

**NFPA 1600®: Standard on Disaster/Emergency Management and  
Business Continuity Programs On-Site Seminars  
From NFPA®**



*“A first class seminar. Your staff addressed Michigan’s unique requirements and provided us with a program that addressed our special needs and gave us a better understanding of the Code. The instructors came prepared and delivered exactly what we needed. One of the things that made the seminar so valuable was the willingness and ability of the instructors to answer questions. Their insight and perspective brought the Code to life. Those of us in the fire service are convinced that when we do our jobs well, lives are saved. Take a bow, NFPA. You have been an integral part of each success story, and will continue to be so in the future.”*

**F/Lt. Jack B. Messer**

Michigan State Police/  
Fire Marshals Office

*“We have project officers all over the country who we bring to a conference every year. By scheduling an NFPA On-Site Seminar at this meeting, we were able to save money and train everyone at once. People had the opportunity to ask questions about issues that came up at their own sites and learn from experiences at other sites as well, thus facilitating a productive exchange of ideas and suggestions for approaching common problems.”*

**Nathan Chong**

Senior Project Manager – U.S. Army  
Health Facility Planning Agency

## **NFPA® leads when it comes to On-Site Training**

### ***We develop the code. We know the code. We teach the code.***

NFPA is the authority on the codes and standards you use everyday to get your job done. No one knows the information better or has more experience than the NFPA subject matter experts who help develop and write the codes. Our On-Site Training keeps your team up-to-date by bringing these experts direct to your facility to share their knowledge, insight and applicability.

Classes are tailored to your activities and work environment, scheduled when you need them, and convenient to your location—reducing down time and boosting the productivity of your team. It’s simply the best option when you need to enhance safety and improve the skills of 10 or more employees.

### ***7 Reasons why you should choose NFPA for On-Site Seminar instruction***

**Expert Instruction** | Learn direct from the people who interpret, apply and help develop the codes everyday. Every On-Site Seminar is led by an NFPA fire and life safety specialist who is a nationally recognized expert.

**The Most Convenient Location....Your Facility** | Time is valuable, that’s why when you need to train upwards of 10 employees it makes sense to do it right at your facility where they work. We travel to you so you can keep your most valuable assets close to home.

**Relevancy** | The best training provides your team with knowledge they can apply as soon as they complete the seminar. That’s why we will work with you to put together a program tailored to your facility’s installation, maintenance, or equipment needs.

**More Than Just Code Knowledge** | Step-by-step exercises and collaborative problem solving takes instruction beyond just knowing what the code says. Your team will develop skills to help them effectively respond to problems and enhance safety.

**Top-Flight Training Materials** | Packed with easy-to-follow diagrams, illustrations and examples, our workbooks are filled with exercises your team will consult and reference long after the seminar is over. Plus, we supply everyone with the latest edition of the applicable NFPA code or standard.

**Fully Accredited Programs** | Each attendee will earn valuable CEU’s that will keep them up-to-date on their training. NFPA On-Site Seminars are accredited by the International Association of Continuing Education and Training, (IACET), the industry standard for quality and excellence in professional development programs.

**Hassle-Free Implementation** | Our Professional Development staff will take care of all the details for you. From the initial consultation and scheduling, to delivery of materials, and post seminar evaluations, we’ll work to make your program worry free so you can concentrate on your business.

*“I found the seminar to be very informative. The 20-30 people who attended were quite varied in fire safety experience, from newcomers like me, with virtually no experience in sprinkler design, to fire protection engineers with many years in the field. The instructor was very adept in covering a wide range of information and in addressing the different knowledge levels of the participants. The seminar familiarized me with the code and the different areas it covers so that now I can find the information I need quickly.”*

**Peter Pappas**

Design Engineer-Westinghouse  
Savannah River

*“NFPA’s On-Site Seminar training is directed to the specific applications and concerns of the company. For example, I recently taught a series of NEC® Seminars where I illustrated and explained the Code’s working space requirements using examples and photos from the company’s own plant. This kind of targeted instruction allows companies to directly address Code questions and immediately implement improvements by relating Code requirements to a familiar application.”*

**Mark Hilbert**

Chief Electrical Inspector,  
State of New Hampshire  
NFPA Seminar Instructor

NFPA has provided On-Site Seminar programs to some of the world’s largest companies and organizations including:

- NASA Ames Research Center
- Procter & Gamble
- Eastman Kodak Company
- Motorola
- 3M
- Federal Aviation Administration
- Puerto Rico Power Authority
- Illinois Dept of Public Health
- Federal Bureau of Prisons
- United States Navy
- United States Coast Guard
- Alaska Area Native Health Service
- New Orleans Fire Department
- Allied Signal Aerospace
- United States Postal Service

**About NFPA**

The mission of the international nonprofit NFPA is to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating consensus codes and standards, research, training, and education. NFPA membership totals more than 81,000 individuals from around the world and more than 80 national trade and professional organizations. The volunteers and staff of NFPA are dedicated to the single endeavor of continually enhancing fire and life safety.

Established in 1896, NFPA serves as the world’s leading advocate of fire prevention and is an authoritative source on public safety. In fact, NFPA’s nearly 300 codes and standards influence building, processes, service, design, and installation in the United States, as well as many of those used in other countries. NFPA’s focus on true consensus has helped the association’s code-development process earn accreditation from the American National Standards Institute (ANSI).

## **2007 NFPA 1600®: Standard on Disaster/Emergency Management and Business Continuity Programs**

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This two day seminar will discuss how to use a standardized process to mitigate and prepare for disasters and emergencies, while developing response and recovery plans. Whether you are establishing a new program or reviewing and improving your existing program, you will find this practical seminar essential.

### ***Module 1–Program Management***

- Build a business case for your program
- Map out the process for developing an emergency management and business continuity program
- Shape the roles and responsibilities of the Program Coordinator & Advisory Committee
- Identify possible Advisory Committee members
- Engage the appropriate participants in the planning process

### ***Module 2–Risk Assessment***

- *NFPA 1600*'s requirements for risk assessment
- Relationship of hazards, vulnerability, and impacts
- Examples of natural, human-caused, and technological hazards
- Potential impacts on people, property, operations, the environment, and the entity
- Methodology for identifying priorities

### ***Module 3–Prevention & Mitigation***

- Apply what *NFPA 1600* requires for prevention and mitigation efforts
- Prioritize prevention and mitigation efforts
- For select hazards, identify prevention and mitigation strategies
- Identify resources for hazard prevention and mitigation

### ***Module 4–Resource Management & Logistics***

- Apply *NFPA 1600* requirements to your entity's resource management and logistics
- Ensure resource objectives are consistent with the overall program goals
- Pinpoint emergency response resources in your organization
- Identify business continuity resources in your organization
- Assess your organization's current resources

## **2007 NFPA 1600®: Standard on Disaster/Emergency Management and Business Continuity Programs — Continued**

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### ***Module 5—Plan Development***

- Identify the components of successful plans to use *NFPA 1600*
- Investigate the vital components required of these effective plans
- Analyze how these plans must coordinate and connect
- Map how to develop effective plans to make *NFPA 1600* work in your organization

### ***Module 6—Incident Management***

- Follow *NFPA 1600*'s incident management requirements to direct, control, and coordinate response and recovery operations following
- Apply *NFPA 1600*'s requirements for communications and warning capabilities and emergency operations centers
- Distinguish the important elements of incident management
- Use the *NFPA 1600* incident management tools
- Identify the roles of the Command Post and Emergency Operations Center within incident management

### ***Module 7—Training, Drills & Exercises***

- Apply *NFPA 1600*'s requirements for training, drills, and exercises in your organization
- Pinpoint suitable training topics and training participants
- Determine the most appropriate drills and exercises that fit your organization's and business continuity plans

### ***Module 8—Reviews, Evaluations, & Corrective Action***

- Survey *NFPA 1600*'s requirements for assessing your firm's program plans, procedures, and capabilities
- Identify which essential program elements your organization needs to evaluate
- Build a successful corrective action program
- Put these assessment methods into practice