

EMERGENCY RESPONSE AND PREPAREDNESS

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About This Course

This course is designed to equip Emergency Response Team (ERT) members with the knowledge and readiness required to respond effectively to workplace emergencies while complying with the Occupational Safety and Health Act 1994 (Amendment 2022) and related regulations. Participants will learn the key components of an Emergency Response Plan (ERP), including risk identification, emergency procedures, communication protocols, evacuation planning, and coordination with external emergency services. The programme also emphasizes the roles and responsibilities of ERT personnel, effective teamwork, and communication during emergency situations. Through case studies, scenario discussions, and practical exercises, participants will strengthen their ability to respond to incidents such as fires, chemical spills, medical emergencies, and natural disasters. By the end of the programme, participants will be better prepared to support a safe, coordinated, and effective emergency response within their organisation.

Who Should Attend?

1. ERT members
2. Safety and Health Committee members
3. Supervisors, and personnel involved in managing workplace emergencies across all industries, especially those classified as high-risk

Learning Outcomes

By the end of this programme, participants will be able to:

1. Identify potential emergency scenarios relevant to organisation operations and their impact on safety, health and business continuity.
2. Understand the legal framework (OSHA 1994, Fire Services Act 1988, ISO 45001:2018) and internal requirements for emergency preparedness and response.
3. Describe the structure, roles, and responsibilities of the Emergency Response Team (ERT) and the importance of clear communication during emergencies.
4. Demonstrate the correct use of emergency tools (fire extinguishers, first aid kits, spill kits) and appropriate response actions through drills and simulations.
5. Apply rescue and evacuation techniques (one-rescuer, two-rescuer, and multi-rescuer methods) safely and efficiently.
6. Participate effectively in post-incident documentation, reporting, and performance evaluation for continuous improvement.
7. Execute individual and team responsibilities based on the company's Emergency Response Plan (ERP) during both mock and real emergencies.



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MODULE 1, 2

1. Legal Requirement
 - Act & regulation
2. Overview of Emergency Response and Preparedness
 - What is ERP?
 - What is ERT?
 - Procedure of Emergency
 - Forms (headcount, historian and post mortem)



MODULE 3

3. Fire Chemistry
 - What is Fire?
 - Fire triangle
 - How fire spreads
 - Prevention strategies
 - Factors leading to death



MODULE 4

4. Fire Prevention System
 - Active system
 - Classes of fire and extinguish media
 - First aid & medical emergency response
 - Incident reporting & post-incident review
 - ERT performance evaluation



MODULE 5

5. Basic Rescue Skills
 - Rescue technique
 - Single
 - Double
 - More than 2



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