



Consulting and Training | Reach New Heights

Course Name

Emergency Response & Evacuation Planning

Sector Name

Health, Safety and Environment

Document Type

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Emergency Response & Evacuation Planning

Course Introduction

Emergencies can occur without warning and may significantly impact on people, facilities, and business operations if they are not managed effectively. Whether caused by fire, medical emergencies, hazardous material incidents, security threats, or natural events, every organization must be prepared to respond quickly, coordinate effectively, and evacuate occupants safely. An effective emergency response and evacuation plan protects lives, minimizes operational disruption, reduces property damage, and strengthens organizational resilience. Preparing employees before an emergency occurs is the key to ensuring confident decision-making and an organized response when every second matters.

Designed by **Boost Consulting & Training**, this comprehensive program equips participants with practical knowledge, planning techniques, and best international practices required to prepare for emergencies, coordinate response activities, execute safe evacuations, and continuously improve organizational emergency preparedness through structured planning and realistic response scenarios.

Emergency Response & Evacuation Planning

Target Audience

- ✓ General Services Managers
- ✓ Facilities Managers
- ✓ HSE Personnel
- ✓ Emergency Response Team Members
- ✓ Security Supervisors
- ✓ Employees responsible for workplace emergency preparedness and business support operations

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Emergency Response & Evacuation Planning

Learning Objectives

- ✓ Understand the principles of emergency preparedness and response planning.
- ✓ Identify potential workplace emergencies and assess their impact.
- ✓ Develop and implement effective emergency response and evacuation procedures.
- ✓ Coordinate emergency roles, communication, and decision-making during incidents.
- ✓ Conduct evacuation drills and evaluate organizational readiness.
- ✓ Improve emergency preparedness through post-incident learning and continuous improvement.

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Emergency Response & Evacuation Planning

Course Outline

✓ Day 01

Preparing Before an Emergency Happens

Understanding Workplace Emergencies

- ✓ Types of emergencies affecting workplace operations
- ✓ Assessing organizational vulnerabilities
- ✓ Understanding the consequences of delayed response

Building Emergency Preparedness

- ✓ Elements of an effective emergency preparedness program
- ✓ Defining emergency roles and responsibilities
- ✓ Developing emergency communication channels

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Course Outline

✓ Day 02

Responding During Critical Situations

Emergency Response Procedures

- ✓ Initial response priorities
- ✓ Activating emergency response teams
- ✓ Coordinating with internal and external emergency services

Decision-Making Under Pressure

- ✓ Assessing changing emergency conditions
- ✓ Incident command and coordination principles
- ✓ Maintaining communication during emergencies

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Course Outline

✓ Day 03

Planning and Managing Safe Evacuations

Evacuation Planning

- ✓ Developing evacuation routes and assembly areas
- ✓ Identifying evacuation responsibilities
- ✓ Supporting vulnerable occupants during evacuations

Conducting Evacuations

- ✓ Managing orderly evacuations
- ✓ Accountability and headcount procedures
- ✓ Common evacuation challenges and practical solutions

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Course Outline

✓ Day 04

Testing Readiness and Improving Performance

Emergency Drills and Simulations

- ✓ Planning evacuation exercises
- ✓ Evaluating response effectiveness
- ✓ Identifying strengths and improvement opportunities

Learning from Emergencies

- ✓ Incident debriefing and lessons learned
- ✓ Updating emergency plans
- ✓ Strengthening organizational preparedness

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Course Outline

✓ Day 05

Building Organizational Resilience

Emergency Governance

- ✓ Emergency policies and response documentation
- ✓ Regulatory compliance and organizational responsibilities
- ✓ Coordinating emergency preparedness across departments

Future Emergency Readiness

- ✓ Digital emergency notification systems
- ✓ Smart evacuation technologies and AI-assisted emergency management
- ✓ Developing a long-term emergency preparedness and improvement roadmap

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Emergency Response & Evacuation Planning

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 23, 2026	Nov. 27, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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