MODULE TITLE:
Emergency Preparedness and Response Plan

INTRODUCTION:
To provide participants with essential knowledge and practical skills necessary for effectively managing fire emergencies and conducting successful fire drills.

OBJECTIVE OF THE TRAINING:
To equip participants with comprehensive fire safety knowledge, enhance their practical firefighting skills, and ensure they are prepared to effectively conduct and respond to fire drills and emergencies.

METHODOLOGY:
Combines theoretical instruction with hands-on practical sessions, including interactive lectures, real-time demonstrations, scenario-based drills, group discussions, and assessments.

TARGET GROUP:
Safety officers, fire wardens, emergency response teams, and general employees who are responsible for fire safety and emergency preparedness within their organizations.

NO. OF PAX:
Maximum 25 Participants per session.

COURSE INSTRUCTOR:
- Muhammad Khalis bin Misral

DURATION:
- 2 days (typically 16 hours, including breaks)

MEDIUM:
The discussion/ presentation will be conducted in English and/or Bahasa Malaysia. However, it can be executed in a dual language option.

Time	Content
0830	**Registration and** Scan QR and answer pre-assessment
0845	**Introduction, Theory, and Procedures** **Welcome and Introduction** Introduction of instructors and participants Course objectives and schedule overview Importance of fire safety and fire fighting
0915	**Fire Basics and Chemistry** The fire triangle: Heat, fuel, and oxygen Classes of fire: A, B, C, D, and K Fire behavior and spread
1000	Morning Tea Break
1015	**Fire Fighting Equipment** Types of fire extinguishers and their uses Fire hoses, nozzles, and hydrants Protective gear: PPE, SCBA (Self-Contained Breathing Apparatus)
1200	Lunch Break
1300	**Emergency Procedures and Evacuation** Fire alarms and communication systems Emergency exits and escape routes Roles and responsibilities during an evacuation Assembly points and headcounts
1400	**Fire Drill Planning and Execution** Steps in planning a fire drill Legal requirements and best practices Coordinating with emergency services
1500	Tea break
1515	**Practical Session: Fire Extinguisher Use** Demonstration of fire extinguisher types Hands-on practice in extinguishing controlled fires PASS technique (Pull, Aim, Squeeze, Sweep)
1615	**Review and Q&A** Recap of the day's lessons Open floor for questions and discussion Brief overview of Day 2 activities
1700	End of program

Time	Content
0830	**Attendance**
0845	**Advanced Theory, Practical Drills, and Assessment** **Review of Day 1** Quick recap and Q&A from Day 1 Address any outstanding questions
0915	**Fire Prevention and Risk Assessment** Identifying fire hazards Conducting a fire risk assessment Mitigating fire risks in the workplace
1000	Morning Tea Break
1015	**Advanced Fire Fighting Techniques** Search and rescue operations Use of fire blankets and hose reel systems Techniques for handling different classes of fires
1200	Lunch Break
1300	**Practical Session: Fire Drill Execution** Conducting a full-scale fire drill Real-time observation and feedback Roles of fire wardens and team coordination
1430	**Post-Fire Drill Review** Analyzing drill performance Identifying strengths and areas for improvement Action plan for future drills
1500	Tea break
1515	**Emergency First Aid** Basic first aid for fire-related injuries CPR and AED usage Treating burns and smoke inhalation
1615	**Final Assessment** Written test covering theoretical knowledge Practical assessment of firefighting skills Feedback session and course evaluation
1700	End of program