

TO: Cabinet Secretaries

FROM: The Honorable George W. Foresman

DATE: September 19, 2005

SUBJECT: Terrorism and Security Awareness Orientation for State Employees

In response to Governor Warner's Executive Order 69, the Training Subcommittee of the Commonwealth Preparedness Workgroup has completed the development of the *State Employee Terrorism and Security Awareness Orientation* training program. This short interactive training program addresses five priority emergency topics to which all state employees should be prepared to respond. These five topic areas are: Terrorism Awareness, Explosive Threats, Chemical, Biological and Radiological/Nuclear Threats, Cyberterrorism, Identity Theft & Social Engineering, and Crime Prevention. The training program also includes guidance for agency based reviews of specific facility emergency reaction policies and procedures.

The *State Employee Terrorism and Security Awareness Orientation* training program has been developed in multiple formats to meet the needs of each agency and its individual employee work units. The program can be presented as a "Live" instructor led course, as a Video based presentation or as a "Self-study" course (both on-line or stand alone versions are available).

The Training Subcommittee of the Commonwealth Preparedness Workgroup will be hosting multiple "Train-the-Trainer" sessions around the Commonwealth to orient agency selected instructors to present this program to state personnel. These 4-hour sessions will provide each instructor with all materials necessary to present the training program in a classroom environment either through use of PowerPoint Slides or by means of the provided video based presentation. (Agency heads may establish instructor selection criteria from existing qualified training staff.)

The "Self-study" version of the *State Employee Terrorism and Security Awareness Orientation* training program is available as an on-line course that automatically tracks employee participation and records successful completion of the program. The "Self-study" version is also available in CD-rom format for use by employees without Internet access in their work areas. (Employees completing the "off-line" format will be able to print out documentation of completion for agency records.)

For further information and instructor registration for the "Train-the-Trainer" programs, please direct your personnel to: www.vaemergency.com (available September 28, 2005) or contact Suzi Silverstein at suzi.silverstein@vdh.virginia.gov or 804/225-2176.