



*Training Course:  
Training on Evacuation Plans*

*23 - 27 September 2024  
Madrid (Spain)  
Pestana CR7 Gran Vía*

## Training Course: Training on Evacuation Plans

Training Course code: HE1984 From: 23 - 27 September 2024 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course Fees: 5775 € Euro

### Introduction:

Welcome to the Training on Evacuation Plans, designed by Global Horizon Training Center. In emergency situations, having a well-prepared and efficient evacuation plan is crucial for the safety and well-being of individuals and organizations. This program aims to provide participants with the knowledge, skills, and strategies necessary to develop and implement effective evacuation plans. Our experienced trainers will guide you through interactive sessions, practical exercises, and simulations to enhance your preparedness and response capabilities.

### Objectives:

- Understand the importance of evacuation plans in ensuring safety during emergencies.
- Identify potential hazards and risks that may require evacuation.
- Learn how to conduct a comprehensive risk assessment and vulnerability analysis.
- Develop strategies for creating and implementing evacuation plans tailored to specific environments.
- Acquire knowledge on evacuation protocols, communication systems, and emergency equipment.
- Enhance coordination and decision-making skills during evacuation drills and simulations.
- Foster a culture of preparedness and responsiveness within the organization.

### Methodology:

The Training on Evacuation Plans utilizes a combination of theoretical instruction, hands-on exercises, and practical simulations to create an immersive learning experience. The methodology includes:

- **Interactive Presentations:** Engaging presentations by experienced trainers to introduce and explain evacuation planning concepts, regulations, and best practices.
- **Case Studies:** Analysis of real-life case studies to understand the importance of effective evacuation plans and learn from past incidents.
- **Group Discussions:** Facilitated discussions to encourage knowledge sharing, exchange of ideas, and collaborative problem-solving.

- Practical Exercises: Hands-on activities to develop skills in risk assessment, plan development, and coordination during evacuations.
- Simulations and Drills: Conduct simulated evacuation scenarios and drills to practice response procedures and assess readiness.
- Site Visits if applicable: On-site visits to assess the physical environment and identify specific evacuation challenges and considerations.

## Target Audience:

This training program is suitable for individuals and organizations responsible for emergency preparedness, safety, and security. The target audience includes but is not limited to emergency response teams, facility managers, safety officers, security personnel, and individuals involved in crisis management. The program can be tailored to suit the needs of both public and private sectors, including educational institutions, corporate offices, healthcare facilities, and manufacturing plants.

## Outlines:

### Day 1:

#### Introduction to Evacuation Planning

- Importance of evacuation plans in emergency situations
- Regulatory requirements and standards
- Understanding potential hazards and risks
- Conducting a comprehensive risk assessment

### Day 2:

#### Developing Evacuation Plans

- Elements of an effective evacuation plan
- Tailoring plans to different environments e.g., offices, schools, hospitals
- Evacuation routes and assembly points
- Communication systems and equipment

Day 3:

Implementation and Preparedness

- Roles and responsibilities during evacuation
- Training and educating personnel on evacuation procedures
- Emergency response protocols and coordination
- Conducting regular drills and exercises

Day 4:

Crisis Communication and Resource Management

- Effective communication strategies during emergencies
- Utilizing technology and emergency notification systems
- Identifying and allocating necessary resources e.g., first aid kits, emergency supplies
- Collaboration with external emergency services

Day 5:

Evaluation and Continuous Improvement

- Post-evacuation evaluation and analysis
- Updating and revising evacuation plans as needed
- Lessons learned from real-life incidents and case studies
- Building a culture of preparedness and ongoing training

## Registration form on the Training Course: Training on Evacuation Plans

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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