

EMERGENCY PREPAREDNESS CERTIFICATE PROGRAM SAMPLE COURSE AGENDA

(Agenda Order may be adjusted based on course delivery days – 1 day vs. 2 half days)

Introductions

Discussion: Current Emergency Plan Status

- How long / in depth is the plan?
- What does it cover?
- Is it a blanket program or customized to each client/event?
- How often is it referred to?
- How much training is done about the plan?
 - Full time staff
 - Contract staff

Table Exercise - Scenarios – Part 1

Emergency Planning

- Overview of emergency planning and steps to build an effective plan:
 - Building a Team
 - Assessing Risk
 - Identify Threats / Mitigation

Table Exercise - Scenarios – Part 2

Risk Management

- How to conduct a vulnerability and risk assessment

Client Contract & Liability

Insurance!

Mitigation

- Security measures to mitigate hazards and risks, reducing vulnerabilities, and responding to emergency incidents

Table Exercise - Scenarios – Part 3

Wrap-up Discussion, Final Q&A

Certificate Distribution

Adjourn