



Emergency Response Planning Workshop

Accra, Ghana

17-19 July 2019

Background

On 17-19 July 2019, the S2 Institute, in conjunction with the Security and Intelligence Network Africa (SINA) will be presenting a three-day, 24-hour Emergency Response Planning Workshop in Accra, Ghana.

The S2-SINA Emergency Response Planning (ERP) Workshop is designed to instruct security, emergency management, and risk management professionals in the dynamics of emergency response and critical issues in preparing for crisis situations in facility environments. The information presented in this course reflects best practices in emergency management as applied in both the government and commercial sectors of the security industry.

As an interactive workshop program, attendees will participate in a series of in-class exercises designed to assist students in assessing their organization's readiness, infrastructure, and authoring an effective facility emergency response plan (ERP).

IMPORTANT NOTE

To achieve best value from this course, plan to bring your current facility emergency response plans for use during in-class exercises. As one of the major benefits of this workshop, attendees graduating this course have opportunity to achieve a significant head start in authoring a new and improved facility-specific emergency response plan.

Who Should Attend?

Security Directors, Emergency Management Professionals, Business Continuity Professionals, and Risk Managers

Learning Objectives

Students attending the S2-SINA Emergency Response Planning (ERP) Workshop will acquire the following skills and competencies:

- Understand emergency management principles and concepts of integrated all-hazard emergency response planning.
- Establish an effective organizational emergency response team.
- Design an effective emergency communications infrastructure.
- Author an all-hazards emergency response plan (ERP) with consideration to organization and clarity, effective procedures, and critical safety matters.
- Develop effective plans and preparations to expedite post-incident recovery and minimize common real-world problems encountered by organizations in the aftermath of crisis events.
- Understand critical response priorities and safety measures for reducing risk during crisis events.
- Design an effective program for training employees, organizational drills, and tabletop exercises for testing and improving ERPs.

Schedule & Outline

Wednesday, 12 June 2019 (Day One)

08:00 – 08:30	Class Registration
08:30 – 12:00	Principles of Organizational Emergency Management
12:00 – 13:00	Lunch
13:00 – 14:30	Emergency Team Planning
14:00 – 16:30	Emergency Infrastructure

Day One Outline:

- Principles of Emergency Management
 - EM and the Risk Management Process
 - Emergency Management and Business Continuity Planning
 - Stages of Emergency Management
 - Roles and Responsibilities of Authorities
 - Incident Command Systems
 - National and Regional Emergency Management Plans
 - Readiness of Authorities
 - Crisis Events and Risk Profiles
 - *Exercise 1: Preliminary Risk Assessment*
 - Emergency Response Planning
 - Stages of Planning and Preparation
 - Effective Emergency Response Plans
- Emergency Team Planning
 - Primary Activities
 - Responsibilities and Authorities
 - Incident Command Principles
 - Facility Incident Command Structure

- Emergency Response Teams
 - Zone/Floor Captain Programs
 - Special Task Teams
 - Special Situations and Examples
 - *Exercise 2: Design a facility Emergency Response Incident Command Structure*
- Emergency Infrastructure
 - Communications Infrastructure
 - Key Considerations
 - Communications Technology
 - Public Address Systems
 - Phone Systems
 - Mass Notification Systems
 - Automated Alert Systems
 - Common Problems and Solutions
 - *Exercise 3: Design a facility Emergency Communications Plan.*
 - Emergency Operations Centers
 - Responsibilities and Tasks
 - Physical Design and Technology
 - Staffing
 - Facility Design Considerations
 - Evacuation & Egress
 - Shelter-in-Place Rooms
 - Severe Weather Shelters
 - Safe Rooms (Armed Assault)
 - Bomb Shelter Areas
 - *Exercise 4: Identify facility shelter areas.*

Thursday, 13 June 2019 (Day Two)

09:00 – 12:00	Functional Planning
12:00 – 13:00	Lunch
13:00 – 16:30	All-Hazard Event Planning

Day Two Outline:

- Functional Planning
 - Evacuation Planning
 - Egress and Evacuation Plans
 - Identifying Evacuation Assembly Areas
 - Safety Considerations
 - Disabled Persons
 - *Exercise 5: Assess your current evacuation plans and preparations.*
 - Medical Emergency Preparations
 - AEDs and Medical Kits
 - Staff Training
 - Accounting for All Persons in Aftermath of Events
 - Communication Strategies
 - Personnel Accountability Plan
- All-Hazard Event Planning
 - Fire
 - Weather Emergencies
 - Sudden Severe Storm
 - Earthquake
 - Tornado
 - Death On-Site
 - Medical Emergency

- Communicable Disease
- Mass Casualty Incidents
- Bomb Threats
 - Alternative Response Plans
- Suspicious Objects (Possible IEDs)
- Suspicious Vehicles
- Post-Blast Response
 - Localized Incident
 - Large-Scale Incident
- *Exercise 6: Author an event plan for a suspicious vehicle on-site.*

Friday, 14 June 2019 (Day Three)

09:00 – 12:00	All-Hazard Event Planning (Cont.)
12:00 – 13:00	Lunch
13:00 – 14:00	Employee Training
14:00 – 15:30	Drill & Exercise Planning
15:30 – 16:00	Common Problems in EM Planning
16:00 – 16:30	Graduation

Day Three Outline:

- All-Hazard Event Planning (Cont.)
 - Hazardous Materials Incidents
 - Indoor Hazmat/CB Incidents
 - Outdoor Hazmat/CB Incidents
 - Nuclear and Radiological Events
 - Hazardous Mail Incidents
 - Non-Threatening Intruder/Precautionary Lockdown
 - Active Shooter/Armed Assault
 - Hostage Situations
 - Escalated Person
 - Workplace Threats and Threatening Behavior
 - *Exercise 7: Author an hazardous mail response plan.*
 - *Exercise 8: Author an active shooter response plan.*
- Organizing support documentation
- Employee Training
 - Approaches and Methods
 - Examples of Employee Training Programs
- Drill and Exercise Planning
 - Best Practices
 - Scheduling
 - Drill design
 - Safety Planning
 - Evaluation and After Action Review
- Common Problems and Solutions
- Graduation

What Will You Receive?

In addition to 24-hours of instruction, all students attending the S2-SINA Emergency Response Planning (ERP) Workshop will receive the following:

- Certificate of Completion suitable for framing
- Course notebook including over 200 pages of slides and reference material

- Flash drive including assessment tools, emergency response plan templates, and text references.
- ERPW Class Workbook

Enrollment in the S2-SINA Emergency Response Planning (ERP) Workshop also includes catered lunches and coffee breaks.

About the Instructor



Craig S. Gundry, PSP, CPS, CHS-III

Craig Gundry is the S2 Institute's lead instructor for anti-terrorism subjects and the Vice President of Special Projects for Critical Intervention Services (CIS). Mr. Gundry is responsible for directing CIS consulting and training projects pertaining to terrorism and critical infrastructure security, including the development of doctrine and training for the CIS Anti-Terrorism Officer Division.

Prior to joining CIS, Mr. Gundry was the President of Palladium Media Group, a company specializing in training and consulting on explosive, chemical, and biological terrorism. Mr. Gundry's expertise in anti-terrorism began as a specialist in force protection and anti-terrorism with the United States Army.

Mr. Gundry is the author of the acclaimed Bomb Countermeasures for Security Professionals CD-ROM and numerous publications on terrorism-related topics. Mr. Gundry is also a court-qualified expert witness on physical security and risk management and provides frequent expert commentary on terrorism and weapons of mass destruction issues for news media organizations including Al-Jazeera, BBC, CNN, The Blaze, and Fox News Network.

As an instructor, Mr. Gundry has been training security and public safety professionals in terrorism-related issues for over 17 years. His previous students have included over 3,000 security professionals, facility managers, military personnel, police officers, and federal officials from over 50 nations.

Location and Lodging

The venue site is located in central Accra. For security reasons, the specific location of the course and hotel recommendations will be provided to registered attendees after confirmation of enrollment and two weeks prior to the course.

For students who wish to reserve lodging and transportation in advance, an enrollment option is provided below including lodging at a 4-star hotel, meals (breakfast, lunch, dinner), and transportation each day to/from the hotel and the event location.

Enrollment

Standard Tuition: USD \$1,350 (*Group discounts available. Contact us for details.*)

Tuition with Full Board: USD \$2,150 (*Group discounts available. Contact us for details.*)

- Includes:
 - Four nights at a 4-star hotel

- Check-in date: 16 July 2019 | Check-out date/time: Morning, 20 July 2019.
- Breakfast, lunch, and dinner
- Roundtrip transportation to/from the hotel and event venue location each day

To enroll in the S2-SINA Emergency Response Planning Workshop, use our secure online registration and payment system:

http://www.s2institute.com/content/pages/advanced/courses/erp_accra19.php

Students may also enroll by completing the attached enrollment form and returning it by fax to:
+01-727-535-6666.

Questions regarding enrollment may be submitted to the S2 Institute by email:
info@s2institute.com

Testimonials

We believe that there is no better way to convey the quality of our instructional programs than through the words of our previous students. The following are some opinion statements from a handful of the thousands of students who have received anti-terrorism training from the S2 Safety & Intelligence Institute since 1998.

“Very interesting course! The in-depth instruction is very high and the knowledge of the instructor is amazing. I think this course is a must for even people already active in the spectrum.”

M. Scharding
The Swatch Group

“Very relevant and a must for security professionals in the emerging dynamic services. The program is targeted to address all of the major contemporary security issues globally.”

Dr. A. Acidah
Nigeria LNG Limited

“A very experienced and knowledgeable instructor. Very impressed with his energy and enthusiasm in teaching. Class is a good mixture of government and private sector personnel, which is great for networking.”

L. Amin
Morgan Stanley

“Very knowledgeable and engaging. Impressive presentation, as he is able to capture everyone's attention.”

H. Mohan
(April 2011 Graduate, Singapore ATO Course)

“The extensive knowledge, skills and experience of Craig Gundry on the topics covered by the course is very evident in his conduct of the lectures. One cannot help but be impressed. He is an instructor and trainer par excellence.”

C. Luspo
ABS-CBN

“In all of my travels and training, military and civilian, I rarely have the pleasure of encountering such professional instructors and presentations. The knowledge possessed and demonstrated by the instructor staff sets the bar for all civilian training agencies to follow...The training you are providing to security personnel, military personnel and law enforcement professionals, is unmatched by civilian readiness training for the war on terror.”

J. White
Advanced Training Section, U.S. Special Operations Command

“The class met all of my expectations and even more. Very clear information and great opportunity to interact with fellow professionals from different countries. The instructor kept our attention focused on the topic 100%.”

M. Florescu
National Bank of Romania

"The instructor knew all the subjects like the back of his hand...A+++!"

SMSgt G. Enwright
Office of the Secretary of the Air Force, USAF

"This course is designed extremely well. I have had a few terrorism / anti-terrorism classes, but none have come close to the intensity and historical background as the S2 course. Your course is what every law enforcement officer should be taking."

R. Bast
U.S. Department of Treasury

"Mr. Gundry is an outstanding instructor who displays a deep understanding of his subject, who keeps the interest of the students and created a solid course... Please note, that I am an intelligence and security professional with 40 years of experience in the field. I am currently the principal Analytical Risk Management instructor/facilitator for the DoD Joint Counterintelligence Academy and taught the subject for CIA et al for some four years prior to my stint with DoD. I mention this to emphasize Mr. Gundry's evident expertise in the subject and the fact that old guys like me still have much to learn from others."

A. Pattakos, CPP, OCP (Colonel, US Army-Retired)
Beta Analytics International

"I thought that the course was outstanding. I had previous training from the military on multiple levels, but this went much more in depth. I recommend this course to anyone in the field."

SSG S. Scarliff
U.S. Army

"I thought this course was very well done. The handouts were great and the topics very relevant and up to date with what is currently going on. This is definitely a "must take" course for anyone dealing with physical security/anti-terrorism matters."

C. Vernieuw
U.S. Army Research Institute of Environmental Medicine

"The scope and depth of instruction provides an awesome foundation for the development of a career in combating terrorism. I know the investment I made in this course will prove invaluable"

J. Skerry, III
Sarasota County Sheriff's Office

"Really excellent. A lot of practical advice that one can use in one's everyday work. Excellent."

J. Perois
Dolphin Energy, Ltd.

"The course material was well presented and exceed my expectations in every way. Mr. Gundry's performance as an instructor along with his experience and real world case studies really made an impression...I highly recommend this course material for all federal entities."

R. Williams
U.S. Army

"This is a really good course and it provides a lot of very useful information about anti-terrorism issues. I would recommend it to others because it is very educational."

R.W. Calvert
Department of National Defense, Canada

"Met and exceeded all of my expectations...no shortcuts during the delivery of the lectures. The instructor should be the standard by which all instructors should be judged."

L. McMillan
Embassy of Trinidad & Tobago

"I thought that the course materials and additional handouts provided with the course were extremely well put together and will be useful long after completing the certification examination. In addition, the instructor was very knowledgeable of AT/FP principles and presented the information in a clear and concise manner. This course was well worth the time and money invested."

R. Russell
Booz Allen Hamilton

"Great stuff. Presentation was of high standard. Mr. Gundry is highly educated and very experienced in the subject matter. I personally give thanks to S2 for the opportunity. Thank You!"

F. Gaspar
U.S. Customs Anti-Narcotic Unit

"I think this course is really excellent. I have been involved in AT matters for a number of years, however, I found many new and valuable insights."

J. Dos Santos
IBM Pacific Asia

"Very well written and presented. I would recommend this course of study to anyone wanting to further their knowledge in regards to terrorism."

W. S. Holmes
U.S. Department of Treasury, U.S. Mint

"This course takes anti-terrorism theory and puts it in a practical perspective. I would rate it very high against the other anti-terrorism training I have had."

E. Vogt
U.S. DOJ, Federal Bureau of Prisons

"This is a very rich course. I really recommend for all persons who are interested in this area."

Lt. Col. R. Carvalho
Head of Aviation Security Division, Brazilian Civil Aviation.

"As a former protective services professional and now an emergency physician, my job responsibilities require continuous and active education and training and I must say that your ATO course is one, if not the best I have ever taken. I found Mr. Craig Gundry to be an extremely knowledgeable and charismatic instructor. Thank you for giving me the opportunity to participate in such an amazing class."

Dr. A. Baez, MSc, EMT-P
Mayo Clinic College of Medicine

Use this registration form to enroll in an S2 course as an individual student.

COURSE REGISTRATION FORM Fax (727) 535-6666

S2 Institute Registration, 13777 Belcher Road South, Largo, FL 33771 • Tel. (727) 461-0066 • Fax (727) 535-6666

Email your registration form to ashley@s2institute.com

Course Title	Course Date(s)	Course Tuition
		\$US
		\$US
* All tuition rates and totals in US Dollars.		Total: \$US

Last Name, First Name, Middle Initial		Salutation (Mr., Mrs., etc)	Title	
Organization/Agency		Division or Department		
Mailing Address			City	State
Zip Code	Country	Telephone	Fax	
Email Address		Emergency Contact Name and Phone		

Registration Eligibility

NOTE: All registration applicants for restricted classes are subject to identity verification.

1. Are you a U.S. Citizen? _____ If NO, country of citizenship: _____
2. If you are registering for a restricted class, check the box that best describes your eligibility status.
 - FL "D" License Holder FL "G" License Holder FL "C" or "CC" License Holder Full-Time Security Mgmt Professional
 - Cert. Law Enforcement Officer U.S. Government Employee Human Resources Professional Other: _____

Payment Method

- Company/Government Purchase Order No.: _____ *(Private organizations must call for approval)*
- Company/Agency Check *(Payable to: S2 Institute) (The Institute's Federal Tax ID Number is 59-3480247)*
- Credit Card *(NOTE: Your card will be billed upon receipt and confirmation of enrollment.)*
 - American Express Discover MasterCard Visa CARD NUMBER: _____ - _____ - _____ - _____
 - Expiration Date (Mo./Yr.): ____/____ CSV# _____ Authorized Signature: _____

INTERNAL USE ONLY	Date Received	Amount Paid	Check No.	Date Entered
	Amount Due	Initials	Notes	

WHEN YOUR REGISTRATION FORM IS PROCESSED, YOU WILL RECEIVE A CONFIRMATION BY E-MAIL.

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Email your registration form to ashley@s2institute.com

Course Title	Course Date(s)	Course Tuition
		\$US
		\$US
* All tuition rates and totals in US Dollars.		Total: \$US

Last Name, First Name, Middle Initial		Salutation (Mr., Mrs., etc)	Title	
Organization/Agency		Division or Department		
Mailing Address			City	State
Zip Code	Country	Telephone	Fax	
Email Address		Emergency Contact Name and Phone		

Registration Eligibility NOTE: All registration applicants for restricted classes are subject to identity verification.

1. Are you a U.S. Citizen? _____ If NO, country of citizenship: _____

2. If you are registering for a restricted class, check the box that best describes your eligibility status.

FL "D" License Holder
 FL "G" License Holder
 FL "C" or "CC" License Holder
 Full-Time Security Mgmt Professional
 Cert. Law Enforcement Officer
 U.S. Government Employee
 Human Resources Professional
 Other: _____

Payment Method

Company/Government Purchase Order No.: _____ (Private organizations must call for approval)
 Company/Agency Check (Payable to: S2 Institute) (The Institute's Federal Tax ID Number is 59-3480247)
 Credit Card (NOTE: Your card will be billed upon receipt and confirmation of enrollment.)
 American Express
 Discover
 MasterCard
 Visa
 CARD NUMBER: _____ - _____ - _____ - _____
 Expiration Date (Mo./Yr.): ____/____ CSV# _____ Authorized Signature: _____

INTERNAL USE ONLY	Date Received	Amount Paid	Check No.	Date Entered
	Amount Due	Initials	Notes	

WHEN YOUR REGISTRATION FORM IS PROCESSED, YOU WILL RECEIVE A CONFIRMATION BY E-MAIL.