

Session Planning Template

Name & Date	Liong Lih Bing
Program Title	Emergency Response Plan (ERP) Training for Emergency Response Team (ERT)
Learning Outcome	<p>By the end of this session, participants will be able to:</p> <ol style="list-style-type: none"> 1. Understand the importance of emergency preparedness and response 2. Understand the company's emergency management process 3. Identify the structure and function of as well as the individual roles and responsibilities within the Emergency Response Team (ERT) 4. Demonstrate the use of emergency response equipment and procedures 5. Execute an effective evacuation and communication plan during an emergency 6. Follow specific emergency procedures effectively

Sequence	Topics/Content	Training Methods	Training Resources	Time Timeframe
Intro	Welcome & Objectives of Training	Brief lecture & discussion	Presentation slides	5 mins
	Importance of emergency preparedness and response	Lecture & discussion	Presentation slides	10 mins
Body	Definition of Emergency & Workplace Emergency	Lecture & discussion	Presentation slides	5 mins
	Types of Emergencies (Fire, Chemical Spills, Medical Natural Disasters)	Case study & scenario discussion	Presentation slides	5 mins
	Definition of Emergency Response Plan	Short lecture, Q&A	Presentation slides	5 mins
	Emergency Management Process (Introduction, Bow-Tie Concept, Importance, Key Success Factor)	Lecture & discussion	Presentation slides	10 mins
	Understanding ERT (ERT Organizational Chart & Roles)	Scenario-based training	Presentation slides, role cards, emergency equipment	25 mins
	Emergency Response Process (Verbal Reporting, Emergency Warning Systems)	Lecture & discussion	Presentation slides	10 mins
	Evacuation Procedures (Assembly Points, Roll Call,	Lecture	Presentation slides	15 mins

	Master Emergency Control Point)			
	Specific Emergency Procedures (Ammonia Gas Leak)	Lecture, tabletop exercise, group discussions	Emergency equipment	15 mins
Conclusion	Recap / Q&A	Group discussion	None	5 mins
	Evaluation & Feedback	Quiz & feedback form	Quiz QR codes, OA	5 mins