

**COURSE SYLLABUS**  
**PRIVATE SECTOR ISSUES IN EMERGENCY MANAGEMENT**  
**EADP 4980.001**

**Summer I, 1999**

**Tuesday and Thursday 6:00–9:50 PM**

**Terrill Hall, Room 120**

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Office Hours: Tuesday and Thursday, 2:30–4:00 P.M.

**COURSE DESCRIPTION**

“If economics is the *dismal science* then contingency planning is the *abysmal science*. No one likes to look into the abyss.” Anon.

The course has been designed to address the increasingly critical dependence of modern organizations on disaster vulnerable technology, such as artificial intelligence, management information systems, sophisticated communications systems, and computerized process control systems. Given the fact that contingency planning is a rising priority on the agenda of senior management, and that outside auditing firms and internal auditors are becoming increasingly vocal about the lack of Disaster Recovery Plans, the course will familiarize students with contemporary plan development strategies and methodologies. Students will have the opportunity to produce working plans that attempt to balance the low probability of disaster with the need to take reasonable steps to: 1) Take preventative measures to minimize the likelihood of a disaster, 2) Provide an organized response if a disaster does happen, and 3) Ensure business continuity during a disaster recovery period.

**COURSE GOALS**

- 1) To explore the vulnerabilities of modern private sector business organizations.
- 2) To familiarize students with the components of contemporary Disaster Recovery Plans.
- 3) To provide opportunities for the application of models to diverse situations.
- 4) To introduce students to the local community of private sector planners.

**COURSE REQUIREMENTS**

**TEXTBOOK:** Kenneth N. Myers, *Total Contingency Planning for Disasters: Managing, Risk—Minimizing Loss—Ensuring Business Continuity*, John Wiley and Sons, Inc., 1993.

**ATTENDANCE AND PREPARATION:**

Class will begin and end at the times scheduled by the University. Since much of the information made available through the course will be presented by experts in the field during classroom presentations, prompt and consistent attendance is required. Chronic late attendance or early departure (3 instances) or inconsistent attendance (2 absences)

will subject the noncompliant student to a reduction of the final course grade by up to two letter grades.

Note: Request for excuse of absence must be accompanied by verifiable documentation of the reason for absence. Acceptable reasons for absence include:

- a) medical (mental or physical disease or injury)
- b) legal (jury duty, military service, or incarceration)
- c) extraordinary circumstances (involuntary work or family related matters)

**EXAMINATIONS:**

Both the mid-term and final examinations will be composed from materials from the text, as discussed in class and information presented in class by students and guest speakers. Exams will be presented in an essay format and will be worth up to 100 points each.

Exams must be taken at the regularly scheduled time. Requests for make-up examination must be accompanied by verifiable documentation of an acceptable excuse for absence.

**FIELD RESEARCH AND PRESENTATION:**

Each student will be required to locate and conduct a structured interview with a private sector contingency planner and present the results of the investigation to the class. If possible, it is suggested that the expert be scheduled to make a guest appearance in class. The format and substantive content of the interview will be discussed in class. The project will be worth up to 100 points.

**EVALUATION OF COURSE GRADES:**

Mid-Term Examination.....100 points

Field Research and Presentation.....100 points

Final Examination.....100 points

Total 300 points to 270 points = A

269 points to 240 points = B

239 points to 210 points = C

209 points to 180 points = D

**MISCELLANEOUS POLICY:**

**DISABILITY:** The University of North Texas complies with the Americans With Disabilities Act.

Upon reasonable notice, all available accommodation will be provided for qualified students.

**ACADEMIC HONESTY:** Any student caught borrowing or sharing information on an examination or plagiarizing (representing the written work of another as the product of one's own efforts) will be dropped from the course and assigned a grade of F.

**TENTATIVE SCHEDULE OF READINGS, PRESENTATIONS, AND LECTURES:**

<b>UNIT</b>	<b>TOPIC</b>	<b>SOURCE</b>
1	Introduction to Course and Syllabus	Critique Notes
2	Introduction to Text	Pages 1-10
3	Defining the Problem	Pages 11-24
4	Awareness and Education	Pages 25-46
5	Project Planning	Pages 47-58
6	Business Impact Analysis	Pages 59-66

7	Implementation Strategy	Pages 67-80
8	Plan Development	Pages 81-114
9	Maintenance, Education, and Testing Mid-Term Exam	Pages 115-120

Note: Field Research Reports will be integrated into this schedule as they are scheduled.