



Course check in: 11am-1pm
 Course begins: 2pm
 Course concludes: 1pm on the final day
 Schedule your travel appropriately



MANAGING RISK AND SECURITY IN THE INTERNATIONAL SCHOOL

Miami 9-15 July 2016

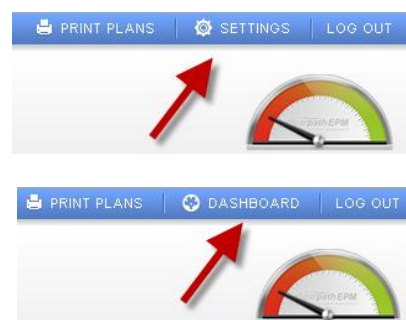
WATCH

- Prior to arriving in Miami, please watch the special “Being Thirteen: Inside the Secret World of Teens” at: (<https://www.youtube.com/watch?v=t-9LtTtkg04>)
- Please take notes and be prepared to discuss.

SIGN-IN

BEFORE ARRIVING, PLEASE SIGN-IN TO THE RISK MITIGATION ACCOUNT WE HAVE SET UP FOR YOU

1. You will receive an auto-generated e-mail from Clearpath EPM (www.clearpathepm.com) stating that an account has been activated for you and your school. That e-mail will include a temporary password.
2. Upon receipt, please go to <https://clearpathepm.com/login.php> and enter your log in information (the e-mail you registered for PTC/BTC for with and the temporary PW).
 - a. This is your school’s new EPM Risk Mitigation Dashboard. You will use this dashboard before and throughout the course and afterward (free of charge), if you choose.
3. After logging in and changing your password:
 - a. Go to the Settings Section and please complete your school location information and input your school calendar dates for school year 2016-2017. You can complete as much as you would like in the rest of this section.
 - b. Go to the main dashboard section. This is the main screen of your school risk mitigation dashboard account and where you will work to complete the early course work requirements.



UPLOAD

Prior to your arrival in Miami:

1. Complete the **threats & vulnerabilities section** about your school:
 - a. In the “threats & hazards” section please don’t worry about selecting a protocol response when answering the questions. We will cover those in class.
2. Complete the following additional tasks that involve your EPM Dashboard account.
 - a. Upload a copy of your school’s emergency preparedness plan into the Documents section, under “other documents.” (if you have one)
 - b. Upload a copy of your Accrediting Agency’s standards and indicators for safety, security, child protection and emergency preparedness into “other documents.”

This account is for you and your school to use. Feel free to complete as much additional information as you wish. We will also cover many aspects of the accounts in the class.

If you have any questions or need assistance with your EPM Dashboard account, please e-mail Bruce Mills (bmills@clearpathepm.com).

Threat Assessments	<input checked="" type="checkbox"/>
Self Assessment	
Assessment Matrix	

Attachments	<input type="checkbox"/>
Photos	
Videos	
Other Documents	
Reports	
Policies/Procedures	
Reference Library	

PREPARE

Watch a [short video](#) to prepare for your course.

BRING A LAPTOP (REQUIRED)

- Your course materials are digital. Hard copies of the materials will not be available on site. Bring a laptop computer with appropriate adapters and wireless internet capability. [Click here](#) for more about iPads and tablets.
- Download [Adobe Acrobat Reader DC](#) now in order to be able to access your materials properly. If you are using a Mac, you can access your course materials using Preview.

Get familiar with [TC Connection](#)

...your online portal for everything related to your course. You should have received an email with signup instructions and enrollment information for your course. Use that email as a guide to login and set up your account. If you have not already registered, you can do so [here](#). Your access code for the course is immediately below. If you need help with this process, please contact us at registrations@theptc.org.

MIAMI Managing Risk & Security in the International School (9-15 July): CTS9Z-BDXWT

We look forward to seeing you this summer!

Mike Johnson and Oli Tooher-Hancock