

Emergency Plan Writing Course

Summary

This course looks at the principles and importance of emergency plan writing. It examines a structured approach to emergency plan design, development and review.

Course Covers

- What is an Emergency Plan
- The principles of Emergency Planning
- The plan development process
- The plan review process.

Duration

One day.

Course Author and Presenter

The course is presented by members of the NORMIT team who have a wide range of experience in Emergency and Business Continuity. Sarah Alcock Dip EP MEPS MBCI is the lead tutor on the course. Sarah has been an Emergency Planning practitioner for 10 years and has experience of working with private and public sector organisations to deliver a vast range of training and exercise programmes.

Cost

£400 per delegate– This includes refreshments and course material.

The course content is approved by Business Continuity Institute (BCI) and delegates receive one years free affiliate membership of the BCI.

Members of the EPS and BCI are entitled to a 10% discount.

Emergency Plan Writing Course Programme

No	Subject	Details
1	Administration and Overview	Health and safety. Delegate introductions and their expectations for the day. Identify delegates' personal learning objectives for the course.
2	Emergency Plans – What and Why?	Define and identify different types of Emergency Plans. Identify and understand the cycle of Emergency Planning and Business Continuity. Understand the importance of taking direction from Risk Assessment.
3	What makes a Good Plan?	Identify measures to take in developing a good plan. Summarise the makeup and benefits of the plan development process. Understand the importance of document control.
4	Plan Development Process	<p>Define the Project</p> <p>Develop the Planning Group</p> <p>Analyse Potential Problems</p> <p>Analyse Resources</p> <p>Describe Roles and Responsibilities</p> <p>Describe Management Structure</p> <p>Develop Strategies and Systems.</p>
5	Plan Content	Demonstrate contents and structure of an Emergency Plan.
6	Plan Evaluation and Auditing	Identify methods of evaluating a plan and understand the importance of regular plan audit. Appreciate the need to incorporate lessons identified from exercises and activities.
7	Plan Templates	Examine different examples of plan templates and the need for this variety.
8	Conclusion and Summary	Recognise the importance of embedding a plan. Ensure learning outcomes achieved and delegates are confident in following plan development process.