



MAJOR EMERGENCY MANAGEMENT INITIAL RESPONSE

(WGG Offshore Academy Diploma Level 4 in IRMR)

Target Group

The Major Emergency Management Initial Response (MEMIR) training is directed towards individuals who are either designated as being in charge of, are members of, or provide support to an emergency management team in an emergency.

Course Modules & Competency

The following modules and elements will be delivered:

Module 1 Theory of Major Emergency Management

- Element 1.1 Major Emergencies that can Occur.
- Element 1.2 The Emergency Manager
- Element 1.3 The Emergency Command Centre facilities and Information Management
- Element 1.4 Pre-Planning and Maintaining a State of Readiness
- Element 1.5 Dealing with Stress

Module 2 Practical Elements of Major Emergency Management

- Element 2.1 Assessing the Situation
- Element 2.2 Taking Effective Action
- Element 2.3 Maintaining Communications
- Element 2.4 Delegating Authority
- Element 2.5 Managing Self and Team

Course Outline

Each delegate must be observed in at least two (2) Command Centre Simulations in the Emergency Manager (EM) position.

Evaluation of delegates will be by continuous observation of their performance during their tenure(s) as EM, each based around a major incident chosen from the following:

- (a) Type A – a major emergency that is readily controllable if managed appropriately.
- (b) Type B – a major emergency which could escalate if not controlled.
- (c) Type C – a major emergency that the EM is unable to control leading to a full evacuation of the facility.

Which should include all of the following events across the range of Type A/B/C scenarios:

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|-------------------------------------------------------|--------------------------------------------------------------|
| Injured Personnel | Extreme weather conditions |
| Multiple Casualties | Loss of essential facilities |
| Loss of Containment | Rapidly developing situation leading to information overload |
| Loss of Communications | Evacuation of the facility |
| Loss of evacuation, muster points or temporary refuge | Environmental concerns and effects |
| Stressed Personnel | Loss of key personnel |
| Missing Personnel | |

Learning Outcomes

To successfully complete this module delegates must be able to:

- Review, manage and assess the information available in an emergency situation in a timely manner.
- Establish priorities and take effective action.
- Implement predetermined emergency plans and procedures in the context of the current emergency.
- Efficiently communicate information and instructions
- Communicate effectively with all appropriate external agencies in accordance with local arrangements, guidance documents and legislation.
- Monitor and control resources.
- Evaluate progress and communicate changes in plans and priorities.
- Effectively delegate authority and manage individuals and teams.
- Recognize and deal with stress in themselves and others.

Pre-requisite & Periodicity

There are no specific pre-requisites for the MEM training programme. However, the delegate must be able to demonstrate suitable exposure within his/her sphere of influence.

The Major Emergency Management Training program is part of the Diploma Level 4 in Incident Response, Management & Recovery.

Aims & Objectives.

This programme provides underpinning knowledge and understanding of the key factors of preparing for, responding to, and maintaining control throughout the development or escalation of an emergency situation. The delegates will learn how to manage communication, emergency-related information and put into place predetermined plans at the point when the emergency alarm has been raised, to the point when the emergency manager is assured that the emergency is over. Delegates will also understand how stress can impact on individuals and team performance during emergencies.

Duration, Timings & Numbers

The optimum "contact time" for this training is seen as 26 hours. Approximately 35% of the course will be classroom-based, including pre scenario briefings, and 65% is spent on running the scenarios and debriefing.

The total contact time per day will not exceed 8 hours. The total training day will not exceed 10 hours.

The maximum number of delegates per MEMIR training programme is six (6).

The Course Format

Following a day of classroom study, the delegates enter a command centre simulator in which they will each experience, at least twice, the role of emergency manager (EM), in the conduct of realistic scenarios.

Table-top discussions of some of the generic emergency scenarios will prepare the delegates for the exercises; in other cases, they are given an emergency scenario without any prior knowledge.

A post-exercise debrief will be held where an appraiser will comment on the strengths and weaknesses of the individual and the team performance.

Following the training and validation the delegates will receive a Diploma Level 4 in Emergency Management and a written analysis of any gaps that exist in the delegate's current managerial knowledge and capabilities for commanding the response to a major emergency.