Emergency Response Planning Workshop

Special 1-Week Webinar Program

20-24 September 2021

Background

On 20-24 September 2021, the S2 Institute will be presenting a special 1-week webinar edition of the 24-hour Emergency Response Planning Workshop using the Zoom web conferencing system.

This special course will be conducted over the five day period, Monday-Friday, according to the following daily time schedule:

US Eastern Standard Time	08:00-11:00
Central European Time	14:00-17:00
Eastern European Time/Cairo	15:00-18:00
Gulf Central Time	17:00-20:00

The S2 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, we recommend that you use your current facility emergency response plans for use during the in-class exercises. As one of the major benefits of this workshop, attendees graduating this course have the opportunity to achieve a significant head start in authoring new and improved facility-specific emergency response plans.

Who Should Participate?

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

Learning Objectives

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

- o Understand emergency management principles and concepts of integrated all-hazard emergency response planning.

- o Establish an effective organizational emergency response team.

- o Design an effective emergency communications infrastructure.

- o Author an all-hazards emergency response plan (ERP) with consideration to organization and clarity, effective procedures, and critical safety matters.

- o 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.

- o Understand critical response priorities and safety measures for reducing risk during crisis events.

- o Design an effective program for training employees, organizational drills, and tabletop exercises for testing and improving ERPs.

Schedule & Outline

Monday, 20 September 2021 (Day One)

07:45 – 08:00	Class Registration
08:00 – 10:00	Principles of Organizational Emergency Management
10:00 – 11:00	Emergency Response Team Planning

- Principles of Emergency Management
  - o EM and the Risk Management Process
  - o Emergency Management and Business Continuity Planning
  - o Stages of Emergency Management
  - o Roles and Responsibilities of Authorities
    - Incident Command Systems
    - National and Regional Emergency Management Plans
    - Readiness of Authorities

- - - Crisis Events and Risk Profiles
    - 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
        - NIMS
        - Emergency Response Teams

    Day One Homework Assignments
    - Exercise 1: Preliminary Risk Assessment

Tuesday, 21 September 2021 (Day Two)

| 08:00 – 09:00 | Emergency Team Planning (Cont.) |
| 09:00 – 11:00 | Emergency Infrastructure |

- *Review/Discussion of Day One Exercise*
- Emergency Team Planning (Cont.)
    - Incident Command Principles
        - Facility Incident Command Structure
        - Emergency Response Teams
        - Zone/Floor Captain Programs
        - Special Task Teams
    - Special Situations and Examples
- Emergency Infrastructure
        - Communications Infrastructure
            - Key Considerations
            - Communications Technology
                - Public Address Systems
                - Phone Systems
                - Mass Notification Systems
                - Automated Alert Systems
            - Common Problems and Solutions
        - 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

    Day Two Homework Assignments
    - Exercise 2: Design a facility Emergency Response Incident Command Structure.
    - Exercise 3: Design a facility Emergency Communications Plan.
    - Exercise 4: Identify facility shelter areas.

Wednesday, 22 September 2021 (Day Three)

08:00 – 10:00   Functional Planning
10:00 – 11:00   All-Hazard Event Planning

Day Three Outline:

- *Review/Discussion of Day Two Homework Exercises*
- Functional Planning
    - Evacuation Planning
        - Egress and Evacuation Plans
        - Identifying Evacuation Assembly Areas
        - Safety Considerations
        - Disabled Persons
    - 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
        - Tornado
    - Death On-Site
    - Medical Emergency

Day Three Homework Assignments
- Exercise 5: Assess your current evacuation plans and preparations.

Thursday, 23 September 2021 (Day Four)

08:00 – 11:00   All-Hazard Event Planning

Day Four Outline:

- *Review/Discussion of Day Three Homework Exercises*
- All-Hazard Event Planning (Cont.)
    - Communicable Disease
    - Mass Casualty Incidents
    - Bomb Threats
        - Alternative Response Plans
    - Suspicious Objects (Possible IEDs)
    - Suspicious Vehicles
    - Post-Blast Response
        - Localized Incident
        - Large-Scale Incident
    - 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
    - Escalated Person
    - Workplace Threats and Threatening Behavior

<u>Day Four Homework Assignments</u>
- *Exercise 6: Author an event plan for a suspicious vehicle on-site.*

Friday, 24 September 2021 (Day Five)

08:00 – 08:30	Employee Training
08:30 – 09:30	Drill & Exercise Planning
09:30 – 11:00	Common Problems in EM Planning

<u>Day Three Outline:</u>

- *Review/Discussion of Day Four's Homework Exercise*
- 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

What Will You Receive?

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

- Certificate of Completion suitable for framing
- Course notebook PDF including over 200 pages of slides and reference material
- Digital library archive including ERPW Class Workbook

About the Instructor

Craig S. Gundry, PSP, cATO®

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, critical infrastructure security, and managing risks of mass homicide.

Prior to joining CIS, Mr. Gundry was the President of Palladium Media Group, a company specializing in 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 22 years. His previous students have included over 3,500 security professionals, facility managers, military personnel, police officers, and government officials from over 50 nations.

How does the webinar system work?

1. During the week prior to the class, you will receive instructions for participating in the webinar through the Zoom video conferencing system.
   The confirmation email will include a list of Zoom access links and conference codes for each day of the program. You will also receive a link for downloading the course notebook in PDF format and the reference documents archive.

2. On Monday, 20 September, all participants will log in to the system fifteen minutes prior to the class start for a roll call and group introduction before the class begins. To join the session, simply use the provided link or enter the date-specific conference code for the meeting when Zoom is first launched.

3. The instructor will manage the meeting including display of the MS PowerPoint presentation for the program. During the lecture session, student microphones will be muted. A ten-minute break will be conducted every hour. During each break, students will have the option of participating in a question and answer session.

4. After the program concludes on Friday, 24 September 2021, you will receive a scanned PDF of your Certificate of Completion. The original copy will be sent by trackable mail.

Enrollment

Tuition: USD $**750** *(Group discounts available. Contact us for details.)*

To enroll in the S2 Emergency Response Planning Workshop, use our secure online registration and payment system:
https://www.s2institute.com/events/emergency-response-planning-workshop-zoom-sep2021/

Students may also enroll by completing the attached enrollment form and returning it by email to:
ashley@s2institute.com

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

COURSE REGISTRATION FORM

S2 Institute Registration, 3700 Ulmerton Road, Suite 201, Clearwater, FL 33762 • Tel. (727) 461-0066

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.