COURSE OVERVIEW HE0170
Emergency Action Plans

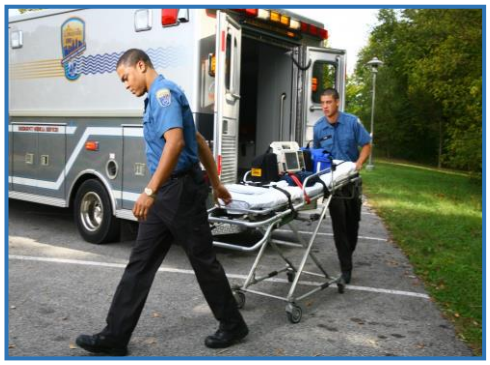
Course Title
Emergency Action Plans

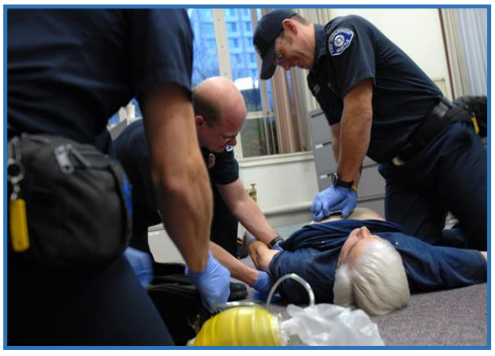
Course Date/Venue
April 13-17, 2025/Boardroom 1, Elite Byblos Hotel, Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference
HE0170

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description





This hands-on, highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

Industry has many regulations with which they are required to comply. These regulatory requirements include aspects of environmental, health and safety concerns. Each regulatory requirement involves planning and implementation of a program. An individual facility may end up with an overwhelming number of plans that end up sitting on a bookshelf collecting dust instead of being actively used as they are intended. The Integrated Contingency Plan (ICP) is a way of combining the numerous plans and reducing redundancy in implementation.

The ICP reduces redundancy; making changes and revisions easier to maintain (only changing one plan as opposed to each of the many plans that the revision may affect); making it easier for employee training (only have to familiarize employees with one plan); making employee response more effective and efficient (not having to decide which plan to grab as a reference when needing to respond to an incident); and is more cost effective (only have to maintain one plan so employees can concentrate on more valuable tasks in their jobs).

This course is designed to provide participants with complete and up to date knowledge on Integrated Contingency Planning (ICP) and Emergency Response (ERP) to chemical and physical exposures in industrial and field settings. Topics include: hazard analysis, contingency planning, housekeeping and safety practices including proper use and selection of PPE, site control and evaluation, handling drums and containers, field sampling and monitoring, proper use of instruments, incident response planning, emergency response. Further, this course addresses the potential environmental and human risks from major hydrocarbon industrial accidents, covering all aspects of industrial contingency planning, from preventing accidents to organizing planning committees, evaluating hazards, assessing available resources, collecting information on codes and regulations, developing a plan, and maintaining a high level of preparedness at the plant, including training your employees on your developed ICP.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on integrated contingency planning for industrial emergencies (ICP)
- Develop a contingency plan and identify the elements of such plan
- Implement the emergency response planning for fixed facilities and determine the various emergency equipment used in preparation for incident
- Apply the incident command functions and the different types of emergency response
- Demonstrate the process of auditing the emergency response plan through observations, drills and reviewing the historical events
- Discuss decision making process for HAZMAT incidents and recognize the importance of worker safety practices
- Improve the process of developing a written PPE program according to OSHA 1910 and implement its program review and evaluation
- Employ incident mitigation operations and determine the importance of containment including the evaluation of its best methods
- Establish and strictly enforce site control procedures and prepare the site for subsequent activities
- Distinguish hazardous materials classes, properties and containers and review unstable materials, explosives and toxic hazardous materials
- Apply proper methodology of labeling, placarding and identification including the shipping papers/manifests, NFPA 704 warning system and isolation tables
- Identify the types and methods for contamination and decontamination and explain personal protection by recognizing the need for protection, identifying the levels of protection and using protective clothing

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course is intended for all managers, engineers and other supervisory staff involved in emergency planning for industrial facilities. Further, the course is essential for all health, safety and environmental staff (HSE).

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly: -

Mr. Raymond Tegman is a **Senior HSE Consultant** with extensive experience within the **Oil & Gas**, **Petrochemical** and **Refinery** industries. His broad expertise widely covers in the areas of **Rigging** Safety Rules, Machinery & Hydraulic **Lifting Equipment**, Handling **Hazardous Chemicals**, Spill Containment, **Fire** Protection, **Fire** Precautions, **Incidents & Accidents** Reporting, **HSEQ** Audits & Inspection, **HSEQ** Procedures, **Environmental** Awareness, **Waste** Management Monitoring, **Emergency Planning**, **Emergency** Management, **Working at Heights**, **Root Cause Analysis**, **HSE** Rules & Regulations, Process Safety Management (**PSM**), Process Hazard Analysis (**PHA**), Techniques, **HAZOP**, **HSE** Risk, **Pre-Start-up Safety** Reviews, **HSE Risk** Identification, Assessments & Audit, **HSE Risk** Assessment & Management Concepts, **HSE Management** Policy & Standards, **HSSE Emergency Response & Crisis Management** Operations, **Confined Space Entry**, **Quantitative Risk Assessment** (**QRA**), Hazardous Materials & Chemicals Handling, Safety Precaution & Response Action Plan, **Hazard & Risk** Assessment, Task Risk Assessment (**TRA**), **Incident Command**, **Accident & Incident Investigation**, **Emergency Response Procedures**, Job Safety Analysis (**JSA**), Behavioural Based Safety (**BBS**), **Fall Protection**, **Work Permit & First Aid**, Lock-out/Tag-out (**LOTO**), **Emergency Response**, **Construction** Supervision, **Scaffolding** Inspection, **HAZCHEM**, Manual Material Handling, **Road Traffic** Supervision, ISO 9001 and OHSAS 18001.

During his career life, Mr. Tegman has gained his practical and field experience through his various significant positions and dedication as the **Operations Manager**, **Safety & Maintenance Manager**, **Safety Manager**, **Road/Traffic Supervisor**, **Assessor/Moderator**, **Safety Consultant**, **Safety Advisor**, **Safety Officer** and **Liaison Officer** from Zero Harm, SHRA Training & Services (Health & Safety), Road Crete, Balwin Property Development, DEME International, Gladstone Australia, Godavari Gas Pipeline and New Castle NCIG.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: ***Sunday, 13th of April 2025***

0730 - 0800	*Registration & Coffee*
0800 - 0815	*Welcome & Introduction*
0815 - 0830	***PRE-TEST***
0830 - 0945	***Introduction*** *Course Orientation ● Historical Perspective ● Chemical Process*
0945 - 1000	*Break*
1000 - 1130	***Hazard Analysis*** *Overview & Analysis Development ● Review Existing Plans ● Hazard Identification ● Vulnerability Analysis ● Risk Evaluation*
1130 - 1315	***Development of Contingency Plan*** *Capability Assessment ● Developing the Plan ● Plan Elements*
1315 - 1330	*Break*
1330 - 1420	***Emergency Response Planning for Fixed Facilities*** *Policy Statement of Organization's Commitment & Support ● Internal Support Systems ● Outside Assistance & Support Systems ● Emergency Equipment in Preparation for Incident*
1420 - 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day One*

Day 2: ***Monday, 14th of April 2025***

0730 - 0900	***Incident Command Functions*** *The Eight Interactive Components of the ICS System ● Organization & Operations ● Complex Incidents & Case Studies*
0900 - 0915	*Break*
0915 - 1045	***Emergency Response Training (OSHA 29 CFR 1910.120)*** *Determine Training Needs Based on Employee Participation ● Types of Emergency Response Training*
1045 - 1230	***Auditing the Emergency Response Plan*** *Observations ● Drills ● Historical Incidents Review*
1230 - 1245	*Break*
1245 - 1420	***Decision Making Process for HAZMAT Incidents-D.E.C.I.D.E.*** *Detection ● Estimating Likely Harm ● Chose Response Objectives● Do the Best Option ● Evaluate Process*
1420 - 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Two*

Day 3: Tuesday, 15th of April 2025

0730 - 0900	***Worker Safety Practices*** *Potential for Physical Injury ●Safe Worker Practices● Monitoring & Eliminating Unsafe Practices*
0900 - 0915	*Break*
0915 - 1045	***Developing a Written PPE Program (OSHA 1910.)*** *Protect Wearer & Prevent Injury Through Proper Use ● Program Components ● Program Review & Evaluation ● Work Mission Duration*
1045 - 1230	***Incident Mitigation Operations*** *Isolate Area ● Evacuate Area ● Decontamination for Safety & Containment ● Containment*
1230 - 1245	*Break*
1245 - 1420	***Containment*** *Importance of Containment ● Evaluation of Best Methods of Containment ● Multi-media Spills*
1420 - 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Three*

Day 4: Wednesday, 16th of April 2025

0730 - 0900	***Site Control Procedures*** *Compile a Site Map ● Prepare the Site for Subsequent Activities ● Establish Work Zones ● Use Buddy System When Necessary ● Establish & Strictly Enforce Decontamination Procedures ● Enforce Safe Work Practices*
0900 - 0915	*Break*
0915 - 1045	***Hazardous Materials Classes, Properties & Containers*** *Flammable & Combustible Hazardous Materials (liquid) ● Flammable & Combustible Hazardous Materials (gases) ● Flammable & Combustible Hazardous Materials (solids) ● Oxidizers ● Water Reactive Hazardous Materials*
1045 - 1230	***Hazardous Materials Classes, Properties & Containers (cont'd)*** *Unstable Materials ● Explosives ● Toxic Hazardous Materials ● Special Considerations in Handling, Inspection & Safety*
1230 - 1245	*Break*
1245 - 1420	***Labeling, Placarding & Identification*** *Shipping Papers/Manifests ● DOT Placarding & Labeling Systems ● NFPA 704 Warning System ● Biocide Labeling ● Reference ● Isolation Tables*
1420 - 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Four*

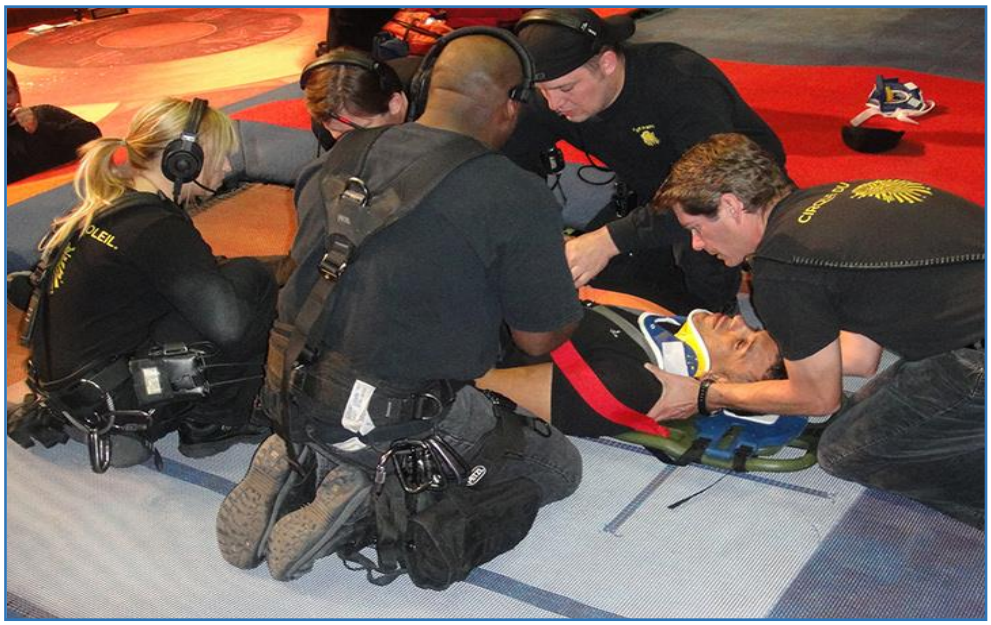
Day 5: Thursday, 17th of April 2025

0730 - 0930	***Contamination & Decontamination*** *Types of Contamination ● Decontamination Methods ● Effectiveness Testing ● Health & Safety Hazards ● Emergency Decontamination ● Decontamination of Equipment ● Levels of Decontamination*
0930 - 0945	*Break*
0945 - 1145	***Personal Protection*** *Need for Protection ● Routes of Entry ● Levels of Protection ● Levels of Personal Protective Equipment (PPE)*

1145 - 1200	*Break*
1200 - 1300	***Personal Protection (cont'd)*** *Limits of PPE ● Respiratory Protection ● Protective Clothing*
1300 - 1345	*Summary & Open Forum*
1345 - 1400	***Course Conclusion*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course*
1400 - 1415	***POST-TEST***
1415 - 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

This hands-on, highly-interactive course includes real-life case studies and exercises.



Course Coordinator

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