

MANAGE & EVALUATE EMERGENCY MANAGEMENT EXERCISES

“Develop, conduct, and evaluate emergency exercises that build true organizational readiness.”

Schedule

Venue	Fees
In-House	ASK FOR THE QUOTATION

► Available delivery methods: In-House Training

Introduction

Effective emergency preparedness hinges on realistic, well-executed exercises that validate response plans and strengthen coordination under pressure. This comprehensive 5-day training equips professionals with the knowledge and tools to design, manage, and evaluate emergency management exercises of all types—from tabletop to full-scale simulations.

Participants will explore globally recognized frameworks, develop critical planning documents, and engage in hands-on simulations to build competence in leading emergency drills. The course emphasizes alignment with ISO standards, incident command systems, and organizational risk management strategies.

Objectives

- By the end of this course, participants will be able to:
- Understand the lifecycle and purpose of emergency management exercises
 - Design effective exercise objectives, formats, and scenarios
 - Develop planning materials such as MSELs, scripts, and injects
 - Manage live exercises with safety, control, and communication protocols
 - Conduct evaluations, after-action reviews, and improvement planning
 - Build and sustain a multi-year exercise program

Why Attend

- Gain international best practices aligned with ISO 22361, ICS, and other standards
- Engage in practical workshops and real-time simulations
- Build leadership and facilitation skills essential for emergency readiness
- Improve your organization's preparedness, compliance, and crisis response

Target Audience

This program is designed for:

- Emergency response coordinators and planners
- Health, safety, and environment (HSE) officers
- Security and crisis management professionals
- Business continuity and resilience managers
- Facility managers and operations supervisors
- Government and regulatory compliance personnel

Individual Benefits

Key competencies that will be developed include:

- Scenario development and risk alignment
- Effective facilitation and communication under pressure
- After-action review techniques
- Evaluation and reporting for continuous improvement
- Designing scalable and multi-hazard exercises

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved readiness through structured and tested response plans
- Consistent documentation and compliance with international standards
- Increased coordination and decision-making capacity across departments
- Measurable performance indicators for emergency preparedness
- Strengthened safety culture and organizational resilience

Instructional Methodology

This course uses a dynamic blend of practical and theoretical approaches:

- **Strategy Briefings** – Best practices in emergency management, exercise planning, and global standards (ISO 22361, NIMS/ICS)
- **Case Studies** – Real-world incidents and response evaluations
- **Workshops** – Develop full exercise documentation including injects, MSEs, and evaluation forms
- **Peer Exchange** – Lessons learned discussions and improvement opportunities
- **Tools** – Templates for exercise design, after-action reporting, and corrective action tracking

Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Foundations of Emergency Management Exercises

Module 1: Introduction to Emergency Exercises (07:30 – 09:30)

- Purpose and benefits of emergency exercises
- Legal and regulatory requirements
- Types: tabletop, functional, full-scale

Module 2: The Exercise Development Lifecycle (09:45 – 11:15)

- Concept and objectives
- Design, implementation, evaluation cycle

Module 3: Exercise Governance and Roles (11:30 – 01:00)

- Roles and responsibilities: controllers, evaluators, players
- Integration with incident management systems

Module 4: Workshop - Identifying Organizational Needs for Exercises (02:00 – 03:30)

Day 2: Designing Emergency Exercises

Module 1: Setting Objectives and Scope (07:30 – 09:30)

- SMART objectives
- Scope alignment with risks and threats

Module 2: Scenario Design and Realism (09:45 – 11:15)

- Developing realistic, challenging scenarios
- Injects, timelines, and decision points

Module 3: Exercise Planning Tools (11:30 – 01:00)

- Creating master scenario event lists (MSEL)
- Checklists and planning templates

Module 4: Case Study - Designing a Tabletop Exercise (02:00 – 03:30)

Day 3: Conducting and Managing Exercises

Module 1: Preparation and Briefing Procedures (07:30 – 09:30)

- Pre-exercise logistics and communication
- Briefing participants and facilitators

Module 2: Exercise Delivery and Control (09:45 – 11:15)

- Managing timing, flow, and injects
- Role of control cells and observation teams

Module 3: Safety and Real-Time Adjustments (11:30 – 01:00)

- Safety protocols and live scenario management
- Modifying scenarios in response to participant actions

Module 4: Live Drill Facilitation Simulation (02:00 – 03:30)

Day 4: Evaluating Exercises Effectively

Module 1: Data Collection and Observation Techniques (07:30 – 09:30)

- Observation checklists, behavior markers, and forms
- Recording decision-making processes

Module 2: After-Action Reviews and Debriefings (09:45 – 11:15)

- Hot wash facilitation
- Capturing key lessons learned

Module 3: Report Writing and Recommendations (11:30 – 01:00)

- Creating impactful after-action reports
- Developing corrective action plans

Module 4: Peer Exchange – Exercise Evaluation Pitfalls (02:00 – 03:30)**Day 5: Exercise Program Management and Final Project****Module 1: Building a Multi-Year Exercise Program (07:30 – 09:30)**

- Integration into training calendars and strategic plans
- Maintaining readiness and capability growth

Module 2: Monitoring and Improving Programs (09:45 – 11:15)

- KPIs for program success
- Incorporating exercise results into risk management

Module 3: Capstone Project – Design and Evaluation Plan (11:30 – 01:00)

- Teams present full design + evaluation plan for a chosen exercise

Module 4: Certification Wrap-Up & Action Planning (02:00 – 03:30)**Certification**

Participants will receive a **Certificate of Completion in Emergency Exercise Design & Evaluation**, validating their expertise in planning, managing, and evaluating organizational emergency management exercises based on global best practices.

Why Choose MAWA Events

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In-House / Customized Training

Interested in running this course for your team?

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