Haward Technology Middle East

Course Title
Certificate in the Response of Security Teams to Emergency Situations

Course Reference
HE1230

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

3.0 CEUs (30 PDHs) AWARD

H-STK© INCLUDED

Course Date/Venue

Session(s)	Date	Venue
1	February 10-14, 2025	Fujairah Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE
2	May 04-08, 2025	Al Aziziya Hall, The Proud Hotel Al Khobar, Al Khobar, KSA
3	July 20-24, 2025	Slaysel 02 Meeting Room, Movenpick Hotel & Resort Al Bida'a Kuwait, City of Kuwait
4	September 07-11, 2025	Boardroom, Warwick Hotel Doha, Doha, Qatar
5	December 07-11, 2025	Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Description

This practical and highly-interactive course includes real-life case studies where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide delegates with an up-to-date overview of response of security teams to emergency situations. It covers on how to handle an emergency and mitigate consequences; the emergency incidents and incident command system (ICS); the unity and chain of command, transfer of command, organizational flexibility, span of control and incident action plan; the declaration and communication of the emergency; the works emergency procedures and public relations; the practical implementation and provision of information; the safety case guidance, evacuation and shelter; and the emergency scenarios and how to use available resources.

During this interactive course, participants will learn the real-time aids and computer aids; the transport emergency arrangements; the company resources and governmental resources; the facility and location information, notification and response management system; the disaster recovery and business resumption; the initial assessment of incident; and the implementation of new threat posture and communicating security charges to personnel.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a "*Certified Security Policy Development Specialist*"

- Discuss how to handle an emergency and mitigate consequences

- Explain the emergency incidents, incident command system (ICS) and unity and chain of command

- Carryout transfer of command, organizational flexibility, unified command and span of control

- Employ incident action plan, declaration and communication of the emergency and works emergency procedures

- Discuss public relations, practical implementation, provision of information and safety case guidance

- Illustrate evacuation, shelter, emergency scenarios and how to use available resources

- Carryout real-time aids, computer aids and transport emergency arrangements

- Identify company resources and governmental resources as well as facility and location information

- Recognize notification and response management system

- Apply disaster recovery, business resumption and initial assessment of incident

- Define the attack vectors and identify the what are false positive and false negatives

- Determine the nature of the attack and identify the assets that have been compromised

- Choose containment strategy and explain post-incident activity

- Protect the evidence while restoring functionality, implement new threat postures and communicate security charges to personnel

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of response of security teams to emergency situations for first responders, emergency response teams, technical staff, HSE officers & safety inspectors as well as shift in-charge supervisors and all security personnel.

Course Certificate(s)

(1)   Internationally recognized Wall Competency Certificates and Plastic Wallet Card Certificates will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "*Certified Security Policy Development Specialist*". Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:

(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

Haward Technology Middle East
Continuing Professional Development (HTME-CPD)

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CEU Official Transcript of Records

TOR Issuance Date:	09-Nov-17
HTME No.	PAR11317
Participant Name:	Atif Al Harbi

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
HE1230	Certificate in the Response of Security Teams to Emergency Situations	November 08-12, 2017	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date	3.0

TRUE COPY

Maricel De Guzman
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by

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Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- **BAC**   <u>British Accreditation Council (BAC)</u>

    Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- **IACET**   <u>The International Accreditors for Continuing Education and Training (IACET - USA)</u>

    Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

    Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

    Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Roedolf Coetzer is a **Senior HSE Consultant** with over **30 years** of extensive practical experience within the **Oil** & **Gas**, **Refinery**, **Power**, **Petroleum** and **Petrochemical** industries. His expertise includes **Safety Auditing**, **Hazard Identification & Site** Inspection, **Safety Inspector** Qualification, Certified Safety Manager (**CSMP**), **Industrial Safety**, **Construction Safety**, **HSE Management**, **Risk Management**, **Risk Assessment & Mitigation**, Job Hazard Analysis (**JSA**), **Hazard Analysis & Control**, **Hazard Recognition**, **Hazard Identification**, **Root Cause Analysis & Problem Solving**, **Accident & Incident Investigation**, **First Aid**, **CPR**, **AED** (**BFA**) **Basic Life Support** (**BLS**), **Basic Ambulance**, **Emergency Care**, Self-Contained Breathing Apparatus (**SCBA**), Personal Protective Equipment (**PPE**), **Incident Command**, **Incident Report & Investigation**, **Accident/Incident Investigation**, **Root Cause Analysis & Reporting**, **Emergency Response**, **Emergency Control** Centre Operations, **Oil Spill Response**, **Emergency Management**, **Confined Space** Safety, **Fall Protection**, **Gas Leaks & Gas Detectors Testing**, Workplace Violence Prevention, **HAZID**, **HAZMAT**, **HAZOP**, **HAZWOPER**, Process Hazard Analysis (**PHA**), Process Safety Management (**PSM**), **Safety Audit**, Fleet Safety Management, Lockout & Tag-out (**LOTO** Ergonomics, Project Management, Human Resource Development, Tactics & Strategies in Hostile Environments, Organizational Change, Quality Assurance, Safety Supervision & Leadership and Industrial Hygiene. Further, he is well-versed in **Fire Extinguishers**, **Firefighting**, Triangle of Fire, Portable Fire Extinguisher, **Fire Rescue**, **Fire Protection**, **Fire Prevention**, **Fire Investigation**, **Fire Behaviour**, **Fire Suppression** Systems, **Fire Safety**, **Fire Engineering** Management, **Fire Risk** Assessment, **Fire Awareness**, **Fire Detection & Alarm Systems**, Hose Reels & Sprinkler Systems, **Fire & Rescue** Planning & Operation, **Fire Equipment** & Facilities Inspection, Fire Trucks Driving & Operation, **Fire Aviation**, Wild Land **Firefighting**/**ICS** and **Fire & Emergency Services** Start-up & Mobilization. He is also specialized on **NFPA** Codes & Standards, **OSHA** Standards, **ISO 9001**, **ISO 14001**, **OHSAS 18001** and Lean Six Sigma. He is currently the **General Manager** of **AGEC** and ranked as a **Distinguished Toastmaster** (**DTM**).

During his career life, Mr. Coetzer has gained his practical and field experience through his various significant positions and dedications as the **Fire Chief**, **Fire Engineer**, **HSE & Security Manager**, **Environmental Manager**, **Project Manager**, **Acting HSE Manager**, **Senior Fireman**, **Fireman**, **Fire Marshall**, **Assistant Chief Fire Officer** (**ACFO**), **Spill Response Team Leader**, **Senior Fire & Emergency Response Technical Advisor**, **Subject Matter Expert**, **Training Development Specialist**, **Learning & Development Officer**, **Senior Officer**, **Facility Management Senior Health & Safety Supervisor**, **Fire & Rescue Services Team Member**, **Junior Fireman**, **Operational Medical Orderly** (**Ops Medic**) and a **Fire Safety**, **Prevention & Safety Technology Technician** from various companies such as the Southern African Emergency Services Institute, South African Fire Services, Al-Muhaidib Contracting Company, ACWA Power Health & Safety, HIWPT, Rabigh Arabian Water & Electricity Company (**RAWEC**), King Abdulaziz International Airport, SRT, Sizwe Consultants, Highveld Steel and Vanadium, Kriel City Council, Germiston City Council and South African Defence Force.

Mr. Coetzer is a **Certified IFSAC Firefighter I&II** (**NFPA** 1001), a **Certified First Responder Awareness Level** (**NFPA** 472) and holds a Certificate in **Electrical & Electronics NQF Level 4**, Leadership Excellence (LDREXC), High-Level Executive Coaching in High-Performance Mentorship, and Leader Strategic Management SUAS. Further, he is a Neuroscience Mental Focus **Specialist Advisor**, a **Professional Practitioner** in Psychology Counselling, **ISO 9001**, **ISO 14001 Auditor**, **Certified Lean Six Sigma Yellow Belt & White Belt**, a **Certified IADC Rig Pass Safety Orientation Instructor**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**) and a **Certified Instructor/Trainer**. Moreover, he is a Registered Basic Ambulance Assistant by the South African medical and Dental Council, a recognized member of The International Fire Service Accreditation Congress (**IFSAC**), the National Fire Protection Association (**NFPA**), the International Association of Drilling Contractors (**IADC**) and South African Fire Institute. He has further delivered innumerable courses, trainings, workshops and conferences globally.

Training Methodology
All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30%   Lectures
20%   Practical Workshops & Work Presentations
30%   Hands-on Practical Exercises & Case Studies
20%   Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

Abu Dhabi	**US$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Al Khobar	**US$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Kuwait	**US$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Doha	**US$ 6,000** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	**US$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation
Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Program
The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 - 0800	*Registration & Coffee*
0800 - 0815	*Welcome & Introduction*
0815 - 0830	***PRE-TEST***
0830 - 0900	***How to Handle an Emergency & Mitigate Consequences***
0900 - 0930	***Emergency Incidents***
0930 – 0945	*Break*
0945 – 1100	***Incident Command System (ICS)***
1100 – 1200	***Unity & Chain of Command***

1100 – 1230	*Transfer of Command*
1230 – 1245	*Break*
1245 – 1320	*Organizational Flexibility*
1320 – 1420	*Unified Command*
1420 – 1430	*Recap*
1430	*Lunch & End of Day One*

Day 2

0730 – 0800	*Span of Control*
0800 – 0900	*Incident Action Plan*
0900 – 0915	*Break*
0915 – 1100	*Declaration & Communication of the Emergency*
1100 - 1200	*Works Emergency Procedures*
1200 - 1230	*Public Relations*
1230 – 1245	*Break*
1245 – 1320	*Practical Implementation*
1320 – 1420	*Provision of Information*
1420 – 1430	*Recap*
1430	*Lunch & End of Day Two*

Day 3

0730 – 0800	*Safety Case Guidance*
0800 – 0900	*Evacuation & Shelter*
0900 – 0915	*Break*
0915 – 1100	*Emergency Scenarios & How to Use Available Resources*
1100 - 1200	*Emergency Scenarios*
1200 - 1230	*Real-Time Aids*
1230 – 1245	*Break*
1245 – 1320	*Computer Aids*
1320 – 1420	*Transport Emergency Arrangements*
1420 – 1430	*Recap*
1430	*Lunch & End of Day Three*

Day 4

0730 – 0800	*Company Resources*
0800 – 0900	*Governmental Resources*
0900 – 0915	*Break*
0915 – 1100	*Facility & Location Information*
1100 - 1200	*Notification*
1200 - 1230	*Response Management System*
1230 – 1245	*Break*
1245 – 1320	*Disaster Recovery & Business Resumption*
1320 – 1420	*Initial Assessment of Incident*
1420 – 1430	*Recap*
1430	*Lunch & End of Day Four*

Day 5

0730 – 0800	*Attack Vectors*
0800 – 0900	*What are False Positive & False Negatives?*
0900 – 0915	*Break*
0915 – 1000	*Determine the Nature of the Attack*
1000 – 1100	*Identify the Assets that have been Compromised*
1100 - 1130	*Choosing a Containment Strategy*
1130 – 1145	*Post-Incident Activity*
1145 – 1200	*Break*
1200 – 1230	*Protect the Evidence While Restoring Functionality*
1230 – 1300	*Implements New Threat Postures & Communicates Security Charges to Personnel*
1300 – 1315	*Course Conclusion*
1315 – 1415	*COMPETENCY EXAM*
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-

Course Coordinator

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