

Emergency Planning and Preparedness

Training, Capabilities & Developing Plans



Focus on: **The Manager** **The Specialist** **Spotlight Programme** **Hands-on Skills**

Course Overview

This course equips participants with the knowledge and skills necessary to define, develop a critical understanding of the concepts, processes, and structures relevant to the development of effective national and international strategies for preparing and planning for disasters. In this course, participants will engage with approaches to construct, implement, test, and evaluate a range of emergency and disaster preparedness arrangements across a range of hazards (i.e. environmental hazards such as natural hazards, industrial accidents, technological hazards, complex emergencies such as pandemics, conflicts, public health, terrorist incidents). Delegates will examine emergency planning frameworks and learn how to create comprehensive plans, conduct training exercises, and engage stakeholders to enhance preparedness. They will also explore strategies for assessing, strengthening, and leveraging the capabilities of emergency management organisations.

The course will also provide with the knowledge and practical skills necessary to design, develop, deliver, and evaluate effective training programs and exercises for disaster and emergency planning professionals, as well as the planning, execution, and evaluation of tabletop exercises, functional exercises, and full-scale drills to test and improve emergency preparedness and response capabilities.

Course Objectives		This Course is Ideal For:	
1	Understand Emergency planning and management concepts, and its importance for organisations	✓	Young professionals seeking career advancement
2	Learn about approaches to concepts, processes, and structures relevant to the development of effective national and international strategies for preparing and planning for disasters	✓	Mid-level managers aiming to enhance their leadership skills and safeguard their organisation's future, ensuring resilience in the face of disruptions
3	A systematic understanding of the role of policies, plans, and Standard Operating Procedures (SOPs) in guiding emergency management and resilience-building efforts	✓	Individuals who have been entrusted with responsibility for business continuity or disaster preparedness, mitigation and response in public or private organisations
4	A comprehensive understanding of the concept of capabilities in the context of emergency planning, response, and resilience.		
5	Practical knowledge in the development of comprehensive emergency plans, including contingency plans, and disaster recovery plans		

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Course Content		
Day	Theme	Coverage
1	Introduction to emergency planning and management	<ul style="list-style-type: none"> Current landscape of disaster risks, disaster risk drivers, integrated and systemic risks Phases of the Emergency Disaster Management Cycle Principles and frameworks of emergency planning and preparedness
2	Preparation and planning for emergencies	<ul style="list-style-type: none"> How prepared are you? Principles of Emergency planning and management Exercise: Completing a Emergency planning and management plan
3	Stakeholder engagement: Systems and capacities	<ul style="list-style-type: none"> Collaboration and coordination Understanding and assessing organisational capabilities in emergency and disaster planning; Identifying strengths, weaknesses, opportunities, and threats Exercise: Completing an exercise on organisational capabilities
4	Standard Operating Procedures (SOP)	<ul style="list-style-type: none"> Understanding, designing and integrating SOPs into broader emergency plans Training and exercises for building and maintaining capabilities Case studies: SOPs for a disruptive event
5	Impact of disasters to infrastructure facilities	<ul style="list-style-type: none"> Restoring major infrastructure and rehabilitating communities Current landscape and future opportunities for advancing the dialogue between DRR, resilience and sustainable development Course review and summary
Course Assessment		Certification
Participants will be assessed on:		Upon successful completion of the course, participants will receive a Certificate of Successful Completion , along with a Transcript of Marks showing the performance by grade in each element of assessment and overall.
Participation in sessions		
Completion of exercises & case studies		
Performance in assessments		
Course Instructor		
<p>This speaker has over 30 years of experience working on research, education and advocacy in emergency preparedness, planning and disaster risk reduction. She is a Member of the United Nations Office for Disaster Risk Reduction (UNDRR) Science and Technology Advisory Group. Her work has spanned 63 countries, and she has successfully led many international projects. She is an Affiliated Professor at a leading UK University and has published over 500 peer reviewed articles, books and book chapters.</p>		