

Convenient Video Training Session

Front Desk Safety and Security

**Three upcoming opportunities to attend
the 3 hour video training session in your area**

January 15, 2014 - 9:00 am to 12:00 pm
at the Spokane County Sheriff's Training Center
10319 E. Appleway, Spokane, WA
-OR-

January 28, 2014 - 9:00 am to 12:00 pm
at the Spokane County Sheriff's Training Center
10319 E. Appleway, Spokane, WA
-OR-

February 7, 2014 - 9:00 am to 12:00 pm
at the Spokane County Sheriff's Training Center
10319 E. Appleway, Spokane, WA

Front Desk Safety & Security

Course Content:

- Planning Ahead
- Evaluating Your Safety
- Workspace Safety
- Bomb Threats
- Dealing with Difficult People
- Envisioning Your Safety and Your Action Steps
- Your Surroundings
- Evaluating The Situation
- Odd, Suspicious and Dangerous Situations
- Calling Coworkers, Supervisors & 911
- Emergencies, Fires, Earthquakes
- Lock Downs, Suspicious Persons
- Hostile Intruders & Threats of Violence

Cost: Only \$40 (per person)

Register:

Register for this course by sending email to
information@code4.org
include in email agency and billing info, names
of attendees and date they will attend.

Cost includes certificate & handout

This is a video based training course

**Course made possible by
Spokane Co Sheriffs Office**

Questions can be sent via email:
information@code4.org

For Front Desk Staff

including:

- Law Enforcement Records Staff
- Campus & School Personnel
- Receptionists
- Administrative Assistants
- Clerks (Court, Government)
- Front Desk Greeters
- Information Desk Staff
- Lobby Monitors
- Volunteer Desk

Course Instructor

Captain Joe Puckett spent 21 years in law enforcement and has been instructing personnel in criminal justice, government and corporate safety related issues since 1991. He will share via video his perspectives and preplanning ideas to help keep us safe.

Code 4 Public Safety Education Association, Inc.

a non-profit 501(c)(3) Education Association

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Tax ID #93-1248059

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Online/Onsite Training at www.code4.org - Providing training since 1995