Training Course on Emergency Preparedness and Response Planning

Professional Development Training Course Outline

Category	Occupational Health	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's dynamic and unpredictable world, effective emergency preparedness and response planning are critical to organizational resilience and community safety. Natural disasters, pandemics, cyber-attacks, and industrial accidents require robust strategies that ensure rapid mobilization, risk mitigation, and coordinated responses. Training Course on Emergency Preparedness and Response Planning is designed to equip individuals and organizations with actionable skills in crisis management, disaster response coordination, and risk communication, ensuring continuity of operations and safety of all stakeholders.

This training program integrates real-world scenarios, interactive modules, and case-based learning to enhance decision-making capabilities and build competence in emergency operations planning. Through a blend of modern tools, incident command systems (ICS), and public health emergency protocols, participants will gain essential knowledge to assess threats, develop response strategies, and implement recovery plans aligned with global best practices and regulatory compliance frameworks.

Programme Curriculum

Training Course on Emergency Preparedness and Response Planning

Introduction

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Course Objectives

1. Understand the fundamentals of disaster risk reduction and emergency preparedness.
2. Develop and implement emergency operations plans (EOPs).
3. Identify and assess critical infrastructure vulnerabilities.
4. Apply crisis communication strategies during emergencies.
5. Understand the structure of Incident Command System (ICS).
6. Coordinate effective multi-agency emergency response.
7. Conduct hazard vulnerability assessments (HVA).
8. Learn business continuity planning in emergency contexts.
9. Evaluate emergency response drills and simulations.
10. Address psychosocial support and trauma care in emergencies.
11. Comply with OSHA, FEMA, WHO, and CDC emergency standards.
12. Use technology for real-time emergency monitoring and alerts.
13. Understand public health emergency planning and infectious disease protocols.

Target Audience

1. Emergency Management Professionals
2. Public Health Officials
3. First Responders (Police, Firefighters, EMTs)
4. Hospital and Healthcare Administrators
5. Disaster Relief NGOs and Humanitarian Workers
6. Corporate Risk Managers
7. Government and Policy Makers
8. Facility and Safety Managers

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Emergency Preparedness

- Definition and types of emergencies and disasters
- Principles of emergency preparedness
- Emergency preparedness lifecycle (mitigation to recovery)
- Key stakeholders and coordination roles
- Introduction to global frameworks (Sendai, WHO, FEMA)
- **Case Study:** Preparing a university campus for hurricane season

Module 2: Risk Assessment and Vulnerability Analysis

- Hazard identification and mapping
- Risk prioritization techniques
- Community and infrastructure vulnerability analysis
- Tools for risk monitoring and early warning
- Integrating data into planning
- **Case Study:** Risk analysis for earthquake-prone hospitals

Module 3: Emergency Operations Planning (EOP)

- Components of an EOP
- Developing SOPs for response teams
- Chain of command and decision trees
- Maintaining and updating EOPs
- Legal and ethical considerations
- **Case Study:** Creating an EOP for a large manufacturing plant

Module 4: Crisis Communication and Public Information

- Communicating in high-stress situations
- Media relations and press briefings
- Designing internal and external alerts
- Social media and digital communication
- Managing misinformation and public panic
- **Case Study:** Communicating during a pandemic outbreak

Module 5: Multi-Agency Coordination and ICS

- Understanding the Incident Command System (ICS)
- Resource coordination and mutual aid agreements
- Inter-agency drills and planning
- Role of NGOs and volunteers
- Integration with national and regional systems
- **Case Study:** Multi-agency coordination during a wildfire response

Module 6: Business Continuity and Recovery Planning

- Business impact analysis (BIA)
- Developing continuity of operations plans (COOP)
- Crisis leadership and management
- Supply chain and logistics planning
- Recovery and debriefing strategies
- **Case Study:** Recovery planning after a cyber-attack on a financial institution

Module 7: Emergency Drills, Training & Evaluation

- Planning and conducting simulation exercises
- Designing tabletop, functional, and full-scale drills
- Evaluation metrics and after-action reviews
- Continuous improvement models
- Involving community and partners in drills
- **Case Study:** Full-scale hospital evacuation drill review

Module 8: Public Health Emergency Preparedness

- Infectious disease surveillance and containment
- Planning for medical surge capacity
- Vaccine and medical supply logistics
- Mental health and psychological first aid
- Community health outreach strategies
- **Case Study:** Response to a regional Ebola outbreak

Training Methodology

- Interactive virtual or in-person workshops

- Real-world scenario simulations
- Group discussions and breakout sessions
- Hands-on exercises with planning templates
- Video demonstrations and e-learning tools
- Case-based learning and guided assessments

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com