

Emergency Safety Procedures Training – Table of Contents

Day 1: Introduction to Emergency Preparedness

Module 1: Understanding Emergency Preparedness

- Importance of emergency planning
- Types of emergencies (natural, man-made, technological)
- Organizational roles & responsibilities in emergencies

Module 2: Risk Assessment and Emergency Planning

- Identifying hazards and vulnerabilities
- Risk impact analysis
- Developing an Emergency Response Plan (ERP)
- Communication and escalation protocols

Module 3: Legal and Regulatory Framework

- National and local safety regulations
- OSHA standards and compliance (or local equivalent)
- Industry-specific emergency safety laws

Practical Session:

- Risk assessment case study
- Review of sample Emergency Response Plans

Day 2: Fire Safety and Evacuation Procedures

Module 4: Fire Safety Fundamentals

- Causes of fire and fire behavior
- Classes of fire and types of fire extinguishers
- Fire prevention best practices

Module 5: Fire Emergency Response

- Alarm and detection systems
- Fire suppression systems (sprinklers, extinguishers)
- Emergency exits and escape routes

Module 6: Evacuation Planning and Drills

- Evacuation protocols and signage
- Assembly points and headcounts
- Conducting and evaluating evacuation drills

Practical Session:

- Fire extinguisher demo and practice
- Tabletop evacuation drill

Day 3: First Aid, Medical Response & Incident Reporting

Module 7: Basic First Aid and CPR

- Assessing injuries and providing immediate care
- CPR and AED use
- Bleeding, fractures, burns – first response

Module 8: Medical Emergency Protocols

- Stroke, heart attack, allergic reactions
- Emergency contact protocols
- Triage procedures

Module 9: Incident Documentation and Reporting

- Post-incident investigation
- Creating reports and logs
- Learning from incidents

Practical Session:

- Hands-on CPR and first aid practice
- Simulated medical emergency scenarios

Day 4: Workplace-Specific Emergency Scenarios

Module 10: Chemical and Hazardous Material Safety

- MSDS and chemical labeling
- Spill containment and response
- Decontamination procedures

Module 11: Electrical and Equipment Emergencies

- Lockout/tagout procedures
- Equipment malfunction and fire risk
- Electrical shock and response

Module 12: Workplace Violence and Security Threats

- Threat identification and escalation
- Active shooter/hostile intruder response
- Psychological first aid

Practical Session:

- Spill simulation and PPE usage
- Security threat role-play scenarios

Day 5: Crisis Management, Communication & Drills

Module 13: Crisis Communication

- Internal and external communication
- Role of media and public statements
- Using mass notification systems

Module 14: Leadership in Emergencies

- Command structure during incidents
- Decision-making under pressure
- Coordination with external agencies

Module 15: Emergency Drills and Debriefing

- Planning large-scale drills
- Roles during drills
- Evaluating drill performance and improvement plans

Practical Session:

- Full emergency response simulation
- Debriefing session with feedback
- Certification assessment (written or practical)