**Action to be taken in the event of an emergency**

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| Objectives:  At the end of the module, participants:   * Will understand the main points of an emergency response plan. * Will know what they must do in the event of an emergency. |

**This sequence is to be built locally. To this end, 2 options are available to you:**

* **either a local (or division) training exists and meets these objectives. In this case, it can be used instead of this module. This module may involve site/subsidiary induction.**
* **if this is not the case, you must build your own training session by following the suggestions below.**

**This document contains content suggestions and educational activities to achieve the goals of this module.**

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| Key elements | Support/activities |
| An emergency response plan formalizes the specific organization of the site/subsidiary in the event of an emergency. An on-call team is available 24 hours a day to assemble a crisis unit and to intervene where necessary.  In the event of an on-site crisis, a Group crisis unit can be set up. | Site/subsidiary emergency response procedure. |
| The emergency cases are: XXXX and are triggered when XXXX is seen/heard | Alarms triggered. |
| If you are faced with an emergency situation, you must (example: telephone XX, follow the instructions and intervene depending on the level of the emergency and your skills).  What you should not do: call from your mobile, intervene if you do not have the necessary skills, etc. |  |
| 2 types of operators: those who play a part in emergency management, and those who do not. |  |
| Those who play a role have specific training |  |
| For those who do not play a role, their conduct should be as follows: XXXXXXX (example: alert, stop work, make your work area safe, evacuate towards the nearest assembly point (site specificities), and once there, await instructions). |  |
| Taking part in regular exercises is essential to training |  |
| The official assembly points are XXXX (to be listed) | To be identified during an HSE visit. |

**Estimated duration:**

Approximately 1 hour (including a visit to the assembly points)

The visit can be linked to the TCAS 2.4 module

**Teaching method recommendations:**

In-class presentation. Or in the case of induction (if it meets the objectives) then questions are answered by a local manager.

1. Pre-requisite modules for the sequence

* Full TCG
* TCAS 1

1. Preparing the sequence

Before beginning this module, we recommend you ensure:

* that you have enough copies printed of the procedure describing the emergency (EPR, IOP).

1. Suggestion for sequence roll-out

Instructions legend for the trainer:

* Comments for the trainer
* Key content elements
* **Type of activity**
* *“Question to ask”/statement of instructions*

| **Phase/Timing** | **Trainer** | **Module content suggestion** |
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| 1. Introduction and objectives  5 minutes | **Welcome participants and present the module objectives.**  The aim is for you know what happens in the event of an emergency: the main points of the site/subsidiary's IOP/ERP and your role. | Example of an objectives overview slide:  At the end of the module, participants:   * Will understand the main points of an emergency response plan. * Will know what they must do in the event of an emergency. |
| 2. Emergency on the site/subsidiary  5 minutes -> 10 minutes | The aim of this sequence is to check what they have remembered from the previous modules.  To do this:  - Askparticipants:   * *How would you define an emergency on-site?* * *How is the alert sent out?* * *What action is to be taken?*   Let them answer.  Should the barriers fail, the emergency response plan is used to manage an accident equivalent to the scenarios. |  |
| 3. Principles of an emergency on the site/subsidiary  15 minutes -> 25 minutes | The aim of this sequence is to know the principles of the emergency procedure.  To do this:  - Distribute and leave time for participants (in groups of 2 or 3) to read the site/subsidiary IOP or ERP document or procedure.  **Quiz**  - Then, organize a class quiz to respond to the key points in the procedure.   * by showing each question on a slide. * wait for the answer. * As an answer/correction, show the relevant extract on the slide or read the excerpt from the procedure/document again. | Possible questions about the key points:   * *Who is in charge of managing the crisis during the day? at night?* (Answer: stand-by staff) * *In the event of a crisis, is the organization on-site to manage it identical to the operation under normal conditions?* (Answer: An emergency response plan formalizes the specific organization of the site/subsidiary in the event of an emergency. An on-call team is available 24 hours a day to assemble a crisis unit and to intervene where necessary. In the event of an on-site crisis, a Group crisis unit can be set up). * *In the event of a crisis, how is this organization triggered?*  (Answer: when XXXX is seen/heard) * *What is your role?*  *(see site procedure)* * *What does such an alarm correspond to?* * *What must you do when faced with an emergency situation?* (Answer: you must (example: telephone XX, follow the instructions and intervene depending on the level of the emergency and your skills). * *What must you not do when faced with an emergency situation?*  (Answer: call from your mobile, intervene if you do not have the necessary skills, etc.) * *If the alarm is triggered, what should you do?*  (Answer: 2 types of operators: those who play a part in emergency management, and those who do not. For those who play a role, meet up at the scheduled point. For everyone else (see IOP/ERP procedure, for example: stop work, make your work area safe, evacuate towards the nearest assembly point (site specificities), and once there, await instructions). * *If there is an exercise, do you have to take part?*  (Answer: yes, it is paramount, because it enables you to practice and test the operation of the organization and to make automatic checks). * *Where are the assembly points on-site?* (answer: see IOP/ERP procedure/document) * *Why it is necessary to go to the assembly points* (to move away from the danger and so that a staff head count can be completed). |
| 4. Visit  25 minutes -> 50 minutes | **The visit can be linked to the visit during the TCAS 2.4 module.**  The aim is for participants to identify the assembly points, the ways to reach it, the emergency room (IOP room), the life-boats, the emergency vehicles, the firefighting equipment, etc. |  |
| 5. Summary  10 minutes -> 1 hour | The aim of this sequence is to ensure that participants have understood their role.  **Classroom feedback**  To do this:  **-** Ask:   * *“Who plays a part in the site/subsidiary's IOP/ERP?” If anyone has a role to play, ask them what they must do in the event of alarm.* * *For the others: what action is to be taken in the event of an alarm? And where do you to gather?"*   **-** Organize a **round table discussion**.  *Correct the answers if they are incorrect.*  **Specify** that the integration course provides for participation in exercises (everyone on-site) as well as specific training for those who have a role to play.  **Ask these particular people whether they know who to report to.**  Finally, thank the participants. | Slide with the sitemap. |