

Appendix A: Lesson Plan

HSP Modules for 8-Hour Workshop

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Module One
Lesson 1: Welcome

Course Goal	To provide participant learners with the knowledge and skills necessary to successfully develop and implement an HSP at their agencies
Objectives	At the conclusion of this module, learners will be able to: <ul style="list-style-type: none">• Understand the purpose of the workshop• Know who prepared the workshop materials• Know the instructor(s) of the workshop• Know who the other learners are• Understand workshop housekeeping and procedures
Scope	The scope of this module will include: <ul style="list-style-type: none">• Introduction of instructors and learners• Workshop housekeeping
Estimated Completion Time	5 minutes
Slides	1-3
HSP Pages	No HSP Pages
Training Methods	The instructor will begin this module by greeting learners and introducing instructor(s) and any other member of the training team or workshop sponsor in attendance. Workshop learners will introduce themselves, saying their name and the name and location of their transit system. Workshop housekeeping (location of bathrooms, use of cell phones, breaks, and meal arrangements) will be covered.
Resources Required	<ul style="list-style-type: none">▪ Instructor manual▪ Participant manual▪ PowerPoint slides
Equipment	In addition to the equipment listed at the front of this instructor guide, you will need the following equipment for this module: <ul style="list-style-type: none">▪ A computer with PowerPoint software▪ A computer projector and screen
Notes	A suggested time plan for this module is as follows: Introduction and module objectives 5 minutes

Total Time: 5 minutes

Lesson 2: Introduction and Cost Benefit of Being Prepared

Course Goal	To provide participant learners with the knowledge and skills necessary to successfully develop and implement an HSP at their agency
Objectives	<p>At the conclusion of this module, learners will be able to:</p> <ul style="list-style-type: none">• Know the goals of the workshop• Use all workshop materials• Know workshop ground rules• Understand the concept of the cost benefit of being prepared• Understand how completing the HSP complements good business practices and is integral to day-to-day operations• Build a balanced approach to hazards and security planning
Scope	<p>The scope of this module will include:</p> <ul style="list-style-type: none">• Workshop goals, ground rules, and procedures for maintaining a learning environment• Commitment to developing and using an HSP• The roles of anxiety, fear, balance, reasonable response, and preparation in the HSP• Personal, family/home, and organizational HSP exercise• Building a balanced approach• Core value techniques for all hazard and security situations
Estimated Completion Time	20 minutes
Slides	4-35
HSP Pages	No HSP Pages
Training Methods	<p>The instructor will begin this module by discussing workshop goals, materials, ground rules, and keys to success. The importance of overcoming resentment and the cost benefit of preparing and using an HSP will be stressed. The instructor will emphasize the need to be prepared but balanced so panic can be avoided and procedures followed. Learners will learn to examine each possible occurrence and develop a reasonable response through class exercises of preparing an element of a personal HSP, a family/home HSP, and an organizational HSP.</p>
Resources Required	<ul style="list-style-type: none">▪ Instructor manual▪ Participant manual▪ Agenda and class roster▪ PowerPoint slides

Equipment

In addition to the equipment listed at the front of this instructor guide, you will need the following equipment for this module:

- A computer with PowerPoint software
- A computer projector and screen

Notes

A suggested time plan for this module is as follows:

Workshop goals, materials, and ground rules5 minutes
Commitment to HSP and cost benefit of being prepared5 minutes
Class exercise10 minutes

Total Time: 20 minutes

Lesson 3: Expectations from the Workshop and Use of the HSP Template

Course Goal	To provide participant learners with the knowledge and skills necessary to successfully develop and implement an HSP at their agency
Objectives	At the conclusion of this module, learners will be able to: <ul style="list-style-type: none">• Explain the purpose and outcomes of workshop• Have general questions answered
Scope	The scope of this module will include: <ul style="list-style-type: none">• Introduction to HSP process• A general approach to the HSP: the three-step systematic process• The HSP conceptual approach• The HSP process• How the HSP process relates to the National Incident Management System (NIMS) process
Estimated Completion Time	20 minutes
Slides	36-44
HSP Pages	No HSP Pages
Training Methods	The instructor will emphasize that the HSP is not rocket science and not so different from what people are doing now in many phases of their lives. The three-step strategic systematic process is covered as it relates to HSP. The HSP conceptual approach is covered. NIMS is explained, and NIMS’s relationship to the HSP is discussed. Questions from learners are answered about course expectations.
Resources Required	<ul style="list-style-type: none">▪ Instructor manual▪ Participant manual▪ PowerPoint slides
Equipment	In addition to the equipment listed at the front of the instructor guide, you will need the following equipment for this module: <ul style="list-style-type: none">▪ A computer with PowerPoint software▪ A computer projector and screen
Notes	A suggested time plan for this module is as follows: HSP is not rocket science5 minutes Systematic process and HSP conceptual approach5 minutes Class questions and discussion10 minutes <i>Total Time: 20 minutes</i>

Lesson 4: Definition of Terms and Introduction to Glossary

Course Goal	To provide participant learners with the knowledge and skills necessary to successfully develop and implement an HSP at their agency
Objectives	At the conclusion of this module, learners will be able to: <ul style="list-style-type: none">• Understand terms used in the workshop
Scope	The scope of this module will include: <ul style="list-style-type: none">• Discussion of terms used in the HSP
Estimated Completion Time	10 minutes
Slides	45-59
HSP Pages	83-88
Training Methods	The instructor will review and discuss words in the glossary that learners want clarified. A complete discussion of the terms <i>prevention</i> , <i>mitigation</i> , <i>preparation</i> , <i>response</i> , and <i>recovery</i> are the central purpose of this section. The instructor will demonstrate these five terms using the hypothetical setting of a picnic and a fly swatter.
Resources Required	<ul style="list-style-type: none">▪ Instructor manual▪ Participant manual▪ PowerPoint slides▪ Fly swatter
Equipment	In addition to the equipment listed at the front of this instructor guide, you will need the following equipment for this module: <ul style="list-style-type: none">▪ A computer with PowerPoint software▪ A computer projector and screen
Notes	A suggested time plan for this module is as follows: Glossary review and discussion10 minutes <i>Total Time: 10 minutes</i>

Module Two

Lesson 5: Getting Started: HSP Section 1: Establish Policies

Course Goal	To provide participant learners with the knowledge and skills necessary to successfully develop and implement an HSP at their agency
Objectives	<p>At the conclusion of this module, learners will be able to:</p> <ul style="list-style-type: none">• Create a written statement of purpose covering routine and emergency security and hazard situations• Define the situations that the HSP will cover• Look at assumptions about the situations surrounding use of the plan• Discuss how the organization plan fits into the overall community security and emergency plans
Scope	<p>The scope of this module will include:</p> <ul style="list-style-type: none">• Purpose of the HSP• Establishing policies• The inventory step: What is possible?• Map Your Service Area exercise• Sketch Home Area and Identify Hazards exercise• Approach to identified hazards and security issues• Situations covered by the HSP• Statements of belief and limitations
Estimated Completion Time	60 minutes
Slides	60-78
HSP Pages	1-9
Training Methods	<p>The instructor will start learners on developing their HSPs by examining what could happen at their agencies. Possible hazard and security issues are reviewed. In the Map Your Service Area exercise, the instructor will help learners identify 35 situations on the map. After that, learners will prepare their own maps of their areas and identify situations specific to their services. Then HSP preparation begins on HSP page 2 with a review of the HSP purpose, situations covered, and statements of belief and limitations. Learners review the table on HSP pages 4-6 and check the security incidents that they will address in their plans.</p>

Resources Required

- Instructor manual
- Participant manual
- PowerPoint slides
- Your Service Area Map

Equipment

In addition to the equipment listed at the front of this instructor guide, you will need the following equipment for this module:

- A computer with PowerPoint software
- A computer projector and screen

Notes

A suggested time plan for this module is as follows:

The inventory step: What is possible?5 minutes
Map Your Service Area exercise15 minutes
Sketch Home Area and Identify Hazards exercise15 minutes
Establish policies, purpose of HSP, situations covered15 minutes
Review and complete table on HSP pages 4-65 minutes
Statements of beliefs and limitations5 minutes

Total Time: 60 minutes

Module Three

Lesson 6: HSP Section 2: Organization, Roles and Responsibilities

Course Goal	To provide participant learners with the knowledge and skills necessary to successfully develop and implement an HSP at their agency
Objective	At the conclusion of this module, learners will be able to: <ul style="list-style-type: none">• Develop an organizational structure, with a clearly defined chain of command and designated roles and responsibilities, containing:<ol style="list-style-type: none">a) responsibilitiesb) continuity of servicesc) contact information
Scope	The scope of this module will include: <ul style="list-style-type: none">• Organization, roles, and responsibilities of agencies and personnel• Review and completion of the table on HSP pages 11-14• Continuity of services and lines of authority• Backup facilities and records• Succession of personnel and contact information
Estimated Completion Time	50 minutes
Slides	79-91
HSP Pages	10-17
Training Methods	The instructor will discuss organization, roles, and responsibilities of agencies and personnel within and outside the transit agency. Learners will be coached on which people and organizations in their home areas need to be included in their HSPs. The instructor will guide learners through the table and the List of Key Personnel and HSP Responsibilities and coach them about lines of authority. Backup facilities and records will be discussed with an emphasis on thinking beyond computer records.
Resources Required	<ul style="list-style-type: none">▪ Instructor manual▪ Participant manual▪ PowerPoint slides
Equipment	In addition to the equipment listed at the front of this instructor guide, you will need the following equipment for this module: <ul style="list-style-type: none">▪ A computer with PowerPoint software▪ A computer projector and screen

Notes

A suggested time plan for this module is as follows:

Organization, roles, and responsibilities of agencies and personnel	10 minutes
Review and complete table on HSP pages 11-14	10 minutes
Continuity of services and lines of authority	10 minutes
Backup facilities and records	10 minutes
Succession of personnel and contact information	10 minutes

Total Time: 50 minutes

Module Four

Lesson 7: HSP Section 3: Countermeasures: Part A: Prevention

Course Goal	To provide participant learners with the knowledge and skills necessary to successfully develop and implement an HSP at their agency
Objectives	At the conclusion of this module, learners will be able to: <ul style="list-style-type: none">• Examine activities to reduce the likelihood that incidents will occur• Establish safe and secure procedures for passengers, vehicles, drivers, and facilities
Scope	The scope of this module will include: <ul style="list-style-type: none">• Review of five countermeasures and strategies• Rate and discuss prevention activities
Estimated Completion Time	30 minutes
Slides	92-100
HSP Pages	18-32
Training Methods	After reviewing the five countermeasures and strategies, using the picnic analogy, the instructor will help learners rate and discuss prevention activities on HSP pages 22-23.
Resources Required	<ul style="list-style-type: none">▪ Instructor manual▪ Participant manual▪ PowerPoint slides
Equipment	In addition to the equipment listed at the front of this instructor guide, you will need the following equipment for this module: <ul style="list-style-type: none">▪ A computer with PowerPoint software▪ A computer projector and screen
Notes	A suggested time plan for this module is as follows: Review of five countermeasures and strategies5 minutes Rate and discuss prevention activities25 minutes <i>Total Time: 30 minutes</i>

Lesson 8: HSP Section 3: Countermeasures: Part B: Mitigation

Course Goal	To provide participant learners with the knowledge and skills necessary to successfully develop and implement an HSP at their agency
Objectives	At the conclusion of this module, learners will be able to: <ul style="list-style-type: none">• Examine activities to reduce asset loss or human consequences (such as injuries or fatalities) of an incident• Establish safe and secure procedures for passengers, vehicles, drivers, and facilities
Scope	The scope of this module will include: <ul style="list-style-type: none">• Discussion of mitigation activities• Rate and discuss mitigation activities
Estimated Completion Time	30 minutes
Slides	101-103
HSP Pages	33-39
Training Methods	After discussing what mitigation is and the differences between mitigation and prevention, the instructor will help learners rate and discuss prevention activities on HSP page 34.
Resources Required	<ul style="list-style-type: none">▪ Instructor manual▪ Participant manual▪ PowerPoint slides
Equipment	In addition to the equipment listed at the front of this instructor guide, you will need the following equipment for this module: <ul style="list-style-type: none">▪ A computer with PowerPoint software▪ A computer projector and screen
Notes	A suggested time plan for this module is as follows: Discussion of mitigation5 minutes Rate and discuss mitigation activities25 minutes <i>Total Time: 30 minutes</i>

Lesson 9: HSP Section 3: Countermeasures: Part C: Preparedness

Course Goal	To provide participant learners with the knowledge and skills necessary to successfully develop and implement an HSP at their agency
Objectives	At the conclusion of this module, learners will be able to: <ul style="list-style-type: none">• Examine preparedness activities to anticipate and minimize the impacts of security-related incidents, and equip employees to better manage these incidents• Establish emergency policies and procedures for passengers, employees, and management to follow• Keep training, drills, and contact lists up to date• Establish and maintain mutual aid agreements with fire departments, emergency medical services, and emergency management services
Scope	The scope of this module will include: <ul style="list-style-type: none">• Discussion of preparedness activities• Rate and discuss preparedness activities
Estimated Completion Time	60 minutes
Slides	104-111
HSP Pages	40-51
Training Methods	After discussing what preparedness is, the instructor will help learners review the table, Preparedness Activities, on HSP pages 41-42. The Homeland Security Alert Levels will be discussed in terms of learners' planning for each level. Learners will rate and discuss the preparedness activities on HSP pages 41-42.
Resources Required	<ul style="list-style-type: none">▪ Instructor manual▪ Participant manual▪ PowerPoint slides
Equipment	In addition to the equipment listed at the front of this instructor guide, you will need the following equipment for this module: <ul style="list-style-type: none">▪ A computer with PowerPoint software▪ A computer projector and screen
Notes	A suggested time plan for this module is as follows: Discussion of preparedness and Alert Levels35 minutes Rate and discuss mitigation activities25 minutes <i>Total Time: 60 minutes</i>

Lesson 10: HSP Section 3: Countermeasures: Part D: Response

Course Goal	To provide participant learners with the knowledge and skills necessary to successfully develop and implement an HSP at their agency
Objectives	At the conclusion of this module, learners will be able to: <ul style="list-style-type: none">• Examine activities used to react to security related incidents and hazards and help protect passengers, employees, the community, and property• Establish what information is to be collected by which employee• Ensure that policies and procedures established in the Mitigation and Preparedness portions of the HSP are followed
Scope	The scope of this module will include: <ul style="list-style-type: none">• Discussion of response activities• Rate and discuss response activities
Estimated Completion Time	75 minutes
Slides	112-120
HSP Pages	51-69
Training Methods	After discussing what response is, the instructor will help learners review the table, Response Activities, on HSP pages 52-53. The importance of communication and the avoidance of improvisation will be stressed. Learners will rate and discuss the response activities on HSP pages 52-53.
Resources Required	<ul style="list-style-type: none">▪ Instructor manual▪ Participant manual▪ PowerPoint slides
Equipment	In addition to the equipment listed at the front of this instructor guide, you will need the following equipment for this module: <ul style="list-style-type: none">▪ A computer with PowerPoint software▪ A computer projector and screen
Notes	A suggested time plan for this module is as follows: Discussion of response30 minutes Rate and discuss response activities45 minutes <i>Total Time: 75 minutes</i>

Lesson 11: HSP Section 3: Countermeasures: Part E: Recovery

Course Goal	To provide participant learners with the knowledge and skills necessary to successfully develop and implement an HSP at their agency
Objectives	At the conclusion of this module, learners will be able to: <ul style="list-style-type: none">• Examine policies to assist in recovering from incidents that have occurred so that service can resume as quickly as possible• Establish a review of policies, documents, plans, and vehicles• Evaluate the response and oversee recovery and restoration of personnel, service, vehicles, and facilities
Scope	The scope of this module will include: <ul style="list-style-type: none">• Discussion of response activities• Rate and discuss response activities
Estimated Completion Time	30 minutes
Slides	121-123
HSP Pages	69-73
Training Methods	After discussing what recovery is, the instructor will help learners review the table, Recovery Activities, on HSP page 70. The importance of learning, using, and revising the HSP will be stressed. Learners will rate and discuss the importance of evaluating response on HSP page 70.
Resources Required	<ul style="list-style-type: none">▪ Instructor manual▪ Participant manual▪ PowerPoint slides
Equipment	In addition to the equipment listed at the front of this instructor guide, you will need the following equipment for this module: <ul style="list-style-type: none">▪ A computer with PowerPoint software▪ A computer projector and screen
Notes	A suggested time plan for this module is as follows: Discussion of recovery20 minutes Rate and discuss recovery evaluation activities10 minutes <i>Total Time: 30 minutes</i>

Module Five
Lesson 12: HSP Section 4: Plan Maintenance

Course Goal	To provide participant learners with the knowledge and skills necessary to successfully develop and implement an HSP at their agency
Objectives	At the conclusion of this module, learners will be able to: <ul style="list-style-type: none"> • Keep the plan fresh • Conduct a formal audit of the entire plan at least once a year
Scope	The scope of this module will include: <ul style="list-style-type: none"> • Discussion of plan maintenance activities • Assessment techniques • Distribution criteria
Estimated Completion Time	30 minutes
Slides	124-128
HSP Pages	74-81
Training Methods	After discussing what plan maintenance is and emphasizing its importance, the instructor will help learners review the checklist on HSP pages 77-80. The FTA “Top 20 Security Program Action Items for Transit Agencies” are reviewed and contained in the HSP Template Instructions as Attachment B. (Be sure and draw attention to this important Attachment.) Techniques of how to review and change, and keep track of those changes, will be covered. Distribution criteria for the final plan will be discussed.
Resources Required	<ul style="list-style-type: none"> ▪ Instructor manual ▪ Participant manual ▪ PowerPoint slides
Equipment	In addition to the equipment listed at the front of this instructor guide, you will need the following equipment for this module: <ul style="list-style-type: none"> ▪ A computer with PowerPoint software ▪ A computer projector and screen
Notes	<p>A suggested time plan for this module is as follows:</p> <p>Discussion of plan maintenance 5 minutes</p> <p>Discussion of review and changes 10 minutes</p> <p>Review of assessment checklist 10 minutes</p> <p>Discussion of distribution 5 minutes</p> <p><i>Total Time: 30 minutes</i></p>

Module Six

Lesson 13: Summary and Review

Course Goal	To provide participant learners with the knowledge and skills necessary to successfully develop and implement an HSP at their agency
Objectives	<p>At the conclusion of this module, learners will be able to:</p> <ul style="list-style-type: none">• Explain the overall flow chart for the HSP template and HSP specific techniques• Summarize and explain key steps and clarify any issues that have been raised in the workshop• Review sources for more information and processes to complete the HSP at local sites
Scope	<p>The scope of this module is based on 10 review questions shown in slides. Successful answering of each of the review questions will indicate that the learner has achieved the goals and objectives of this course. The module will include:</p> <ul style="list-style-type: none">• Restatement that the HSP is not rocket science• Review of HSP conceptual approaches, HSP specific techniques, and cost benefit of personal, family, and transit system threat preparedness• Sketch of calendar of events for finalizing learners' HSPs• List of resources to help learners gain additional skills and knowledge
Estimated Completion Time	20 minutes
Slides	129-150
HSP Pages	No HSP Pages
Training Methods	<p>A 10-question, self-graded test (or, depending on class size and time available, "pass to neighbor" graded) will form the basis for this section. Students will answer the questions on the slides and then the instructor will review each answer with the entire class. The instructor will emphasize the idea that the HSP is not difficult and then remind learners of the HSP conceptual approach and the cost benefits of being prepared. Five minutes at the end of the review will be allowed for learners to gather their thoughts so they can outline a calendar of events for completing their HSPs at home. Depending on the time available, the instructor will query the students on their calendars of events. A list of resources to help learners with this task will be presented with emphasis on other training that is available.</p>

Resources Required

- Instructor manual
- Participant manual
- PowerPoint slides
- Blank paper for test in sufficient quantity for number of students

Equipment

In addition to the equipment listed at the front of this instructor guide, you will need the following equipment for this module:

- A computer with PowerPoint software
- A computer projector and screen

Notes

A suggested time plan for this module is as follows:

Review of HSP concepts and cost benefits12 minutes
Calendar of events5 minutes
Discussion of sources3 minutes

Total Time: 20 minutes

Lesson 14: Evaluation

Course Goal	To provide participant learners with the knowledge and skills necessary to successfully develop and implement an HSP at their agency
Objectives	At the conclusion of this module, learners will be able to: <ul style="list-style-type: none">• Complete the evaluation form
Scope	The scope of this module will include: <ul style="list-style-type: none">• Evaluation form
Estimated Completion Time	10 minutes
Slides	151-153
HSP Pages	No HSP Pages
Training Methods	The instructor introduces the evaluation form, hands it out to learners, and collects the completed forms. The instructor will go around the room and ask learners to answer the questions on Slides 129, 131, 134, 136, 138, 140, and 147 and then thank the learners for attending the class and urge them to complete and use their HSPs.
Resources Required	<ul style="list-style-type: none">▪ Instructor manual▪ Participant manual▪ PowerPoint slides▪ Evaluation forms
Equipment	In addition to the equipment listed at the front of this instructor guide, you will need the following equipment for this module: <ul style="list-style-type: none">▪ A computer with PowerPoint software▪ A computer projector and screen
Notes	A suggested time plan for this module is as follows: Discussion and handing out evaluation forms1 minute Completion of forms5 minutes Questions on Slides 129, 131, 134, 136, 138, 140, and 1473 minutes Thank you1 minute

Total Time: 10 minutes

Total Workshop Elapsed Time: 8 hours from Lesson 1 to Lesson 14