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بروجاكس للتدريب والتطوير
Projacs Training and Development

Lead Disaster Recovery Manager – Certified Program

رئيس مدراء التعافي من الكوارث – معتمد عالمياً

20 – 24 September 2020

Dubai / United Arab Emirates

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



Introduction

Any event or concurrence of circumstances that causes permanent damage to a specific company can be qualified as a crisis. Effective risk control does not relieve the company of its obligation to be able to cope with emergencies or Crises / Disaster.

Participants will be able to detect, understand, handle and control any organization during a crisis. In managing disasters, participants will learn how to depend on accurate accessible and relevant information to help them think clearly, act strategically, plan effectively and make decisions that can save their own interests as well as the interests of their organizations.

Objectives

By the end of this course practitioners shall learn to:

- Provide oversight, communication, and coordination during emergency situation;
- Employ an integrated all-hazards risk based approach for mitigation, response, continuity of operations, recovery, and preparedness planning;
- Facilitate integration of mitigation into response and recovery activities;
- Ensure your personnel are well equipped both in terms of procedures and resources to manage a crisis / disaster event 24/7
- Discover how to design and structure an effective disaster management strategy;
- Prepare a crisis communication strategy and practical plan
- Create, train and exercise an effective crisis management team (CMT) in your organization;
- Apply best practice in organizing Emergency Control Centers (ECC), Emergency Response Teams (ERT) and Crisis Management Teams (CRT) to assist the Forward Incident Control (FIC)
- Understanding the roles and responsibilities of the Emergency Planning Committee (EPC) and Emergency Control Organization (ECO)
- Learn how to develop a practical Emergency Response Plan;

Who Should Attend?

- This course is recommended for all those involved in planning, preparing and responding to a crisis affecting an organization, whether as executive managers, spokespeople or communication professionals.
- HSE Managers/ supervisors / HSE personnel.
- Emergency and Crisis Management Responders

Course Outline

Day 1:

Introduction

- Problem, crisis and disaster.
- Contemplating disaster.
- Assume nothing, expect everything.
- Shared responsibilities.
- The cost of disasters.
- Some common interruptions.
 - Breakdowns and disasters.
 - Operational and financial impacts.
 - Natural disasters.
- Basic principles of disaster management.
 - Analyzing the disaster.
 - Analyzing the organization.
- Planning Process

Day 2:

Designing for disasters.

- Choice of technology.
- Facilities and buildings design concepts.
- Equipment reliability considerations.
- The people.

Service Recovery

- The importance of strategy.
- The disaster prevention scenario.
- Vulnerability search, analysis and rectification.
- Contingency management.
- The disaster-handling scenario.
- A generic disaster management proposal

Day 3:

Options for disaster recovery.

- Basic reasons for disasters.
- Factors affecting disasters.
- Requirement for handling a disaster.
- Disaster management responsibilities.
- Security and political issues.

- Safety Considerations.
 - The case for a safe system.
 - Managing safety increases profits.
 - Safety management within an overall system

Day 4:

Risk Management

- Writing the Emergency Response Plan
 - Contents critical to the emergency response plan
 - Emergency organization
 - Emergency procedures
 - Assessment of available resources
 - Plan implementation
 - Training employees
 - Distribution of emergency plan
 - Updating the plan

Day 5:

The development and implementation of the Emergency Response Plan (sample provided)

- Organizing Incident Control
 - Emergency Control Centers (ECC)
 - Communication at the ECC
 - Resources needed
 - Emergency Response Teams (ERT)
 - Crisis Management Teams (CRT)
 - Crisis Team Leader Responsibilities
- Emergency Action Procedures
 - Evacuation Procedures
 - Emergency action procedures
 - Medical Emergencies
 - Environmental Hazards

Case Studies

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, and case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **2,950USD**
*VAT is Excluded If Applicable