COURSE BROCHURE

Emergency Response Planning

An applied course on preparing a facility emergency response plan, from selecting likely scenarios and organizing response teams to writing procedures and keeping the plan tested.

Code	HT-CRM-102
Category	Crisis & Emergency Management
Duration	1 week
Level	Intermediate
City	Dubai

Introduction

In the first minutes of a fire, a hazardous release or a mass casualty event there is no time to improvise; people carry out what was written in the plan and rehearsed in advance, or the response turns into chaos.

Objectives

- Select the emergency scenarios a plan must cover based on a risk assessment
- Design a response organization with clear roles, responsibilities and deputies
- Write practical response procedures for each main scenario
- Organize alarms, internal notification and coordination with external agencies
- Set a drill program and a process for reviewing and updating the plan

Who should attend

- Occupational health and safety officers at facilities
- Facilities and building managers
- Emergency team leaders and floor wardens
- Supervisors of industrial and construction sites

Skills you will develop

- Emergency scenario analysis
- Response team organization
- Emergency procedure writing
- Drill program management

Learning Outcomes

- Prepare a prioritized emergency scenario matrix for a specific facility
- Draw a response team structure with an action card for each role
- Write a complete response procedure for at least one scenario
- Set an annual drill schedule and a form for recording observations from each drill

Course Outline

Day 1: The Basis of an Emergency Plan

- The purpose and scope of an emergency response plan and how it relates to crisis and continuity

plans
- Analyzing facility risks and choosing reference scenarios
- General regulatory expectations under the applicable law in the participant's country

Day 2: Organizing the Response

- Response structure: incident controller, emergency teams, first aiders and floor wardens
- Action cards, lines of authority and deputies
- Response resources, equipment and staging points

Day 3: Alarm, Notification and Coordination

- Alarm systems and alert levels
- Call trees and internal notification
- Coordinating with fire and ambulance services and receiving their crews on site

Day 4: Scenario Procedures

- Procedures for fire, chemical release and medical emergencies
- Deciding between evacuation and shelter in place
- Severe weather, utility failure and suspicious package reports

Day 5: Drills and Plan Maintenance

- A regular drill program and the drill types suited to each team
- Reviewing the plan after every incident, drill or change to the facility
- Applied project: an emergency response plan for the participant's facility, covering scenarios, structure and one fully written procedure

Training methodology

Walk-through analysis of sample facility layouts to locate hazards and response routes
Writing action cards for emergency roles and peer-reviewing them across groups
A tabletop exercise on a reported leak that calls for raising the alarm and coordinating externally
Comparing sample emergency plans and identifying their gaps

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Dubai	15 – 19 February 2027	EN	EUR 4,500
Dubai	16 – 20 August 2027	AR	EUR 4,500

Fees are per participant.

Contact us

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To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/emergency-response-planning