



SECURITY AWARENESS AND EMERGENCY PREPAREDNESS EMPLOYEE TRAINING FOR HIGHWAY EMPLOYEES

COURSE OVERVIEW *Revised November 2016*

COURSE DESCRIPTION

The MassDOT Security & Emergency Management Department (S&EM), in close collaboration with the Highway Operations Center (HOC) and Massachusetts State Police (MSP), has developed a 2 hour “Security Awareness and Emergency Preparedness Employee Training” course that will be provided to all Highway Division employees. The class, which takes place in the field at Highway facilities, including depots and district offices, consists of three modules:

- 1) **Security Overview.** Outlines the respective security roles of MassDOT S&EM, the HOC, and MSP. Also provides information on the security systems and policies in use and in effect at MassDOT.
- 2) **Threat Awareness.** Provides a transportation-centric overview of the current threat environment and then provides detailed guidance regarding potential employee situations, such as suspicious vehicles and active shooter situations.
- 3) **Sensible Precautions.** Practical guidance for employees on a variety of topics, including building evacuations, safeguarding security sensitive information, using safe cyber practices, and preparing your family for emergencies.

The course content was developed in-house and has been heavily customized with information, policies, and visuals relevant to Highway infrastructure and employees, including a cinema-quality training film and other supporting videos. The course is part of a MassDOT-wide training program currently being rolled out across all divisions by the MassDOT Security & Emergency Management Department. To date, the MBTA version of the course has been attended and positively received by over 4,000 MBTA employees and a version for the Registry of Motor Vehicles is also currently under development.

LOGISTICS

The course is taught by instructors from MassDOT Security & Emergency Management at various times and locations determined in conjunction with designated POCs from each Highway District.

In total, nearly 3,000 Highway Division employees are expected to be trained. Each session will accommodate up to 50 employees, provided a suitable venue is available. The estimated completion timeframe for this program is thus heavily dependent on how many sessions can be conducted each week and how many employees attend each session.

District Name	# Employees
Admin/Engineering	~1000
District 1	~167
District 2	~220
District 3	~296
District 4	~345
District 5	~314
District 6	~406

INQUIRIES

Please direct inquiries about this program to:

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