

**AVSC4396, Capstone Aviation Management Emergency Prep**  
Fall 2018  
Texas A&M University-Central Texas

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor: Dr. Daniel Prather, A.A.E., CAM**

**Office: Virtual**

**Phone: 951.343.4924**

**Email:** *Prefer Canvas email. Also available at [daniel@dprather.com](mailto:daniel@dprather.com)*

**Office Hours:**

Available via phone Monday/Wednesday/Friday 11:15-12:45 CT; Tuesday/Thursday 10:15-11:00 CT.

**Mode of instruction and course access:**

This is a 100% online course. This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>].

**Student-instructor interaction:**

I will log into the course multiple times each week to check on student interaction, grade submissions, and post announcements. If you have a question, feel free to email me within Canvas. You may also call. Please leave a message if I'm unavailable and I'll return your call when I am next available.

**911 Cellular:**

Emergency Warning System for Texas A&M University-Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

## **COURSE INFORMATION**

**Course Overview and description:** A culminating activity encompassing a program-wide range of knowledge, skills, attitudes, and abilities demonstrating emergency preparedness in a simulated emergency scenario.

**Course Objective:** To provide a capstone experience while preparing students for opportunities within emergency management.

### **Student Learning Outcomes:**

- Define and discuss emergency preparedness and develop a comprehensive emergency preparedness plan.
- Given an emergency scenario, working in groups, role-play implementing an emergency preparedness plan and describe one possible outcome.
- As a group, report on the scenario, discuss other outcomes, and assess the effectiveness of emergency preparedness plan and suggest modifications and improvements.
- Critique and discuss scenarios of each group describing how their emergency preparedness plan was implemented.

### **Module learning outcomes:**

- **Module 1:** Understand the Airport Emergency; Understand the concepts and principles of airport emergency planning.
- **Module 2:** Understand the airport emergency planning process, including the typical makeup of the AEP Planning Team.
- **Module 3:** Understand the typical format of an Airport Emergency Plan, to include functional and hazard-specific sections; Understand the basic plan, to include the individuals and organizations with responsibilities under the plan.
- **Module 4:** Understand the command and control element of emergency management.
- **Module 5:** Understand the communications function of emergency management.
- **Module 6:** Understand the alert notification and warning function of emergency management.
- **Module 7:** Understand the emergency public information function of emergency management.
- **Module 8:** Understand the protective actions function of emergency management.
- **Module 9:** Understand the law enforcement/security function of emergency management.
- **Module 10:** Understand the firefighting and rescue function of emergency management.

- Module 11: Understand the health and medical function of emergency management.
- Module 12: Understand the resource management function of emergency management.
- Module 13: Understand the operations and maintenance function of emergency management.
- Module 14: Understand the role of hazards-specific sections in the AEP.

**Required Reading and Textbook(s):** FAA Advisory Circular 150/5200-31C, Airport Emergency Plan (available free of charge at [www.faa.gov](http://www.faa.gov))

## **COURSE REQUIREMENTS**

**FEMA Course IS 100.c** - Students will complete this free online FEMA course requiring two hours to complete. Students will upload a scanned copy of the FEMA course completion certificate into Canvas to verify completion. Course is accessed at <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

**FEMA Course IS 120.c** - Students will complete this free online FEMA course requiring five hours to complete. Students will upload a scanned copy of the FEMA course completion certificate into Canvas to verify completion. Course is accessed at <https://training.fema.gov/is/courseoverview.aspx?code=IS-120.c>

**FEMA Course IS 139.a** – Students will complete this free online FEMA course requiring two hours to complete. Students will upload a scanned copy of the FEMA course completion certificate into Canvas to verify completion. Course is accessed at <https://training.fema.gov/is/courseoverview.aspx?code=IS-139.a>

**Module exercise assignments** – Student teams (group work) will write their Airport Emergency Plan in segments, with 1-2 segments due each week. Submissions will be based on content, grammar, formatting (APA), and adherence to the AC requirements.

**Module discussions** – Students will discuss in teams their weekly exercise assignment, using the discussion board as their group meeting space (although students may also coordinate phone calls or communicate via other more efficient means). To receive full credit, each student must post at least two substantive comments with your team members each week.

**Airport Emergency Plan** – Students teams will develop an Airport Emergency Plan (AEP) with all functional sections and only one hazard-specific section – aircraft accident/incident. These plans will be developed gradually over the course of the semester with 1-2 sections due each week. The final plan will be graded based on content, grammar, formatting (APA), and adherence to AC requirements. There is no required minimum page number, although if one page is written per section (for example) it will number at least 11 pages (10 functional sections and one hazard-specific section). It is likely these will be 15-30 pages in length. Any section that is less than a full page will be docked.

**AEP Scenario Assessment Paper** – Teams will be assigned a scenario, and using their AEP, will implement their AEP. The deliverable will be a paper in which outcomes are presented,

effectiveness of their AEP is assessed and modifications and improvements to the AEP are presented. This paper will be graded on content, grammar, formatting (APA), depth of analysis, and quality of recommendations.

### **Grading Criteria Rubric and Conversion**

FEMA Course IS 100.c (100 points)	5%
FEM Course IS 120.c (100 points)	5%
FEMA Course IS 139.a (100 points)	5%
Module exercise assignments (100 points each)	20%
Module discussions (100 points each)	15%
Airport Emergency Plan (100 points)	30%
AEP Scenario Assessment Paper (100 points)	<u>20%</u>
	100%

### **Posting of Grades**

- Submissions will be graded within one week of submission.
- All grades will be posted within the Canvas gradebook.

### **COURSE OUTLINE AND CALENDAR**

#### **Complete Course Calendar**

The course is a 15 week course. Each week will have a corresponding module. Please see Canvas for assignment due dates.

#### **Important University Dates:**

August 27, 2018	Classes Begin for Fall Semester
August 29, 2018	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
September 3, 2018	Labor Day
September 4, 2018	Deadline to Drop First 8-Week Classes with No Record
September 12, 2018	Deadline to drop 16-Week Classes with No Record
October 1, 2018	Deadline for Teacher Education and Professional Certification Applications (i.e. Principal, Reading Specialist, etc.)
October 5, 2018	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
October 5, 2018	Deadline for Graduation Application for Ceremony Participation
October 5, 2018	Student End of Course Survey Opens (First 8-Week Classes)
October 12, 2018	Deadline for Fall Admissions Applications
October 15, 2018	Deadline for Clinical Teaching Applications
October 19, 2018	Classes End for First 8-Week Session
October 19, 2018	Deadline for Tuition and Fee Payments (Second 8-Week Classes)
October 19, 2018	Deadline to Withdraw from University for First 8-Week Classes (WF)

October 22, 2018	Add, Drop, and Late Registration Begins for Second 8-Week Classes. \$25 fee assessed for late registrants
October 22, 2018	Classes Begin for Second 8-Week Session
October 22, 2018	Student End of Course Survey Closes (First 8-Week Classes)
October 23, 2018	Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm)
October 24, 2018	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
October 29, 2018	Deadline to Drop Second 8-Week Classes with No Record
November 1, 2018	Deadline for GRE/GMAT Scores to Office of Graduate Studies
November 9, 2018	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
November 12, 2018	Veterans Day (Observed) - No Class
November 16, 2018	Deadline for Final Committee-Edited Theses with Committee Approval Signatures to Office of Graduate Studies for Fall Semester
November 22, 2018	Thanksgiving
November 23, 2018	Thanksgiving
November 30, 2018	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
December 1, 2018	Student End of Course Survey Opens (16- and Second 8-Week Classes)
December 14, 2018	Commencement Ceremony Bell County Expo Center 7:00 p.m.
December 14, 2018	Deadline for Applications for \$1,000 Tuition Rebate for Fall Graduation (5pm)
December 14, 2018	Deadline for Fall Degree Conferral Applications to the Registrar's Office. \$20 Late Application Fee.
December 14, 2018	Deadline to Withdraw from University for 16- and Second 8-Week Classes
December 14, 2018	Fall Semester Ends
December 17, 2018	Student End of Course Survey Closes (16- and Second 8-Week Classes)
December 18, 2018	Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)
December 18, 2018	Deadline for Theses to Clear Thesis Office for Fall Semester

## **TECHNOLOGY REQUIREMENTS AND SUPPORT**

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)  
 Password: Your MyCT password

### **Canvas Support**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

### **Other Technology Support**

For log-in problems, students should contact Help Desk Central.  
 24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [http://hdc.tamu.edu]

*Please let the support technician know you are an A&M-Central Texas student.*

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## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### **Drop Policy.**

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop\_Request\_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### **Academic Integrity.**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

### **Academic Accommodations.**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be

treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

### **Important information for Pregnant and/or Parenting Students.**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring.**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at [deeadra.albertgreen@tamuct.edu](mailto:deeadra.albertgreen@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

### **University Writing Center.**

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday

thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) for any assistance needed with scheduling.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

If you have any questions about the UWC, please do not hesitate to contact Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu).

### **University Library.**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](#)



[<http://tamuct.libguides.com/index>].

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### **OPTIONAL POLICY STATEMENTS:**

#### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [<https://www.tamuct.edu/departments/compliance/titleix.php>].

### **INSTRUCTOR POLICIES.**

All late submissions will have 10 points deducted for each day an assignment is submitted late.

#### **Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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