# COURSE OVERVIEW HE0040-4D
# Major Emergency Management Control

**Course Title**
Major Emergency Management Control

**Course Reference**
HE0040-4D

**Course Duration/Credits**
Four days/2.4 CEUs/24 PDHs


**Course Date/Venue**

| Session(s) | Date | Venue |
|---|---|---|
| 1 | January 08-11, 2024 | Ajman Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE |
| 2 | March 04-07, 2024 | Business Center, Concorde Hotel Doha, Doha Qatar |
| 3 | June 03-06, 2024 | Boardroom 1, Elite Byblos Hotel Al Barsha, Sheikh Zayed Road, Dubai, UAE |
| 4 | September 02-05, 2024 | Jubail Hall, Signature Al Khobar Hotel, Al Khobar, KSA |

**Course Description**

***This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.***

Major emergencies in oil/gas fields and process plants can happen at any time. The methods of managing them are not those required for everyday routines. Time is critical, the environment is hostile, alien and alarming, and the techniques needed to help achieve a successful outcome are unfamiliar. So, those whose duties include the management of major emergencies need special coaching. This course specifically addresses these issues.

This course is designed to provide participants with a detailed and up-to-date overview of major emergency management. It covers the concise understanding of the emergencies that can happen and why and how to tackle them; the control emergency plan; the skills for the effective communication during emergencies; the role of emergency team and role of personnel; how to plan and organize effective emergency exercise; and the roles, responsibilities, and procedures to be followed during oil and gas related emergencies.

During this interactive course, participants will learn the concepts of the command and control (emergency management) as applied from an Emergency Command Centre (ECC) or Central Control Room (CCR); the effectiveness of an information system, suitable for collecting and displaying critical information during the first 30 minutes of an emergency; providing initial training for personnel seeking formal competency assessment as installation manager or deputy installation manager; providing non-facility support staff with an overview of how emergencies are managed; and providing each attendee with the confidence to demonstrate, through simulation, his or her ability to manage emergencies.

## Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on major emergency management control
- Provide a concise understanding of the emergencies that can happen and why and how to tackle them
- Carryout the control emergency plan and effective communication during emergencies
- Explain the role of emergency team and role of personnel
- Plan and organize effective emergency exercise and identify the roles, responsibilities, and procedures to be followed during oil and gas related emergencies
- Introduce the concepts of the command and control (emergency management) as applied from an Emergency Command Centre (ECC) or Central Control Room (CCR)
- Demonstrate the effectiveness of an information system, suitable for collecting and displaying critical information during the first 30 minutes of an emergency
- Provide initial training for personnel seeking formal competency assessment as installation manager or deputy installation manager
- Provide non-facility support staff with an overview of how emergencies are managed
- Provide each attendee with the confidence to demonstrate, through simulation, his or her ability to manage emergencies

## Exclusive Smart Training Kit - H-STK®


*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor's actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.*

## Who Should Attend

This course provides an overview of all significant aspects and considerations of major emergency management control for those who have emergency response management duties or are members of an emergency response team. Further, this course is beneficial for managers, emergency response personnel, team leaders, engineering level staff, installation managers and their deputies, production and drilling engineers, marine supervisors, emergency command centre personnel, central control room operators, radio operators and emergency coordination room (ECR) personnel who support operations or who wish to understand how emergencies can be managed offshore.

## Training Methodology

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Workshops & Work Presentations
30% Case Studies & Practical Exercises
20% Software, Simulators & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

## Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

## Course Fee

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|---|---|
| Abu Dhabi | **US$ 4,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day. |
| Doha | **US$ 5,500** per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day. |
| Dubai | **US$ 4,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day. |
| Al Khobar | **US$ 4,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day. |

## Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

## Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **2.4 CEUs** (Continuing Education Units) or **24 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

**Course Instructor(s)**

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

**Mr. Francis Almeida**, PgDip, BSc, NEBOSH-ENV, NEBOSH-IGC, NEBOSH-IFC, NEBOSH-IOGC, NEBOSH-PSM, is a **Senior Health, Safety & Environmental** (**HSE**) **Consultant** with over **30 years** of practical experience within the **Oil** and **Gas** industry. He is a **NEBOSH Approved Instructor** for various certification programs. His expertise lies extensively in the areas of **Accident/Incident Investigation & Risk Management**, **NEBOSH** Environmental Management, **NEBOSH** International General Certificate, **NEBOSH** Fire Safety & Risk Management International Certificate, **NEBOSH** International Oil & Gas Certificate, **NEBOSH** Process Safety Management, **HAZOP & HAZID**, **HAZMAT & HAZCOM** Storage & Disposal, As Low as Reasonably Practicable (**ALARP**), Process Hazard Analysis (**PHA**), Process Safety Management (**PSM**), **Hazardous Materials & Chemicals** Handling, **Pollution Control**, **Environment, Health & Safety** Management, **Process Risk** Analysis, Effective Tool Box Talks, Construction Sites Safety, **HSSE Management** System, **HSSE Audit & Inspection**, **HSEQ Procedures**, **Authorized Gas** Testing, **Confined Space Entry & Rescue**, **Risk** Management, **Quantitative & Qualitative Risk** Assessment, **Working at Height**, **Firefighting** Techniques, **Fire** & **Gas** Detection System, **Fire Fighter & Fire** Rescue, **Fire Risk** Assessment, **HSE Industrial Practices**, **Manual Handling**, **Rigging Safety Rules**, **Machinery & Hydraulic Lifting Equipment**, **Warehouse Incidents & Accidents Reporting**, **Incident & Accident Investigation**, **Emergency Planning**, **Emergency Response & Crisis** Management Operations, **Waste Management** Monitoring, **Root Cause Analysis**, Hazard & Risk Assessment, Task Risk Assessment (**TRA**), **Incident Command**, Job Safety Analysis (**JSA**), Behavioral Based Safety (**BBS**), **Fall Protection**, **Work Permit & First Aid** and various international codes and standards such as the ISO 9001, OHSAS 18001, ISO 14001, SA8000, ISO 9001-2000 and ISO 9002. He was the **Offshore Safety Specialist** of **Chevron** wherein he was in-charged in HSE inspections, hazard analysis, incident investigation and implementing corrective actions.

During his career life, Mr. Almeida has gained his practical and field experience through his various significant positions and dedication as the **Quality Manager**, **HSE Specialist/Acting On-Scene Commander**, **Quality Auditor**, **Quality Supervisor**, **QHSE Engineer**, **Metallurgical Engineer**, **HSE Coordinator**, **Suppliers Auditor**, **Senior Instructor/Consultant**, **Oil & Gas Construction Specialist**, **Business Administration Specialist** and **Oil & Gas Management Technology Specialist** for various international companies and institutions such as the IBEC, Lopes & Almeida, IMA, EXPRO Group, UNESA, Vetco Aibel, ABB Oil & Gas, Brazilian Aluminum Foundry, DNV and ABIFA.

Mr. Almeida has a **Bachelor** degree in **Metallurgical Engineering** and a **Post Graduate Diplomas** in **Safety Engineering** and **Industrial Administration**. Further, he is a **Certified Instructor/Trainer**, an **Approved Lead Tutor** in **NEBOSH Environmental Management Certificate**, **NEBOSH International General Certificate**, **NEBOSH International Oil & Gas Certificate** and **NEBOSH Process Safety Management Certificate** and an **Approved Practical Assessor/Lead Tutor** in **NEBOSH Fire Safety & Risk Management**. Moreover, he is a **Certified ISO 9001:2000 Lead Auditor**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership and Management** (**ILM**) and has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

## Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

***Day 1***

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|---|---|
| *0730 – 0800* | *Registration & Coffee* |
| *0800 – 0815* | *Welcome & Introduction* |
| *0815 – 0830* | ***PRE-TEST*** |
| *0830 – 0900* | ***Causes for Emergency*** |
| *0900 - 0930* | ***The Difference between Normal and Major Emergency Management*** |
| *0930 – 0945* | *Break* |
| *0945 – 1030* | ***Types of Documentation used in an Emergency*** |
| *1030 – 1100* | ***Emergency Management Standards and Procedures*** |
| *1100 – 1130* | ***Emergency Mobilisation Procedures*** |
| *1130 – 1215* | ***Site Emergency Procedures*** |
| *1215 – 1230* | *Break* |
| *1230 – 1330* | ***Pre-Planning for Emergencies*** |
| *1330 – 1420* | ***Set-up of the Emergency Command/Response Centre (ECC/ERC)*** |
| *1420 – 1430* | ***Recap*** |
| *1430* | *Lunch & End of Day One* |

***Day 2***

| | |
|---|---|
| *0730 – 0830* | ***Information Management within the ECC/ERC*** |
| *0830 – 0930* | ***Reporting and Logging Emergencies*** |
| *0930 – 0945* | *Break* |
| *0945 – 1030* | ***Knowledge and Use of the Emergency Response Centre*** |
| *1030 – 1115* | ***Emergency "Call-out" Procedures*** |
| *1115 - 1145* | ***The Function of an ECC/ERC*** |
| *1145 - 1215* | ***Manning the ERC (Emergency Response Centre)*** |
| *1215 – 1230* | *Break* |
| *1230 – 1330* | ***Recording Emergency Events*** |
| *1330 – 1420* | ***The Role and Responsibilities of an FRT*** |
| *1420 – 1430* | ***Recap*** |
| *1430* | *Lunch & End of Day Two* |

***Day 3***

| | |
|---|---|
| *0730 – 0830* | ***The Role of the ESG (Emergency Support Group)*** |
| *0830 – 0930* | ***Personal Responsibilities in an Emergency*** |
| *0930 – 0945* | *Break* |
| *0945 – 1030* | ***The Principles of Command & Control*** |
| *1030 – 1115* | ***Marshalling*** |
| *1115 - 1145* | ***Internal and External Communications*** |
| *1145 - 1215* | ***Emergency Communications Diagram*** |
| *1215 – 1230* | *Break* |
| *1230 – 1330* | ***Stress Management*** |
| *1330 – 1420* | ***The Structural Approach of Emergency Management*** |
| *1420 – 1430* | ***Recap*** |
| *1430* | *Lunch & End of Day Three* |

***Day 4***

| | |
|---|---|
| *0730 – 0830* | ***The Structure of an Emergency Plan*** |
| *0830 – 0930* | ***Emergency Response Procedures*** |
| *0930 – 0945* | *Break* |
| *0945 – 1030* | ***Oil Pollution Control Organizations*** |
| *1030 – 1115* | ***Containing Environmental Effects*** |
| *1115 - 1145* | ***Training for an Emergency*** |
| *1145 - 1215* | ***Emergency Scenarios to Test Members Action*** |
| *1215 – 1230* | *Break* |
| *1215 – 1300* | ***Training Matrix*** |
| *1300 – 1345* | ***Following up after an Emergency*** |
| *1345 – 1400* | ***Course Conclusion*** |
| *1400 – 1415* | ***POST-TEST*** |
| *1415 – 1430* | *Presentation of Course Certificates* |
| *1430* | *Lunch & End of Course* |

## Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-

## Course Coordinator

Kamel Ghanem, Tel: +971 2 30 91 714, Email: kamel@haward.org