

## Emergency Planning and Preparedness

### 1 Day Course

#### Module 1: Introduction

- Legal obligation of management
- Planning and preparing for emergency situations and disaster management
- Causes of emergency situations
- Necessity of emergency preparedness

#### Module 2: Terms, definitions and types of emergencies

- Significant terms and definitions
- Types of emergencies

#### Module 3: Managing an emergency and emergency action principles

- Emergency Action Principles (EAP)
- Managing an emergency

#### Module 4: Emergency preparedness plan

- Emergency preparedness plan
- Generic emergency evacuation plan

#### Module 5: Response

- Guidelines for combating a fire
- How to raise the alarm
- Contacting the fire department
- How to evacuate a building
- Guidelines for a safe evacuation
- High-rise buildings
- Moving in smoke

#### Module 6: Duties of interested and affected parties

- Establishing lines of command and control
- Emergency controller
- Senior evacuation officer
- Evacuation officer
- Chief first aid officer
- First aiders
- Chief fire warden/marshal
- Fire wardens/marshals

#### Module 7: Important Do's and Don'ts during evacuation

- Explaining the important Do's and Don'ts relating to fire during evacuations
- Explaining the important Do's and Don'ts relating to bombs during evacuations

#### Module 8: Local by-laws

- Legal prescription according to the local by-laws
- Example of an emergency evacuation plan
- Creating an emergency evacuation map

#### Module 9: Practical

- Compiling a site-specific evacuation plan for your business or premises.

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#### The course will be useful for:

- Emergency controller
- Senior evacuation officer
- Evacuation officer
- Chief first aid officer
- First aiders
- Chief fire warden/marshal
- Fire wardens/marshals
- Health and safety representatives
- Health and safety committee members
- Security officers
- Union representatives

#### Purpose of the course:

Section 8 of the Occupational Health and Safety Act stipulates that the employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees. By law, employers must identify, evaluate, remove or mitigate work-related hazards and risks. It includes planning and preparation for the inevitable like emergencies and disasters.

This course will assist employers with the *drafting and implementation of emergency and evacuation plans for their organisations*. Participants will gain knowledge and understanding of Emergency Planning and Preparedness principles as well as the roles and duties of the key role players during emergency situations.

#### Upon completion of the course delegates will be able to:

- describe the necessity of emergency preparedness
- describe the type of emergencies that may occur
- manage an emergency and know the Emergency Action Principles
- explain who to contact when they become aware of an emergency
- explain emergency response and preparedness
- explain the duties of the Emergency controller, senior evacuation officer, evacuation officer, chief first aid officer, chief wardens/marshals and first aiders
- explain the important Do's and Don'ts relating to fire and bombs during evacuations
- explain the influence of legal prescription on fire and evacuation according to the local by-laws
- compile a site-specific evacuation plan for his / her organisation or premises

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