

Updated 08/03/2023



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

EMS OPERATIONS

EMSP_2305_075

JONIE RABY

NOTE: This is a Face-to-Face course.

NOTE: This is a 16-week course.

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Course Description:

Knowledge and skills to safely manage multi-casualty incidents and rescue situations, utilize air medical resources, identify hazardous materials and other specialized incidents.

Prerequisites and/or Corequisites:

Students must have current Texas EMT certification and acceptable TSIA scores or equivalent. Students must meet EMS/Paramedicine program director for advising. Successful completion of EMSP 1161, EMSP 1438, EMSP 1455, EMSP 1456, EMSP 2237, EMSP 2306, EMSP 2434. Corequisite: EMSP 2430, EMSP 2162, EMSP 2164, EMSP 2444 and EMSP 2137.

Course Notes and Instructor Recommendations:

EMSP 2305 introduces students to the operational aspects of EMS systems, including incident management, rescue operations, vehicle operations, hazardous materials awareness, mass-casualty incident response, and the integration of safety and risk management into EMS practice. Students will participate in classroom lectures, scenario-based exercises, and hands-on training designed to prepare them for the complexities of field operations.

Student should come prepared with assigned readings completed prior to class, ready to engage in discussion and participate in group problem-solving. Additionally;

- **Stay Engaged & Participate**

EMS operations is a hands-on, problem-solving discipline. Students should actively contribute during scenario-based training, tabletop exercises, and discussions.

- **Prioritize Safety**

Always follow instructor guidance for PPE, lifting techniques, vehicle operation, and scene approach. Safety is not just an objective—it's a professional habit.

- **Practice Time Management**

Operational scenarios often have strict time constraints. Use class activities as opportunities to improve your efficiency without sacrificing safety or accuracy.

- **Think Like an Incident Commander**

Approach every scenario by considering resource allocation, safety zones, communication strategies, and contingency planning.

- **Maintain Professional Communication**

Practice clear, concise radio and face-to-face communication in all role-playing exercises to build habits that translate directly to the field.

- **Document with Accuracy**

Incident reports, ICS forms, and after-action reviews should be completed neatly, thoroughly, and in a timely manner.

- **Stay Physically & Mentally Prepared**

EMS operations can be physically demanding and mentally taxing. Maintain fitness, stress management practices, and self-care throughout the course.

Instructor Information:

Instructor Name: Jonie Raby

MCC Email: jraby@mclellan.edu

Office Phone Number: (254) 299-6509

Office Location: ESEC Room 116

Office/Teacher Conference Hours: Tuesdays and Thursdays, 0900-1600 hours or by appointment.

Required Text & Materials:

Title: Emergency Care in the Streets

Author: Nancy Caroline

Edition: 9th Edition

Publisher: Jones & Bartlett Learning

ISBN: 978-1-284-25684-0 & 978-1-284-25674-1

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MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Students are required to attend this course in person on Monday, Wednesday, and Friday from 0900 to 1700 hours. Instruction will be delivered primarily through classroom lectures, supported by assignments and activities outlined in the course schedule. Please note that the schedule is subject to change; any updates will be communicated in person, via Brightspace Announcements, and/or through MCC email.

Coursework will include homework, discussion boards, scheduled and unscheduled (“pop”) quizzes, assigned readings, group activities, hands-on lab skills, interactive lab scenarios, written papers, projects, graded scenarios (Midterm/Final Scenario) and exams. All students are expected to arrive on time, prepared, and ready to actively participate in all course activities.

Course Objectives and/or Competencies:

Upon completion of this course the student will have the foundational knowledge of the paramedic operational roles and responsibilities to ensure patient, public, and personal safety in emergency situations as they pertain to the following: Transport Operations, Air Medical Rescue, Incident Management Systems, Mass-Casualty Incidents, Vehicle Extrication, Specialty Rescue, Hazardous Materials Incidents, Incidences of Terrorism, Disaster Response, and Crime Scene Response.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student’s financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

In accordance with the class attendance policy of McLennan Community College, regular and punctual attendance is expected of all EMS students. Each absence (in a course) will count toward attendance requirements in each course.

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1. Before the 60% point of the semester, a student who is absent for 20% or more of a face to-face will be withdrawn from the course with a grade of **W**. A student may also request to be withdrawn with a grade of **W** before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn (decided on a case-by case basis), or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.
2. Students who miss 25% or more clinical/field hours will be taken as evidence that the student does not intend to complete the course, and the student may be withdrawn from the course with a grade of **W**. A student who arrives to a clinical after the start time is considered absent and may be removed from the clinical, at the discretion of the preceptor.
3. Class times are listed on the course syllabus. Students are expected to be in class at the start of the day and remain in class through the end of the day. Students who arrive within 15 minutes after class has started will be counted late.
4. Students more than 15 minutes late, or those who leave 15 minutes early are counted absent. These students may be allowed to stay in class for the remainder of the day but will still be counted absent. Exceptions may be granted with prior communication to the instructor.
5. Students are responsible for all material presented or assigned whether present or absent from class.
6. Prolonged Absence Plan of Action: If a student knows of an absence, that student must submit a detailed action plan to the lead paramedic instructor outlining actions the student will take to keep up with homework, lectures, quizzes, exams, lab hours etc. All work will be due 1 week after return to normal class schedule

NOTE: If a student is going to be late or absent from class/lab/clinical they must notify their lead instructor by MCC email.

NOTE: If a student is going to be late or absent from a field shift, such as a hospital clinical or ride-out, they must notify Zachary Cleere, the Clinical Coordinator.

Special Circumstances:

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If appropriate documentation is made for the following circumstances which require extended absences, the Program Director will attempt to make acceptable accommodations. The following list is not comprehensive and these circumstances will be reviewed on a case by case basis.

- Event of death of an immediate family member
- Military Duty
- Extended leave due to medical restrictions

Click Here for the MCC Attendance/Absences Policy <https://www.mclennan.edu/highlander-guide/policies.html> Your instructor may have additional guidelines specific to this course.

Course Outline or Schedule:

Week	Chapter and Title	Chapter Assignments	Week of	Holiday / Special Dates
Week 1	Chapter 47 - Transport Operations	Emergency Vehicle Operations and Defensive Driving	8/25/2025	
Week 2	Chapter 47 - Transport Operations	Air Operations	08/29/2025	9/1/25 - Labor Day
Week 3	Chapter 48 - Incident Management and Mass Casualty Incidents	Introduction to ICS and EMS Role in ICS	9/8/2025	9/12/2025 EMS Education Conference
Week 4	Chapter 48 - Incident Management and Mass Casualty Incidents	Triage and CISM/After Action Reports	9/15/2025	
Week 5	Chapter 49 - Vehicle Extrication and Special Rescue	Rescue Operations and Vehicle Extrication	9/22/2025	Module Exam
Week 6	Chapter 49 - Vehicle Extrication and Special Rescue	Specialized Rescue Situations and rescue Patient Care	9/29/2025	
Week 7	Chapter 50 -Hazardous Materials	Hazmat Containers and Hazmat Safety/Toxicology	10/6/2025	10/10/2025 Midterm Scenario

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Week 8	Chapter 50 -Hazardous Materials	Decontamination	10/13/2024	No Class 10/17/2025 –Fall Holiday 10/13/2025 Midterm Exam
Week 9	Chapter 51 - Terrorism	Terrorism/Terrorism Response and Weapons of Mass Destruction	10/20/2025	
Week 10	Chapter 51 - Terrorism	Weapons of Mass Destruction II	10/27/2025	
Week 11	Chapter 52 - Disaster Response	Disaster Response, Man Made Disasters and Natural Disasters	11/3/2025	Module Exam
Week 12	Chapter 53 - Crime Scene Awareness	Crime Scene Awareness and Violence on the Streets	11/10/2025	
Week 13	Chapter 53 - Crime Scene Awareness	Street Smarts/Self Defense and Career Development	11/17/2025	
Week 14	EMS CONFERENCE and THANKSGIVING BREAK	NO CLASS	11/25/2024	11/24/25 – 11/28/25 Thanksgiving Break
Week 15	Review for Finals	Review for Finals	12/1/2025	Final Scenario on 12/05/2025
Week 16	FINAL EXAM WEEK	FINAL EXAM WEEK	12/8/2025	Final Exam 12/08/2025

Course Grading Information:

Throughout all paramedic courses, students will be evaluated through a combination of examinations, quizzes, homework, class participation, professionalism, in-class activities, skills testing, and clinical/field performance. In-class activities may include scenario-based training, group discussions, practical exercises, and case studies designed to enhance clinical decision-making. In addition to maintaining a minimum course average of 80% to continue in the program, students must also remain in good **affective standing**. This includes demonstrating professional behavior, effective communication, teamwork, accountability, a strong work ethic,

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and respect for peers, instructors, patients, and clinical staff. Affective performance is continuously assessed and documented as outlined in the Affective section of the *MCC Paramedic Student Handbook*. The course grade breakdown is detailed in each individual course syllabus.

For this course, students must maintain a grade average of 80% and score a minimum of 80% on the course Final Examination. This course grading will be averaged based on the following criteria:

Affective	10 %
Quizzes	15 %
Homework	15 %
Module Exams	20 %
Midterm Exam	20 %
Final Exam	20 %

Theory course grade values are as follows:

A = 90 - 100

B = 80 – 89

C = 70 – 79

D = 70-60

F = 59 and below

Note: Scenarios and Fisdap documentation are graded based on their respective Rubric's that are provided in your course modules.

Academic Integrity and Plagiarism:

Academic integrity is a core value of the MCC Paramedic Program. Plagiarism, cheating, or any form of academic dishonesty will not be tolerated and may result in disciplinary action, including failure of the assignment(s), failure of the course, and/or dismissal from the program, as outlined in the *MCC Student Handbook*.

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Plagiarism is defined as the act of presenting another person’s work, ideas, or words – whether from a peer, published author, internet source, or artificial intelligence (AI) tool – as your own, without proper acknowledgment or citation. This includes but is not limited to:

- Submitting written or digital work that is not your own.
- Copying from classmates or sharing answers on assignments, quizzes, or exams.
- Using AI-generated responses (e.g., ChatGpt or other tools) without instructor permission or without proper citation.
- Failing to cite sources of paraphrased or quoted material, copy and paste answers from textbook.

All submitted work must be original, completed by the student, and properly referenced when using outside sources or assistance. If AI tools are permitted for assignment, students must clearly cite the tool used and describe how it contributed to their work.

Reminder: Students are expected to uphold ethical behavior in both academic and clinical settings. Violations of academic integrity are considered affective violations and may result in demonstrated Affective Violation (DAV) and further disciplinary consequences.

Late Work and Make Up Work Policies:

Points will be deducted from homework, assignments, quizzes, etc. for late submissions.

Occasionally, the instructor may provide extra credit points for good behavior, impeccable affect, or extra work. The exam make-up policy is listed in the MCC Paramedic Student Handbook. Attendance is required for lecture/lab every Monday/Wednesday/Friday.

Arrangements may be made to make up missed work, to receive credit for attendance. Any student arriving more than 15 minutes late, or any student who leaves class early, will be marked as absent for the day. According to the MCC attendance policy, students are subject to disciplinary action after missing 20% of class. Students with consistent attendance issues will be counseled and can be removed from the program.

Student Behavioral Expectations or Conduct Policy:

McLennan Community College (MCC) EMS students will conduct themselves with integrity, honesty, and reliability. All students will comply with the following standards:

1. Students will complete all classwork and clinical documentation independently (unless the assignment is designated as “group work” by the instructor).

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2. Students will be alert and participate in classroom, skills, ride-outs, and clinical activities.
 - a. Students will refrain from sleeping or doing homework for other courses while in class. Any student observed doing so will be excused from the class and marked as absent.
3. Students will demonstrate appropriate affective conduct as designated in the Demonstrative Affective Violation policy.
4. Students will be open and accepting of instructor corrections or recommendations to their performance in classroom, skills lab, or clinical activities.
5. Students will observe the requirements outlined in the Health Insurance Portability and Accountability Act (HIPAA) and respect the right of the patient to confidentiality.
 - a. Patient names will not be used on student clinical documentation forms and information will be limited to anonymous, general medical information.
 - b. Violation of HIPAA guidelines may result in dismissal from the program.
6. Students will refrain from disruptive behavior or inappropriate language, at all times.
7. Students will refrain from fraternization with instructors, adjunct staff, and preceptors.
8. Students will not access another student's grades or confidential information.
9. Chewing gum or eating while performing patient care will not be allowed.
10. The MCC EMS education program is a tobacco-free academy. The use of any tobacco product is not permitted in classroom, clinical, or prehospital settings. The term "tobacco products" includes all ignition-based forms of tobacco, smokeless tobacco, electronic vapor devices, or any other practices that mimic the usage of tobacco products.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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06/24/2025



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by Accommodations (Disability Services). For additional information, please visit www.mclennan.edu/disability

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu (254)299-8122
Room 319, Student Services

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. We care about your safety and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

Success Coaching Services is here for you.

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit www.mclennan.edu/successcoaching, call 254-299-8226, or email success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

MCC Academic Integrity Statement:

Please view our [Academic Integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html>

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication

method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.