



INCIDENT  
COMMANDER

# Bomb Threat Management Planning (MGT-451) Coordination Outline

CISA OFFICE FOR BOMBING PREVENTION

Thank you for hosting the Office for Bombing Prevention (OBP) Bomb Threat Management Planning (BTM) course. This coordination outline will provide the necessary requirements for successfully hosting this in-person training. For more information on the course content and the registration process, please download the [BTM Fact Sheet](#).

## Course Information and Recommended Audience

- This is a one (1) day, interactive, performance-based, instructor-led course designed for both public and private sector audiences at a management level.
- The ideal class size for this course is 25 participants.
- To avoid course cancellation/rescheduling, a minimum of 15 registered participants are required one week prior to the course start date.
- Due to the performance requirements of this course, a maximum of 30 participants are allowed. Coordination for additional participants must be approved through OBP Training.
- Failing to coordinate extra participants will result in a shortage of training packets being shipped to your location.

## Classroom Requirements

- A local venue large enough to accommodate registered participants and OBP instructors.
- The classroom should be equipped with audio/visual capabilities including a projector/screen to display course materials, instructor podium, two (2) tables for instructor use, classroom style seating and tables for participants, and extension cords/power strips to support a/v equipment.
- Access to drinks and/or snacks is highly recommended.

## Coordination Requirements

A course Point of Contact (POC) will be established and will be responsible for all communications with OBP Training operations staff and OBP instructors. Additional requirements include:

- Facilitating a training coordination meeting at the training location with OBP instructors prior to the start of the class. (Preferably the day prior to the start date)
- Receipt of all training materials including administrative paperwork and course handouts..
- POC is responsible for ensuring all received materials are available at the training location on the training start date.
- Communication of any course logistical changes to OBP Training operations staff and Instructor Cadre.

## What to Expect

OBP Mobile Training Team instructors will contact the identified POC approximately 30 days prior to the course start date to introduce themselves and begin the coordination of on-site activities. OBP Training operations staff will provide continual training support services from the moment the course is scheduled. Staff is always available to answer questions and assist in ensuring a successful training delivery. Please contact [obptraining@cisa.dhs.gov](mailto:obptraining@cisa.dhs.gov) with any scheduling, coordination, or registration questions or concerns.

