

Major Emergency Management - Initial Response Training

3 days

HMGT/MEMIRGB

Overview

LEVEL

Knowledge

PURPOSE

This course provides personnel with formal training in command, control, communications and stress-related factors in the management of major emergencies.

LEARNING OBJECTIVES

Upon completion of the course, participants will be able to:

- identify the key factors associated with maintaining control throughout the development or escalation of an emergency situation,
- describe how to manage communication, emergency-related information and put into place predetermined plans during emergency situations,
- describe how stress can impact on performance during emergencies,
- role-play as the emergency manager in a number of specific types of emergency scenarios.

WAYS AND MEANS

Several applications and illustrations.

On site exercise.

LEARNING ASSESSMENT

Continuous assessments all-along the program.

PREREQUISITES

No prerequisites for this course.

Agenda

WHAT IS A MAJOR EMERGENCY

0.25 d

- Local safety regulations.
- Company rules.
- Hazard study: escalation, consequences.
- Emergency Response Plan (ERP).
- Organization.
- Resources required to face emergencies.
- External parties:
 - Headquarters.
 - Authorities.
 - Neighbors.
 - Other companies.

EMERGENCY RESPONSE PLAN

0.5 d

- Typical content.

Analysis of Emergency Response Plan.

How to use it?

Why is it an essential document?

Which parts are essential?

EMERGENCY RESPONSE TEAM

0.25 d

General organization.

Functions and responsibilities of ERT members.

Competencies and training.

To be permanently ready to face accidents: functions and roles, ERP, CRR and its equipment.

Frequency of drills.

EMERGENCY RESPONSE MANAGER

0.25 d

Function and responsibilities.

Competencies and training.

How to manage a team in emergencies situations:

Difference between normal and emergency management.

Leadership.

Uncertainty.

Importance of decision making.

Stress: managing self and team stress.

CRISIS RESPONSE ROOM

0.25 d

Equipment:

Communication means.

Recording means.

Plans and technical data.

Ergonomics.

EMERGENCIES SPECIFIC TOOLS & METHODS

0.5 d

Time management: "time-out".

How to communicate:

With company staff.

With authorities.

With ERT.

Communication tools: radio, phone...

Analysis of initial situation:

Evaluate quickly.

Anticipate.

Specific tools:

Reflex sheets.

Guide sheets.

Checklists.

How to record events, decisions and actions.

EXERCISE

1 d

Based on one of the ERP scenarios.