

WOMEN'S INSTITUTE OF MANAGEMENT

(INSTITUT PENGURUSAN WANITA (WIM))(Company No. 264164-K)

(A Non Profit Company Limited by Guarantee and Without Share Capital)

EMERGENCY



RESPONSE TRAINING

Objective

1. Understand the importance of emergency preparedness
2. Have an insight into the importance of the Legislative requirements and standards of emergency preparedness
3. Be able to implement the elements of emergency planning and related functions
4. Able to conduct an evacuation

Target Groups

Managers/Executives, Safety and Health Officers, Safety and Health Committee Members, Supervisors and ERT Members

Methodology

Lectures, workshops through numerous activities, presentations by participants, and involvement of participants.

Workshop Wrap Up

At the end of the day, participants will have an opportunity to ask questions and draw up the emergency response plan and procedures; as well as carry out an evacuation during an emergency.

Program Outline

Module 1

Overview of Emergency Preparedness and Management
Regulatory Requirements

Module 2

Responsibilities

Module 3

Worker Orientation

Module 4

Emergency Warden Training and Orientation

Module 5

Special Responses

Module 6

Requirements for Supervisors

FACILITATOR

SAJNI DHARAMDASS

She attained her Master in Human Resource Management from Canterbury, University, Certificate in TEFL/TESOL from Teflex, UK, and Certificate in Safety & Health Officer – National Institute of Safety and Health (NIOSH). As a consultant and trainer, she is specializing in people development, English Language and Safety & Health. She has more than 18 years of training experience in various corporate companies.

EMERGENCY RESPONSE TRAINING

6th – 7th Dec 2017 (Wed - Thur), 9 am - 5 pm

**Fees: Member – RM1000.00 Non-Member – RM1200.00
Group (min 3) – RM1100.00**

Name (1): _____

Name (2): _____

Name (3): _____

Company: _____

Address: _____

Postcode: _____ City: _____

Tel: _____ Fax: _____

Handphone: _____ E-mail: _____

Payment Details:

By Cheque / Cash: I enclose cash/cheque RM _____ payable to **'Women's Institute of Management'**

Bank the payment into **Women's Institute of Management**'s account:

Bank : **CIMB Bank Berhad** Account No.: **8000694925**

(fax or email the bank-in slip as the proof of payment)

By Credit Card: Please charge RM _____ to my credit card: V / M

Name of Cardholder: _____

Credit Card No.: _____ Expiry Date: _____

Card Issuing Bank : _____

Please tick if you are WIM Member

I understand that a place is reserved when payment has been received by WIM

Signature _____ Date _____

REGISTRATION FORM

ADMINISTRATIVE DETAILS

Venue: 1st Floor, Wisma WIM
7, Jalan Abang Haji Openg
Taman Tun Dr. Ismail
60000 Kuala Lumpur.

Tel : 03-7725 0268 / 0288 ext 16

Fax : 03-7725 0286

E-mail : nyk@wimnet.org.my

Website: www.wimnet.org.my

Fees inclusive of 6% GST, tea-breaks, luncheon, course materials and Certificate of Attendance.

REGISTRATION POLICY

REGISTRATION

Registration Form must be completed and submitted together with full payment of the seminar fees to WIM before commencement of the seminar. Otherwise, we may have to treat your registration(s) as unconfirmed.

SUBSTITUTION OR CANCELLATION

Substitution of participant(s) is allowed provided WIM is notified in writing of the same with the name of the new participant(s) at any time prior to commencement of the seminar.

WIM reserves the right to cancel, reschedule or postpone the seminar due to unforeseen circumstances. Every effort will be made to inform registered participants.

PAYMENT

Payment paid is not refundable.

GROUP DISCOUNT

An organization sending 3 or more staff members to attend is entitled to RM1100 per participant.

HRDF SBL Claimable