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.cted.edu/disability-support](http://www.cted.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

G. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.