



EMERGENCY PREPAREDNESS CERTIFICATE PROGRAM

Barnes & Thornburg LLP
3475 Piedmont Road NE, Suite 1700
12th Floor Conference Room
Atlanta, GA 30305
7-8 March 2019
TENTATIVE AGENDA

ADMEI Team/

- Speakers:**
- Michelle Crosby, DMCP, Hosts Global**
ADMEI President-Elect, EPCP Moderator, and ADMEI on-site contact
 - Rick Williams, MSA Security**
Presenter: Emergency Planning, Risk Management, and Mitigation
 - Kenneth M. Gorenberg, Barnes & Thornburg LLP**
Presenter: Contract, Litigation and Insurance

Day 1 - Thursday, 7 March 2019

- 12:00 PM Registration – Crosby**
- 1:00 PM Attendee Introductions / Distribution of Event Emergency Checklist – Crosby**
 - Type of organization / responsibility for events / scope of programs planned
 - Handout Review/Comments
- 1:30 PM Table Exercise – 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
- 2:00 PM Emergency Planning – Williams**
 - Overview of emergency planning and steps to build an effective plan:
 - Building a Team
 - Assessing Risk
 - Identify Threats / Mitigation
- 3:00 PM Break**
- 3:15 PM Table Exercise – Scenarios**
- 3:45 PM Risk Management – Williams**
- 4:45 PM Client Contract & Liability – Gorenberg**
- 6:00 PM Session Ends**

Day 2 - Friday, 8 March 2019

- 7:30 AM Continental Breakfast – *Crosby***
- 8:00 AM Insurance – *Gorenberg***
- 9:00 AM Mitigation – *Williams***
- Security measures to mitigate hazards & risks
 - Reducing vulnerabilities
 - Responding to emergency incidents
- 10:15 AM Break**
- 10:30 AM Table Exercise – Scenarios**
- 11:15 AM Wrap-up Discussion – Final Q & A – *Williams, Gorenberg, Crosby***
- 11:50 AM Certificate Distribution – *Crosby***

THANK YOU SPONSORS!

