



*Precept*  
management consultancy

## **SECURITY COORDINATION & MANAGEMENT** **Crowne Plaza, Muscat, Oman; 20<sup>th</sup> - 24<sup>th</sup> April 2008**

### **OBJECTIVES**

This five-day workshop is a comprehensive introduction to the essentials of corporate security management, and is designed to provide full-time security management staff and those for whom security is one of a number of responsibilities with the knowledge and confidence necessary to manage a successful loss prevention operation. The workshop takes the form of lectures, workshops, discussions and exercises, during which delegates, syndicated into groups, will have the opportunity to solve typical security problems.

### **DATES & VENUE**

- **Duration:** Five Days, 20<sup>th</sup> - 24<sup>th</sup> April 2008, 8:30am - 5:00pm;
- **Fees:** RO 1,175 (Includes programme materials, lunch & breaks at the venue);
- **Presenter:** David Cresswell, CPP MSyl;
- **Venue:** Crowne Plaza Muscat, Oman.

### **CONTENTS**

- Risk Measurement and Management
- Designing Loss Prevention Measures
- An Introduction to Security Surveying
- Physical Security of Perimeters
- Physical Security of Buildings
- Access Control
- Intruder Detection Systems CCTV & Lighting
- Manpower Selection and Deployment
- Procedures and Emergencies
- Security of Information and IT Systems
- Protection against Explosive Devices
- Protection of At-Risk Personnel

**Please contact us for further information & registration**

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**Introduction to Risk Management** *Risk analysis, probability and impact analysis, vulnerability analysis, risk measurement, risk treatment*

**Security Design** *Loss prevention principles, security design, security layering, communicating security to management, security surveying overview*

**Physical Security & Access Control** *Site perimeters, buildings, barriers, access management systems, access & ID cards, biometrics, vehicular access, exit searching, security of keys*

**Intruder Detection Systems, CCTV & Lighting** *Perimeter IDS, building IDS (passive & active, shell & volumetric), access route monitoring, cameras (overt, covert, fixed, PTZ), CCTV transmission & storage, video motion detection, remote monitoring, security lighting (infrared and visible)*

**Manpower, Procedures & Emergencies** *Staff vetting & recruitment, job descriptions, basic training design, manpower deployment, manpower in an electronic security environment, patrolling, incident reporting, standard operating procedures, emergency protection against explosive devices, protection of at-risk personnel, half-day syndicated security design exercise*

**Security of Information & IT Systems** *Information threats & sources, information at risk, industrial espionage, employee monitoring, protection of data (hard copy & electronic), waste disposal, communications security, email intercept, computer component theft, laptop security, network security, internet uses & abuses, data storage & back-up, IT contingency, hacking & denial of service attacks, virus protection, data encryption, creating an information & IT security policy.*

# THE WORKSHOP

## Day 1

### **8:30 – 9:30 Introduction & Administration**

- Delegate introductions & backgrounds
- Programme & tutor introduction
- Ice-breaking exercise

### **9:30 – 10:00 Coffee Break**

### **10:00 – 12:30 Risk Analysis & Assessment**

- Risk analysis & regional threat overview
- Estimating probability of threat occurrence
- Estimating likely impact of risk
- Determining direct & consequential loss
- Plotting risk against manageability
- Prioritising risk
- Risk treatment

### **12:30 – 1:30 Lunch**

### **1:30 – 3:00 Exercise Madrush**

- *An introductory security design exercise in which delegates are required to collaborate to produce a basic security strategy & design or for a small service industry company. During the exercise, the tutor will begin to introduce some basic concepts of security design.*

### **3:00 – 3:30 Coffee Break**

### **3:30 – 5:00 An Introduction to Security Design**

- Loss prevention principles
- The basic tenets of security design
- Security layering & integration
- Delays & defences, monitoring & recording systems, detection and response systems, procedural security
- The relationship between delay, detection & response

## Day 2

### **8:30 – 10:30 Perimeter Security**

- Determining site perimeter requirements
- Perimeter fencing options
- Perimeter layering options
- Perimeter intrusion detection systems
- Perimeter CCTV
- Perimeter lighting

### **10:30 – 11:00 Coffee Break**

### **11:00 – 12:30 Buildings Design & Security**

- Physical security of walls, doors, roofs & windows
- Building intrusion detection systems
- Digital CCTV overview
- Office security overview
- Remote monitoring & intrusion response

### **12:30 – 1:30 Lunch**

### **1:30 – 3:00 Security Surveying & Exercise**

- *Security surveying overview, followed by which participants, working as syndicates, will be given a notional scenario requiring them to carry out a basic security survey of the venue to assess its suitability for a given future event. Upon completion of the survey they will be required to present their findings and recommendations.*

### **3:00 – 3:30 Coffee Break**

### **3:30 – 5:00 Security Operations Management**

- Typical security management structures
- The main roles of the security manager
- Creating a return on investment
- Creating a proactive security programmes
- Communicating security to the business
- Policies and procedures

## Day 3

### **8:30 – 10:00 Access Management**

- The basic tenets of an access control system
- Automated access management systems
- Vehicular access
- ID cards & technologies
- Exit searching
- Security of keys

### **10:00 – 10:30 Coffee Break**

### **10:30 – 12:30 Terrorism & Bombing**

- Terrorism overview
- The improvised explosive device
- The large vehicle improvised explosive device
- Suicide bombs
- Target hardening
- Actions on response of discovery of a suspected IED
- Evacuation and assembly

### **12:30 – 1:30 Lunch**

### **1:30 – 3:00 Exercise Music Master**

- *A security design exercise during which delegates will examine a notional manufacturing site and its associated risks and losses and produce a security plan and strategy to reduce the identified risks. Delegates will be expected to deliver their findings in the form of an illustrated and professional-level management presentation together with all supporting financial justifications. Part 1 of 3.*

### **3:30 – 5:00 Crisis & Emergency Management and Exercise**

- *An overview of a typical corporate emergency and crisis management structure, followed by an exercise during which delegates will perform the role of a crisis management team which will have to deal with the disappearance of a VIP.*

## Day 4

### **8:30 – 10:30 Protection of Sensitive Information**

- Information threats & sources
- Information at risk
- Industrial espionage
- Examples of employee theft of information
- Information brokering
- Secure waste destruction
- Communications security

### **10:30 – 11:00 Coffee Break**

### **11:00 – 12:30 IT Security**

- Computer component theft
- Laptop security
- Network security
- Internet uses & abuses
- Data storage & back-up
- Virus protection
- Data encryption
- Liaising with the IT department on security matters

### **12:30 – 1:30 Lunch**

### **1:30 – 3:00 Exercise Music Master**

- *A security design exercise during which delegates will examine a notional manufacturing site and its associated risks and losses and produce a security plan and strategy to reduce the identified risks. Delegates will be expected to deliver their findings in the form of an illustrated and professional-level management presentation together with all supporting financial justifications. Part 2 of 3.*

### **3:00 – 3:30 Coffee Break**

### **3:30 – 5:00 Music Master Exercise Presentations**

*A security design exercise during which delegates will examine a notional manufacturing site and its associated risks and losses and produce a security plan and strategy to reduce the identified risks. Delegates will be expected to deliver their findings in the form of an illustrated and professional-level management presentation together with all supporting financial justifications. Part 3 of 3.*

## Day 5

### **8:30 – 10:30 Security Manpower Selection**

- Selecting between in-house and contract security
- Recruitment and selection
- Adding value to manpower
- Manpower development and motivation
- Leadership, span of control and unity of command

### **10:30 – 11:00 Coffee Break**

### **11:00 – 12:30 Protection of At-Risk Personnel**

- Identifying at-risk personnel
- Business travel security overview
- Global risks and risk information sources
- Basic personal protective measures
- The risk from kidnap and ransom

### **12:30 – 1:30 Lunch**

### **1:30 – 3:00 Investigations Exercise**

- *During this exercise delegates, working in syndicates, will be presented with a scenario in which a theft is alleged to have been committed. Delegates will be required to role play as either interviewees or investigators and the session will conclude with critical feedback of the investigative process.*

### **3:30 – 5:00 Open Forum & Delegate Action Plans**

- Certificate presentation
- “Parking board” debrief
- Individual meetings with tutor for the formulation of delegate action & personal professional development plans

## THE COMPANY



The ARC Training International Academy for Security Management is the UK's leading provider of security management training courses and probably the best-known international security management training company in the world - since its creation in 2000, delegates from no less than 100 different countries have attended ARC Training courses in the UK and at various locations across the globe.

ARC Training clients include four out of the top five US companies and four out the top five UK companies. Delegates from almost all business sectors have studied with ARC. These include: the automobile industry, aviation and aerospace, construction, higher education institutes, the financial sector, insurance and banking sectors, government and government-associated agencies, police, leisure and hotels, logistics and transport companies, manufacturing, media, oil and gas and extractive sector companies, pharmaceutical companies property management: retail: security companies, the service sector telecommunications and utilities.

ARC has conducted programmes extensively throughout the Middle East and clients in the Region have included RasGas, Saudi Aramco, Saudi Arabian Monetary Agency, Saudi Petrochemical, SABIC, Saudi Electricity, Bahrain Telecommunications, ADGAS, Kuwait Oil Company, Sultan Centre Kuwait, Burj Al Arab, Jumeirah International, Emirates Towers, Madinat Jumeirah, Wild Wadi Water Park, Grand Hyatt Dubai, Kempinski Hotel Mall of the Emirates, Burjuman, Emirates, Al Bustan Palace Hotel, InterContinental Hotels (Muscat, Abu Dhabi, Amman, Cairo & Nairobi), Dubai Aluminium, Shuweihat O&M LP, Tawam Hospital, Oman LNG, Petroleum Development Oman, Oman Gas, Royal Oman Police, Oman Waste Water, SOCAT, BankMuscat, National Bank of Oman, United Finance Company, Central Bank of Oman and Telenor Pakistan.

All ARC trainers are leading practitioners in their respective fields and bring to the training environment many years of experience, both in the UK and overseas.

As a minimum qualification, the full-time members of the security management training team are all CPP-certified, ensuring not only professional competence, but also that the ARC Training International Academy for Security Management adheres to the strictest codes of conduct within the industry.

## PRESENTER PROFILE

### *David Cresswell, CPP, MSyl*

David's career as a security expert spans 25 years. Much of this time was spent working for the British Government in the areas of strategic site protection, the protection of key facilities against terrorism and in information security countermeasures.

David moved from operational duties to training in 1996, when he was appointed Group 4 Securitas Training's specialist security training consultant for the Middle East and former Soviet Union.

Following a reorganisation of security management training services in the UK in 2000, David was appointed Manager of ARC Training, now widely recognised as the UK's leading international provider of security management training.

Fluent in both Arabic and Russian, David regularly conducts security management training for some of the largest companies in the world, either on site or at the ARC Training Centre in the United Kingdom.

He has travelled extensively throughout the Middle East and the former Soviet Union delivering security management and specialist security workshops to an impressive range of commercial, government and military audiences, and has conducted on-site training of security officers and supervisors in Arabic for GPIC, Banagas and Garmco (Bahrain), Equate Petrochemicals (Kuwait), RasGas (Qatar), Aramco (Saudi Arabia), ADCO (UAE), Dubai Ports Authority, Gulf Air, Emirates Airlines, Saudia Airlines, Kuwait Airlines, Royal Oman Police, Intercontinental Hotels, Gulf Region including the Al-Bustan Palace Hotel (Sultanate of Oman).