Session Planning Template

Name & Date	Boas Bonny Anak Ujey / Felicia Sharon Ragam
Program Title	Emergency Response Plan (ERP) Training for General Staff
Learning Outcome	By the end of this session, participants will be able to: 1. Define emergency and emergency response plan 2. Recognize common workplace emergencies and appropriate response actions 3. Understand evacuation procedures and emergency communication methods 4. Identify their roles and responsibilities during an emergency 5. Follow the Emergency Response Process, including reporting emergencies 6. Apply basic safety measures in emergencies

Sequence	Topics/Content	Training Methods	Training Resources	Time Timeframe
Intro	Welcome & Objectives of Training	Brief lecture & discussion	Presentation slides	5 mins
	Definition of Emergency & Workplace Emergency	Lecture & discussion	Presentation slides	5 mins
	Types of Emergencies (Fire, Medical, Flood, Chemical Spills, Power Outage, etc.)	Case study discussion	Presentation slides	10 mins
	Emergency Response Plan Overview	Lecture, Q&A	Presentation slides	10 mins
Body	Emergency Management Process (Preparedness, Prevention, Response, Recovery)	Lecture & discussion	Presentation slides	10 mins
	Evacuation Procedures (Assembly Point, Roll call, Safe Exit Route, Master Emergency Control Point)	Lecture, practical demo & role-playing	Presentation slides, department placards	10 mins
	Roles & Responsibilities of General Staff in Emergencies	Lecture	Presentation slides	10 mins
	Emergency Communication (Who to Report to, Emergency Contacts, Alarm Systems)	Lecture, hands-on demonstration	Presentation slides	10 mins
	Basic Safety Actions (Fire Extinguishers Use)	Lecture, practical hands-on session	Presentation slides, fire extinguisher	10 mins

Conclusion	Recap / Q&A	Group discussion	None	5 mins
	Evaluation & Feedback	Quiz & feedback form	Quiz QR codes, OA	5 mins