



Workshop on Emergency Response Plan and Crisis Management

March 24 – 28, 2025, 1st Run: Lagos & Port Harcourt

September 15 – 19, 2025, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Participant

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

Available for In-plant Training

**700 U\$D for foreign
Participants**

Program Overview:

In today's unpredictable world, emergency and crisis management have become paramount. It is not a matter of if, but when crisis will strike be it natural or man-made.

A well thought out emergency response and crisis management plan aims to reduce, control or mitigate the effects of emergencies such as natural disasters, spills of hazardous materials, fires and explosions, and security threats. While pre-planned emergency response is most effective for the immediate tackling of any predictable event, the unpredictable nature of crises, often from unforeseen risks that could threaten the existence of the organization, means that a more creative style aligned with the organization's values is required.

This course is designed to offer participants insights and strategies that will help them navigate these challenging situations effectively.

For Whom:

This program is designed for leaders or responsible parties in charge of safety, emergency, or crisis management, for an organization, division. These include but are not limited to: ministry or government regulators; fire, safety and security professionals; risk, marketing and insurance professionals; designated incident, emergency and crisis response professionals; local fire and emergency response members; and other emergency response professionals. This course is also critical for line managers and supervisors wishing to appraise their comprehension of emergency response best practices.

Learning Objectives:

At the end of the program, participants will be able to:

- explain and differentiate between incidents, emergencies and crisis situations;
- develop methods to avoid unnecessary escalation;
- design, command and control response to each scenario;
- develop on-scene leadership capabilities and techniques;
- 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); and
- apply organizational skills to allocate duties with regards to psychological readiness, resource allocation, deployment, discipline, leadership and welfare.

Course Outline:

Day 1: Hazard action prevention & Crisis management – control models

- Overview of prevention methods
- Vulnerability analysis
- Risk assessment of hazardous materials
- Developing the crisis management manual
- Developing procedures
- Command and control systems
- Crisis management – emergency planning
- International laws

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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- Local regulations

Day 2: 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 3: Organizing incident control

- Emergency Control Centers (ECC)
- Communication at the ECC
- Equipment needed
- Resources needed
- Emergency Response Teams (ERT)
- Health and safety
- Crisis Management Teams (CMT)
- Forward Incident Control (FIC)
- Control points

Day 4: Emergency action procedures

- Response and media
- Emergency action procedures
- Evacuation procedures
- Medical emergencies
- Fire procedure
- Explosion procedure
- Hazardous materials
- Environmental hazards

Day 5: Emergency response model

- Media relations and recovery
- Flixborough case
- Texas BP Refinery case
- BIG Spring Refinery case
- Regional based cases
- Business continuity management

Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N300, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N300, 000 per participant, VAT –N22, 500

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

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