

## Emergency Preparedness and Response Course

### 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: Basic fire

- What is fire?
- The three components of a fire
- Classification of fire
- Different classes of fire
- Part and functions of fire extinguishers
- Operating a portable fire extinguisher

#### Module 4: Managing an emergency and emergency action principles

- Emergency Action Principles (EAP)
- Managing an emergency

#### Module 5: Emergency preparedness plan

- Emergency preparedness plan
- Your organisations emergency evacuation plan

#### Module 6: 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 7: 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 8: Important aspects of evacuations

- Immediate action to be taken in the event of an emergency
- Explain the important Do's and Don'ts relating to fire during evacuations
- Explain the important Do's and Don'ts relating to bombs during evacuations
- Summary of emergency procedures

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#### Module 9: Local by-laws

- Legal prescription according to the local by-laws

#### Module 10: Practical

- Practical evacuation exercise
- Correct use of fire hose and fire extinguisher (equipment provided by client)

#### 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 this session

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 practical implementation and evaluation of their organisations emergency and evacuation plan(s). Participants will gain knowledge and understanding of their organisation's Emergency Preparedness and Response plan(s).

The roles and duties of the key role players during emergency situations will be explained. This includes the roles and duties of the organisations evacuation officers and fire wardens/marshals.

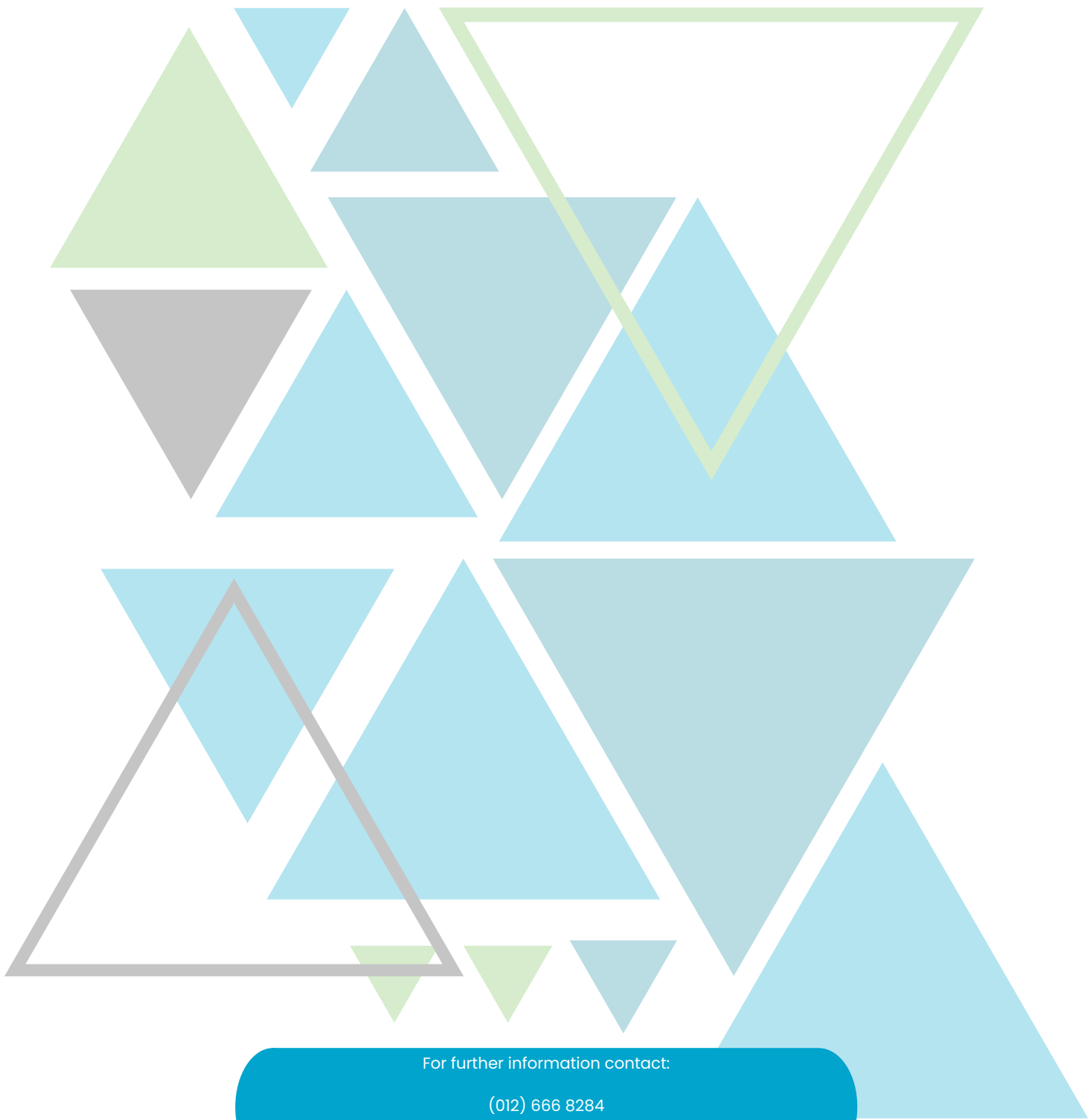
#### Upon completion of the course delegates should be capable of:

- describing the necessity of emergency preparedness
- describing the type of emergencies that may occur
- explaining what fire is
- describing the components of a fire
- describing the classification of fire
- describing the different classes of fire
- describing the parts and functions of fire extinguishers
- operating a portable fire extinguisher
- managing an emergency and know the emergency action principles
- explaining who to contact when they become aware of an emergency
- explaining emergency response and preparedness
- explaining the duties of the emergency controller, senior evacuation officer, evacuation officer, chief first aid officer, chief wardens / marshals and first aiders
- explaining the important do's and don'ts relating to fire and bombs during evacuations
- explaining the influence of legal prescription on fire and evacuation according to the local by-laws
- performing a practical evacuation exercise
- correctly using a fire hose and / or fire extinguisher



## Emergency Preparedness and Response Course

**1 Day Interactive Course**



For further information contact:

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