COURSE TITLE:

Fire Drill Training Fire Fighting, Emergency Response Plan (ERP) & Mock Fire Drill Training

PROGRAMME OBJECTIVES & LEARNING OUTCOMES:

This programme is designed to provide participants with essential knowledge and practical skills to effectively manage fire emergencies and conduct successful fire drills. It equips Safety Committee members with comprehensive fire safety knowledge and compliance understanding, while enhancing hands-on firefighting capabilities.

Participants will be trained to plan, execute, and evaluate a full mock fire drill, ensuring they are well-prepared to respond to emergencies and support the organization in implementing an effective workplace fire drill.

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 Committee Members, Safety Officers, Fire Wardens, Emergency Response (ERP) Team members, and employees responsible for fire safety and emergency preparedness.

NO. OF PAX:

Maximum 25 Participants per session.

DURATIONS:

1 Day (8 Hours)

🕒 **PROGRAMME FLOW**

Morning Session – Knowledge & Preparation

0830 – 0900 | Registration & Pre-Assessment

0900 – 1000 | Fire Safety Fundamentals

- Fire triangle & classes of fire
- Fire risks in workplace
- Fire behaviour & spread

1000 – 1015 | Tea Break

1015 – 1130 | Fire Fighting Equipment

- Types of extinguishers & usage
- Hose reel, hydrant system
- PPE & safety precautions

1130 – 1230 | Emergency Response Plan (ERP)

- Roles of Safety Committee & Fire Wardens
- Evacuation procedures & assembly point
- Communication & alarm system
- Headcount & reporting protocol

Afternoon Session – Practical & Mock Drill

1230 – 1330 | Lunch Break

1330 – 1430 | Fire Drill Planning (Important Upgrade)

- How to design a mock fire drill
- Scenario setup (real workplace simulation)
- Compliance requirements (JKKP expectation)
- Coordination with internal teams

1430 – 1600 | FULL MOCK FIRE DRILL EXECUTION (Key Selling Point)

- Activation of alarm system
- Real evacuation exercise

- Role-play (Fire Warden, First Aider, Response Team)
- Assembly point management & headcount
- Trainer observation & real-time assessment

1600 – 1630 | Fire Extinguisher Practical

- Hands-on extinguishing session
- PASS technique (Pull, Aim, Squeeze, Sweep)

1630 – 1700 | Post-Drill Debrief & Evaluation

- Drill performance review
- Identify gaps & improvement areas
- Action plan for actual company-wide drill