Thousands of people travel smoothly through airports each day. But sometimes the unexpected happens. Organizations and government agencies must be ready to work together to keep people safe and minimize hazards. In this class you will learn how emergency services in our communities are set up to respond to emergencies and disasters. Discuss issues in emergency management, best practices and lessons learned. **Earn 5 credits toward Emergency Management certificate/degree (Highline College).**

Professional-looking letters and documents can help you communicate better at your job and at home. They make it easier for people to read and understand your message. In this class learn to create professional business letters, emails, memos, and reports. Format documents in Microsoft Word, edit and proofread text, fix email mistakes, create tables, make envelopes, labels, and more. **Earn 3 credits toward Business Technology certificates/degrees (Highline College).**

**Eligibility**
- SEA Airport employees
- Community members looking for jobs at SEA Airport
- Must live in King County or surrounding communities
- Access to a laptop / computer with internet is required.
  *If you need a computer or help using Zoom, we can help!*

**To register!**  [www.portjobs.org](http://www.portjobs.org) or scan code

Highline College requires COVID-19 Vaccination Attestation or Exemption approval to register. See our website for details.

Questions? Contact EJ at bravo.e@portjobs.org or 206-258-8971