

BUSINESS CONTINUITY AND CRISIS MANAGEMENT | COURSE BROCHURE

Emergency Response Planning

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Emergency response plans protect people and assets in the first minutes and hours of an incident. This course covers emergency response planning: hazard identification, response organisation, alerting and alarm systems, evacuation and shelter, first aid and medical response, coordination with emergency services, drills and plan maintenance.

A clear, practised emergency plan saves lives. You will learn to create and test practical emergency response plans.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Hazard scenario workshops, plan drafting, drill design and case studies.

Course objectives

By the end of this course, participants will be able to:
• Identify emergency scenarios and hazards
• Design emergency response organisations
• Plan alerting, evacuation and shelter
• Coordinate medical response and emergency services
• Design and run drills
• Maintain and improve emergency plans

Target audience

This course is suitable for:
• HSE managers and officers
• Facility managers
• Emergency coordinators
• Security managers
• Operations supervisors



Course content

Target competencies

Participants will develop competencies in:

- Scenario planning
- Response organisation
- Evacuation planning
- Drill design
- Coordination

Course outline

Day 1: Emergency Planning

09:00–10:08	Types of emergencies
10:08–11:00	Legal duties
11:00–11:30	**Coffee break**
11:30–11:45	Legal duties (continued)
11:45–12:53	Planning principles
12:53–14:00	Exercise

Day 2: Scenarios and Organisation

09:00–10:08	Hazard identification
10:08–11:00	Response roles
11:00–11:30	**Coffee break**
11:30–11:45	Response roles (continued)
11:45–12:53	Incident command
12:53–14:00	Workshop

Day 3: Protective Actions

09:00–10:08	Alarms and alerting
10:08–11:00	Evacuation and shelter
11:00–11:30	**Coffee break**



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11:30–11:45	Evacuation and shelter (continued)
11:45–12:53	Assembly and accounting
12:53–14:00	Exercise

Day 4: Response and Coordination

09:00–10:08	First aid and medical
10:08–11:00	Emergency services
11:00–11:30	**Coffee break**
11:30–11:45	Emergency services (continued)
11:45–12:53	Communication
12:53–14:00	Case study

Day 5: Drills

09:00–10:08	Drill design
10:08–11:00	Evaluation
11:00–11:30	**Coffee break**
11:30–11:45	Evaluation (continued)
11:45–12:53	Plan updates
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Rome Confirmed dates	9 Nov 2026	13 Nov 2026	**£2,450.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.–**
Kuala Lumpur Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,450.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,250.–**
London Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,450.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.–**
Barcelona Confirmed dates	25 Jan 2027	29 Jan 2027	**£2,840.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.–**
London Confirmed dates	15 Feb 2027	19 Feb 2027	**£2,450.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.–**
Cape Town Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,890.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Rome Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,450.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.–**
Cape Town Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,890.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.–**
Istanbul Confirmed dates	3 May 2027	7 May 2027	**£2,650.–**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Barcelona Confirmed dates	24 May 2027	28 May 2027	**£2,840.-**
Online Confirmed dates	24 May 2027	28 May 2027	**£1,250.-**
Dubai Confirmed dates	7 Jun 2027	11 Jun 2027	**£3,150.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.-**
Amsterdam Confirmed dates	28 Jun 2027	2 Jul 2027	**£2,540.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,250.-**
Dubai Confirmed dates	19 Jul 2027	23 Jul 2027	**£3,150.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
Vienna Confirmed dates	9 Aug 2027	13 Aug 2027	**£2,940.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Rome Confirmed dates	30 Aug 2027	3 Sept 2027	**£2,450.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**£1,250.-**
Frankfurt Confirmed dates	13 Sept 2027	17 Sept 2027	**£2,650.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Vienna Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,940.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.-**
Dubai Confirmed dates	25 Oct 2027	29 Oct 2027	**£3,150.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Cape Town Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,890.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.-**
Paris Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,860.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online