

Emergency Preparedness Workshop

Corporate Education & Training in partnership with Strategic Planning Partners, LLC is pleased to present this workshop. Businesses must understand the emergency response and recovery system in place at all levels of government and the level of support that exists to assist during a regional disaster. Every business should consider the impacts of events on their ability to keep their doors open and stay in business in the face of a regional or facility specific incident. This workshop provides participants with a detailed understanding of the steps necessary and tools available to build an all-hazards emergency preparedness plan for a company.

The instructor, Michael Griffin is a founding partner of Strategic Planning Partners, LLC, a Long Island based Emergency Preparedness and Homeland Security consulting firm. In addition to his work with SPP, Mr. Griffin has over 13 years experience in the emergency preparedness and security business specializing in formulation of Emergency Response and Contingency Plans for the U.S. Coast Guard and other State & Local government agencies around the nation.

Recent events ranging from September 11, 2001, Hurricane Katrina, the Northeast Power Grid blackout to the Wildfires in California serve as reminders that we always face unknown emergencies either man-made or natural disaster.

One out of every four businesses that shuts its doors as the result of a disaster never re-opens

Course Title: Emergency Preparedness Workshop

Fee: \$275

Who should attend:

This course is designed for critical decision makers within a company. CEO's CFO's Operations Managers, Facilities Managers and Human Resources are all individuals that play a key role in the development of a plan and could apply the skills taught in this course as a team leader within their corporate structure

Course Outline

Introduction

- I. Lessons Learned**
- II. Why you need to prepare**
- III. Process Overview**
- IV. Step 1 – Hazard and Vulnerability Analysis and Risk Assessment**
 - 1. Current Plans and Capabilities**
 - 2. Critical Company Assets**
 - 3. Identification of vulnerability**
 - 4. Prioritized Risk Assessment**
- V. Step 2 – Building a Plan**
 - 1. Preventative Measures**
 - 2. Response Planning**
 - 3. Recovery Issues**
- VI. Step 3 – Implement the Plan**
 - 1. Roll-out**
 - 2. Training and Exercises**
 - 3. Changing the Corporate Culture**
- VII. Conclusion**

Length:

8 Hours

Instructional methods for this one-day program include lecture, discussion, and group solution development.

Upon completion of this module of training, participants will be able to:

- Understand the Concepts of Emergency Preparedness Planning;
- Understand the available resources to support the planning process;
- Understand how the Government responds to emergencies
- Learn how to establish a team to develop a corporate Emergency preparedness Process;
- Conduct a basis Risk Assessment;
- Prioritize people, processes and equipment;
- Identify critical functions necessary for business continuity;
- Using the resources and procedures that may be implemented to ensure continuity;
- Know the basic information to be included in an Emergency Preparedness Plan;

Use the materials provided, as well as available on-line resources in conjunction with the process presented to develop and implement an Emergency Preparedness Plan.

To Register: For schedules and to register, please visit our website at: www.licet.org