



EMERGENCY RESPONSE PLAN & PREPAREDNESS (ERP) TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: Emergency Response Plan & Preparedness (ERP) Training

Course Validity: 2 Day

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training program provides participants with the skills and knowledge to develop, implement, and execute effective Emergency Response Plans (ERP). It focuses on identifying hazards, planning responses, assigning roles, and conducting drills to ensure organizations are prepared to handle emergencies effectively and mitigate risks.

OBJECTIVE(S):

- Understand the principles and components of an Emergency Response Plan (ERP).
- Identify workplace hazards and emergency scenarios.
- Learn to create and implement an effective ERP.
- Develop roles and responsibilities for emergency response teams.
- Practice emergency simulations to enhance readiness and coordination.

TARGET GROUP(S):

- Emergency response team members.
- Safety officers and supervisors.
- Managers and employees in high-risk industries.

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate verbally in Malay/English.

TOPIC(S):

1. Introduction to Emergency Response Planning.
2. Identifying Hazards and Emergency Scenarios.
3. Developing and Implementing an ERP.
4. Roles and Responsibilities of Emergency Response Teams.
5. Practical ERP Simulations and Drills.

LIST OF REFERENCE BOOK(S):

- Occupational Safety and Health Act 1994 (OSHA).
- Guidelines for Emergency Response Planning (DOSH).

LIST OF TEACHING AID(S):

- LCD projector.
- Computer.
- Whiteboard with accessories.
- Emergency response equipment for practical sessions.

METHODOLOGY(S):

- Lecture.
- Group discussions.
- ERP simulations and practical exercises.
- Scenario-based drills.

TRAINING SCHEDULE

Day 1

Time	Activity/Topic
8:30 am - 9:00 am	Registration and Introduction
9:00 am - 10:30 am	Topic 1: Introduction to Emergency Response Planning
10:30 am - 10:45 am	Morning Tea Break
10:45 am - 12:30 pm	Topic 2: Identifying Hazards and Emergency Scenarios
12:30 pm - 1:30 pm	Lunch Break
1:30 pm - 3:30 pm	Topic 3: Developing and Implementing an ERP
3:30 pm - 3:45 pm	Afternoon Tea Break
3:45 pm - 5:00 pm	Group Discussion: Key Elements of a Comprehensive ERP

TRAINING SCHEDULE

Day 2

Time	Activity/Topic
8:30 am - 9:00 am	Recap of Day 1
9:00 am - 10:30 am	Topic 4: Roles and Responsibilities of Emergency Response Teams
10:30 am - 10:45 am	Morning Tea Break
10:45 am - 12:30 pm	Topic 5: Practical ERP Simulations and Drills
12:30 pm - 1:30 pm	Lunch Break
1:30 pm - 3:30 pm	Hands-On Training: Scenario-Based ERP Drills
3:30 pm - 3:45 pm	Afternoon Tea Break
3:45 pm - 5:00 pm	Practical Assessment and Feedback