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HS178-2D:
Emergency Preparedness and Response Program

Training Description:

Emergencies can create a variety of hazards for workers in the impacted area. Preparing before an emergency incident plays a vital role in ensuring that employers and workers have the necessary equipment, know where to go, and know how to keep themselves safe when an emergency occurs. These Emergency Preparedness and Response course will provide information on how to prepare and train for emergencies and the hazards to be aware of when an emergency occurs. The course provides information for employers and workers across industries, and for workers who will be responding to the emergency.

Training Objectives:

By the end of the training, participants should be able to demonstrate skills and knowledge in:

- ✓ Describe what is meant by emergency planning and preparedness
- ✓ Investigate and evaluate emergency plans
- ✓ Produce an emergency plan
- ✓ Design and develop emergency preparedness frameworks
- ✓ Focuses on the reduction of the effects of disasters through established and proven workplace emergency plans, procedures, and training
- ✓ Evaluates the issues that arise prior to, during, and immediately following an emergency, as well as the long-range recovery challenges that follow
- ✓ Discusses the development of an emergency response team and its implications. Includes an overview of community and government disaster services

Training Designed for:

The course is intended for Decision makers, Emergency planners, Emergency response coordinators, Staff of regulatory bodies, Radiation protection officers, Radiological assessors, Medical personnel, First responders, Training officers and Public information officers.

Training Program:

DAY ONE:

- ❖ PRE-TEST
- ❖ Introduction
- ❖ Regulatory Requirements
  - Applicable Regulations
  - Risk assessments done
  - Written policies and procedures implemented
  - Emergency exit routes provided and marked
  - Emergency lighting of workplace and exit routes
  - Supervisors must inform workers of risk
  - Annual emergency drills
  - Inventory of substances that endanger firefighters/rescuers
  - Provide emergency wash facilities
  - Train workers in fire prevention

- Toxic Gases
  - Provide emergency ventilation
  - Provide shutdown and containment
- Emergency rescue - qualified workers
- Personal Protective Equipment
- Maintenance of equipment
- Written evacuation procedures must include:
  - Notification of workers about an emergency
  - Evacuation of all workers
  - Notification of the fire department
  - Notification of adjacent workplaces

❖ Definitions
- Emergency
- Emergency Supervisory Personnel (Chief Emergency Warden)
- Emergency Warden

❖ Responsibilities
- Employer
- Manager
- Emergency Coordinator
- Supervisor
- Emergency Warden
- Worker
- JHS Committee

❖ Risk Assessments and Potential Response and Rescue

DAY TWO:

❖ Orientation of Workers
- Evacuation Procedures
  - Emergency Phone Numbers
  - Purpose of the Plan
  - Who is in Charge
  - During an emergency
  - During an evacuation
- First Aid
- Fire Prevention
  - Trash and litter
  - Keep the workplace areas neat and clean
  - Fire alarm pull stations and extinguishers
  - Know how to use fire extinguishers
  - Check extinguishers in your area
  - Store hazardous materials in designated areas
  - Keep exits free of obstructions
- Use of Fire Extinguishers
  - Dry chemical extinguishers

  - Foam extinguishers
  - Carbon dioxide extinguishers
  - Water extinguishers
- Summoning and Reporting First Aid

❖ Emergency Warden Orientation and Training
- General Evacuation
- Checking evacuation route(s)
- Providing evacuation instructions
- Ensuring disabled staff get to areas of refuge
- Ensuring everyone gets out

❖ Requirements for Supervisors
- Supervising Rescue Operations
  - Special Responses
  - Spill Response
  - Earthquake Response
  - Bomb Threat Response
  - Adjacent Workplace Hazard Response
- Supervisor Responsibilities
  - Reporting incidents
  - Producing documentation
  - Communications
  - Supervising rescue operations
  - Names and Contacts

❖ Course Conclusion
❖ POST-TEST and EVALUATION

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request".

Please note that the above topics can be amended as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

For training registrations or in-house enquiries, please contact:

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Training & Career Development Department