



TRAINING AND PROJECTS

"making your skills a priority"

**Course Title:** Explain Emergency Preparedness and Response Procedures

**SAQA ID:** 259597

**NQF Level:** 2

**Credits:** 3

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### **Course Description:**

This course is designed to provide learners with the knowledge and skills to understand and explain emergency preparedness and response procedures. It focuses on recognizing potential emergency situations, understanding the procedures for emergency response, and ensuring that learners can contribute to a safer working environment by being prepared for emergencies. The course also covers basic emergency protocols, evacuation procedures, and the roles and responsibilities of individuals during emergencies.

### **Course Objectives:**

By the end of this course, learners will be able to:

- Understand and explain the importance of emergency preparedness in the workplace.
- Recognize potential emergency situations and identify the appropriate response procedures.
- Explain the roles and responsibilities of individuals in the event of an emergency.
- Contribute to the development and implementation of workplace emergency plans.
- Participate effectively in emergency response drills and procedures.

### **Benefits of Completing this Course:**

- Gain a solid understanding of emergency preparedness and response protocols.
- Improve workplace safety by being able to recognize and respond to emergencies effectively.
- Be better equipped to participate in or lead emergency evacuation and response efforts.
- Contribute to the safety and well-being of colleagues and the work environment.
- Earn a recognized qualification that enhances your role in workplace safety and emergency management.

### **Who Should Attend:**

- Safety Representatives and OHS professionals.
- Supervisors and team leaders in all industries.
- Employees in high-risk environments who need to be prepared for potential emergencies.
- Individuals responsible for workplace safety, emergency drills, and evacuation procedures.



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### **Assessment:**

Assessment will be based on the learner's ability to demonstrate an understanding of emergency preparedness and response procedures. This may include:

- Written tests covering emergency preparedness principles and response protocols.
- Practical assessments based on the identification of potential emergencies and the explanation of appropriate response actions.
- Participation in emergency drills, discussions, and scenario-based exercises.

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### **Specific Outcomes and Assessment Criteria:**

By successfully completing this SAQA Unit Standard, learners will demonstrate competency in the following:

#### **1. Explain the Importance of Emergency Preparedness:**

- Explain why emergency preparedness is essential for workplace safety and the protection of lives.
- Understand the potential consequences of not being prepared for emergencies.
- Assessment Criteria: Written assessment on the significance of emergency preparedness and how it impacts workplace safety.

#### **2. Identify and Explain Potential Emergency Situations:**

- Identify different types of emergencies that could occur in the workplace (e.g., fire, chemical spills, medical emergencies).
- Explain the appropriate response procedures for each type of emergency.
- Assessment Criteria: Practical exercise to identify emergency situations and explain the steps to respond.

#### **3. Explain the Roles and Responsibilities in an Emergency:**

- Understand the roles and responsibilities of individuals during an emergency, including first responders, safety officers, and employees.
- Explain the importance of teamwork and coordination during an emergency.
- Assessment Criteria: Scenario-based discussion and written assessment of individual roles during emergencies.

#### **4. Describe Emergency Evacuation and Response Procedures:**

- Explain the procedures for evacuating the workplace in the event of an emergency.
- Understand the use of emergency exits, assembly points, and the importance of maintaining order during evacuations.
- Assessment Criteria: Practical demonstration of evacuation procedures and written assessment of emergency response plans.



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#### 5. Participate in Emergency Drills and Procedures:

- Actively participate in emergency drills and simulations to reinforce emergency preparedness and response procedures.
- Contribute to post-drill evaluations to identify areas for improvement in emergency plans.
- Assessment Criteria: Participation in a simulated emergency drill, followed by a debrief to assess performance.

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By completing this course, learners will be equipped with the knowledge and skills necessary to explain and implement emergency preparedness and response procedures, ensuring a safer workplace for all.