

A New 2 Day Seminar Coming to your Area

Disaster Preparedness

For Facility Management



For a schedule
of classes in your
area, call us @

1-877-978-7246

**A Best Practices Course
in Strategy, Planning
& Mitigation.
Is Your Facility
Prepared?**

or visit
**www.American
Trainco.com**



- **Reserve Your Space Now! CALL 1-877-97-TRAIN**
- **This seminar can be presented at your facility for larger groups**
- **Check us out online at www.AmericanTrainco.com for a complete listing of all seminars coming to your area**

Real World Training...for Real World Needs



Disaster Preparedness

For Facility Management

▶ *“ The risk assessment is going to change the way we prepare for threats. We’ve got a lot of work to do!”*

▶ *“ This course has definitely opened up my eyes.”*

PURPOSE OF SEMINAR

Everyone hopes it never happens. Yet all one needs to do is read a newspaper to know that catastrophic incidents can happen *and do*. Natural disasters like hurricanes, tornados, earthquakes and blizzards are the more common events that disrupt our lives, but man-made threats like weapons of mass destruction, terrorist attacks, and street riots need to be planned for as well. This course will help building and facility management teams plan for all of these events so that damage to people and property can be minimized, and building or facility operations can get up and running again in the shortest time possible.

LEARNING OBJECTIVES

Upon completion of this course students will receive a personalized Certificate of Completion and 1.4 CEU's (Continuing Education Units) approved by the Maintenance Training Association of the Americas indicating that the student has learned to:

- Identify both man-made and natural threats to their buildings & facilities.
- Define the scope of potential loss of life and property.
- Apply principles of risk analysis as it relates to disaster preparedness.
- Identify and understand government emergency response protocol: Incident Command Systems.
- Prepare and implement plans for mitigation of an incident.
- Prepare and conduct a disaster exercise plan.
- Identify and apply major components of a community disaster plan.
- Implement pre-incident planning procedures relative to specific incidents.
- Provide for the continuity and full recovery of operations.
- Apply incident and post-incident procedures during a mock incident.

ABOUT OUR INSTRUCTORS

American Trainco instructors are seasoned veterans with many years of real world work experience. In addition, they are required to have a formal education and be true leaders in their field. They have law enforcement and emergency preparedness backgrounds and have been involved with both the private and government sectors. Their experiences include working with or in the FBI, the military and police departments. They have published articles, written books, created videos and developed curriculum used in colleges and universities. They have lectured at conferences and taught graduate level programs. They've earned a variety of professional honors and awards and can't wait to share their knowledge with you.

At American Trainco, we don't hire security experts without teaching experience, and we don't hire teachers without security experience. They must have both, ensuring you the most productive two days in facility security education you will ever experience.

UNAFFILIATED & NON-COMMERCIAL

Unlike some training experiences, you won't get a sales presentation at an American Trainco seminar – all you get is an honest, commercially unbiased education. We do not endorse or engage in the sale and promotion of any other supplier's products, so you know that by attending one of our seminars, your time and money is well spent.

WHO SHOULD ATTEND

This seminar is a must for anyone involved with building and facility management, emergency response, safety or security. Attendees come from a wide variety of industries, company sizes and job titles, so if you're not sure you'll fit in or benefit from the class, don't worry – you will – as long as your responsibility includes keeping the occupants of your facility safe and your operations up and running in the event of any disaster.

HIGH QUALITY PRESENTATIONS

From the start we've demanded that all our presentations would be lively, attractive, crisp and clear. Our instructors use state-of-the-art computers, projection equipment and software to bring you a high quality visual experience.

IN-HOUSE TRAINING

You can bring this or any other American Trainco program directly to your facility. In addition to our own American Trainco seminars and instructors, we have established relationships with literally hundreds of other experts and consultants who conduct training on a wide variety of topics related to facility and building management; and our custom training staff is among the most experienced in the industry. Chances are we will be able to meet your needs. Just call and ask....

Dan or David at: **1-877-97-TRAIN**
or email: **DavidH@AmericanTrainco.com**
You may also visit us on the web at:
www.AmericanTrainco.com to view a listing of courses and to request a quote.

Some of the other training topics we can bring to your site include:

- **Building and Grounds Security**
- **Implementing Total Productive Maintenance and 5S**
- **Inventory Maintenance Management**
- **Building Security**
- **Standby Generators & Emergency Power**
- **Automatic Fire Alarm Systems**
- **Fire Sprinkler Suppression Systems**
- **Lawn Care & Grounds Maintenance**
- **Disaster Preparedness**
- **Locksmithing**
- **2005 National Electrical Code®**
- **Arc Flash Electrical Safety**
- **More – Please Call!**

C O U R S E O V E R V I E W

Being prepared for a disaster makes all the difference in the world. It can literally be the difference between life and death for the people in our trust, as well as the property, businesses & community services we work at. Minimizing the impact of the very worst disasters is what this course is all about. Through lecture and practical exercises, students attending this seminar will learn about the potential disasters – both natural and man-made - that threaten them and their work. They'll also learn how to mitigate potential losses and implement recovery plans so that they can get on living and working with minimal disruption. Students will work with pre-incident planning, and incident and post-incident response models, to gain the skills necessary in developing site-specific disaster strategies. Through risk analysis, they will be able to identify the proper procedures for preparing for - and responding to - a major disaster.

DAY 1

Course Administration and Program Overview (30 minutes)

- What you will learn
- Program requirements

Types of Disasters and Emergencies (1 Hour)

- Natural events
 - Hurricane - Flood
 - Earthquake - Fire
 - Tornado - Others?
 - Blizzard
- Man-made events
 - Riots - Accidents
 - Terrorist Attacks - Toxic Spills
 - Explosions - Others?
 - Arson
- Defining your unique situation

Risk Assessment (2 hours)

- Risk assessment matrix
- Practical exercise
- Identifying threats
- Ranking probability

Incident Command Systems (1 hour)

- Identifying local emergency management services
- How they operate
- How to communicate with them
- How to coordinate your efforts

Pre-Incident Planning (1 hour)

- National alert system
 - Levels
 - Responsibilities
- Exercise
 - The basic design
 - Testing your capability in an imminent or other predictable event

Mitigation (1.5 hours)

- Strategies for building a mitigation program
- NFPA requirements

DAY 2

Community Disaster Plans (1 Hour)

- Overview of community disaster plans
- What they do / don't do
- How your organization works within the plan

Pre-Incident Exercise (2 hours)

- Risk assessment matrix review
- Prioritizing needs
- Creating the plan

Continuity of Operations (1 hour)

- Minimizing disruption
- Assessing the risks
- Examining alternatives
- Developing a plan
- Getting back to work

Incident and Post-Incident Exercises (1.5 hours)

- Hazard incident affecting a facility

Post-Incident Debriefing (1 hour)

- Lessons learned
- What worked / what didn't
- Intelligence gathering
- Updating action plans
- Dealing with employee PTSD

Review & Summary (30 minutes)

- Last minute questions
- Student feedback

Most students who attend our seminars are interested in a well-rounded general education. But many others have unique issues they face at work, and so they want specific answers to specific questions. Therefore, at the beginning of each seminar students are given the opportunity to briefly write down their reasons for coming to the seminar and/or what they hope to specifically learn while in attendance. Using this information, the instructor may change or vary the course information listed above depending on the needs and interests of the students.

SEMINAR AGENDA

7:30am	Registration
8:00am	Class Begins
12:00-1:00pm	Lunch (on your own)
4:30pm	Class Ends

SEMINAR FEE

\$985 Both Days

NO RISK REGISTRATION & MONEY BACK GUARANTEE

If you're not sure you'll be able to attend this seminar, you can still make a reservation to hold your space in class. While payment is due prior to the start of the seminar, you may choose a full refund or credit for cancellations made at least 24 hours in advance. Student substitutions can also be freely made at any time prior to the start of the seminar. Refunds will not be issued for registered attendees who fail to show up and have not given a notice of cancellation. In the rare event that you do not receive the expected value after attending our seminar, simply notify us in writing of your reasons and your money will be promptly refunded.

IN-HOUSE TRAINING

You can bring this or any other maintenance training program directly to your facility. Simply give us a call, tell us what you're looking for, and we'll provide you a quote. We also provide custom training for courses not listed in this brochure.

Contact Dan or David at 1-877-97-TRAIN

Email DavidH@AmericanTrainco.com

Or visit us on the web at www.AmericanTrainco.com

OTHER SEMINARS

American Trainco presents a variety of maintenance training seminars throughout the country on a regular basis. Contact us to find out more about the training courses coming to your area, including:

- Arc Flash Electrical Safety
- Basic Electricity for Non-Electricians
- Electrical Troubleshooting
- Air Conditioning and Refrigeration
- Boiler Operation, Maintenance & Safety
- Variable Frequency Drives
- PLC's for Non-Programmers
- Electrical Diagrams, Schematics & Drawings
- Standby Generators & Emergency Power
- Pumps and Pump Systems
- 2005 National Electrical Code®
- Electrical PM & Best Practices
- Hydraulic Systems
- Hydraulic Troubleshooting
- Facility Security Management
- Emergency Preparedness

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SEMINAR FEE Both Days: \$985
FIVE EASY WAYS TO REGISTER

- 1) **Online** www.AmericanTrainco.com
- 2) **Fax** (303) 531-4565
- 3) **Phone** Toll Free 1-877-978-7246 or (303) 531-4560
- 4) **Mail** American Trainco, Inc. P.O. Box 3397 Englewood, CO 80155
- 5) **E-mail** Information from this form to: sales@AmericanTrainco.com

AUTHORIZING PERSON

Name _____
Title _____
Company _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
E-Mail _____

American Trainco, Inc.
P.O. Box 3397
Englewood CO 80155

SEMINAR PARTICIPANTS

Name _____ Title _____
Name _____ Title _____

LOCATION

Seminar City _____ Date _____

PAYMENT METHOD

- 1) Credit Card Visa MasterCard AMEX Discover

Card Number _____

PROMOTION CODE

Name On Card _____

Expiration Date _____



Signature _____

- 2) Check Enclosed (Make payable to: American Trainco, Inc.)

- 3) Purchase Order # _____

Pub. EP1

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