Emergency Response Preparedness Training – 5-Day TOC

Day 1: Introduction to Emergency Management & Risk Assessment

1. Course Overview and Objectives
2. Importance of Emergency Preparedness
3. Key Terms: Emergency, Disaster, Crisis, Hazard, Risk
4. Types of Emergencies (Natural, Technological, Human-caused)
5. Phases of Emergency Management (Mitigation, Preparedness, Response, Recovery)
6. Legal and Regulatory Framework (Local, National, International Standards)
7. Risk Identification and Hazard Analysis
8. Threat and Vulnerability Assessment
9. Business Impact Analysis (BIA) Basics
10. Understanding Organizational Risk Profile
11. Roles and Responsibilities of Emergency Management Team
12. Incident Command System (ICS) Overview
13. Group Exercise: Identifying Hazards in Your Workplace

Day 2: Emergency Planning, Policies, and Coordination

1. Components of an Emergency Response Plan (ERP)
2. Emergency Operations Center (EOC) – Design and Function
3. Command, Control & Communication Structures (C3)
4. Emergency Contact Lists and Notification Trees
5. Mutual Aid and Stakeholder Coordination
6. Resource Inventory and Logistics Planning
7. Emergency Roles and Responsibilities (Internal & External Stakeholders)
8. Evacuation Planning and Assembly Points
9. Shelter-in-Place Protocols
10. Medical Emergency Planning
11. Integration with Public Safety Agencies
12. Documentation and Record Keeping
13. Case Study: Reviewing a Real ERP

14. Activity: Drafting Your Basic Emergency Plan

Day 3: Emergency Response Procedures and Communication

1. Incident Detection and Reporting Procedures
2. Activation of Emergency Plans
3. Emergency Communication Strategies (Internal & External)
4. Crisis Communication & Media Handling
5. Warning and Alerting Systems (e.g., Alarms, Public Address, SMS)
6. Evacuation Drills and Real-World Application
7. Lockdown and Active Shooter Procedures
8. First Aid and Basic Life Support Overview
9. Search and Rescue Operations Basics
10. Fire Safety and Use of Fire Extinguishers
11. Hazardous Materials Response
12. Power Outage and Utility Failure Protocols
13. Role-Playing Exercise: Emergency Notification Drill
14. Simulation: Tabletop Exercise on Communication Flow

Day 4: Specialized Response Plans and Recovery Strategies

1. Continuity of Operations (COOP) & Business Continuity Planning (BCP)
2. Recovery and Restoration Planning
3. Post-Incident Assessment and Investigation
4. Psychological First Aid and Mental Health Response
5. Cybersecurity Incident Response
6. Pandemic & Public Health Emergency Planning
7. Natural Disaster Response: Floods, Earthquakes, Storms
8. Chemical Spill and Hazardous Waste Response
9. Civil Disturbance and Security Threats
10. Emergency Preparedness for Vulnerable Populations
11. Community Engagement and Volunteer Management
12. Coordination with NGOs and Relief Agencies
13. Review of Key Global Incidents and Lessons Learned
14. Activity: Designing a Scenario-based Response Plan

Day 5: Testing, Drills, Training, and Evaluation

1. Importance of Emergency Drills and Exercises
2. Types of Drills (Tabletop, Functional, Full-scale)
3. Designing and Conducting Effective Drills
4. Evaluation and After-Action Reporting
5. Common Gaps and Improvement Planning
6. Training and Capacity Building
7. Maintaining Emergency Preparedness Over Time
8. Performance Metrics and KPIs for Emergency Readiness
9. Compliance Audits and Assessments
10. Recordkeeping and Documentation Best Practices
11. Emergency Preparedness Certification & Accreditation (e.g., ISO 22320, NFPA, FEMA guidelines)
12. Final Group Activity: Live Drill / Simulation
13. Recap and Lessons Learned
14. Feedback, Q&A, and Certificate Distribution