The U.S. Department of Homeland Security
Office for Bombing Prevention
Presents

Bomb Threat Management Planning (MGT-451)

Roanoke Valley Regional Fire-EMS
Training Center
1220 Kessler Mill Road
Salem, Virginia

March 16, 2017
8:00 am – 5:00 pm

Event Purpose

The Bomb Threat Management (BTM) Planning Course introduces the participants to the DHS risk management process and the development of a BTM plan. It provides activities that allow participants to apply specific portions of the risk management process and their newly acquired knowledge about bomb threat management procedures to critique mock BTM plans. It culminates in an experiential learning activity where participants revise a BTM plan.

Who Should Attend?

The BTM Planning Course is designed for public and private sector emergency management representatives, critical infrastructure owners/operators, and law enforcement. The course learners may be entirely emergency management representatives, entirely law enforcement, or a mix of both.

PRIOR TO THREAT
- Plan and prepare
- Develop a Bomb Threat Response Plan
- Provide Bomb Threat Response Plan training to all personnel

IF THREAT IS RECEIVED
- Conduct threat assessment
- Execute appropriate actions outlined in Bomb Threat Response Plan

**IED Search Process
(Source: DHS)**

Recommended Prerequisites

- AWR-334: Introduction to the Terrorist Attack Cycle
- AWR-333: Response to Suspicious Behaviors and Items
- FEMA ICS-100 or ICS-200 series (whichever one is most applicable to participant)

Schedule of Events

- **Module 1: Review of Recommended Prerequisites**
- **Module 2: Risk Management**
- **Module 3a: Bomb Threat Management Plan Development Part A**
- **Module 3b: Bomb Threat Management Plan Development Part B**
- **Module 4: Capstone Activity: Revision a Bomb Threat Management Plan**

Transportation, Parking & Lunch

- ➢ Parking is available on site.
- ➢ Lunch is not provided. The class will break for lunch
- ➢ and there are restaurants nearby.

Registration Information:

Online registration will be completed through the FEMA Center for Domestic Preparedness. Students require a FEMA Student Identification (SID) number to register. Detailed instructions are on the following page.

Course POC:

**Pete Owen
DHS Protective Security Advisor
(619) 733-9262
peter.owen@dhs.gov**

Cost:

This event will be provided by DHS with no charge to attend. Lodging and per diem expenditures are the responsibility of the attendee's own agency, department, or company.

Note: **Students may register for a FEMA Student ID at https://cdp.dhs.gov/femasid/register
For more information, please visit http://www.dhs.gov/obp**

The DHS Bomb Threat Management Planning course will be offered March 16, 2017. You'll need to apply by February 16, 2017. The following applicants will receive priority seating:

- Public safety and emergency management officials
- Critical infrastructure owners and operators
- Special event organizers and security personnel

NLT February 21, we will notify you if your application is approved. We'll take late applications if the class is not full.

To apply for this class, follow the instructions below:

1. Have your FEMA SID number and password. You **must** have a FEMA SID number **before** you can apply for the class.

- If you need a FEMA SID number, go to: https://cdp.dhs.gov/FEMASID and click "Register for FEMA SID" (or click "Forgot FEMA SID?" if you have forgotten your FEMA SID).
- Registering for a FEMA SID number **does not** register you for this class. You must apply for the class separately.

2. Click this link to apply for the class: **https://cdp.dhs.gov/trs/promo/17N-0236%20BTM**.

- Enter your FEMA SID and password.
- A CDP Training Registration System application for **17N-0236 BTM** will open.
- Complete the required fields.
- Click the "Review and Submit Application Now" button.

Complete the application process by clicking the affirmation checkbox and providing your digital signature by entering your name and FEMA SID password.

(If you have trouble with the link, go to https://cdp.dhs.gov/students and enter **17N-0236 BTM Search** in the "Have a Promo Code?" box. You must enter the promo code exactly as it appears here to successfully apply).

3. If you encounter any errors, please do not attempt to bypass or skip through them. Please document the error with as many details as possible and/or screen shots (print screen) and submit them to FEMASIDHELP@cdpemail.dhs.gov so the error can be documented and addressed by the development team. Once the error has been reported, then proceed.

4. After you have completed registration, click on the following link to provide feedback on TRS: http://cdp.dhs.gov/shared/surveys/nrt.