



Emergency Preparedness Certificate Program

Program Overview

Emergency Preparedness Certificate Program

- Two-day, interactive program (4 hours per day)
- Blend of theory, tools, and scenario-based group work
- Certificate awarded upon completion
- Focus: Building confidence and capability in emergency preparedness, risk mitigation, and duty of care for destination and event professionals

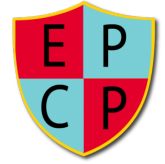
Learning Objectives

By the end of the program, participants will be able to:

1. **Define emergency preparedness** and its five core responsibilities: Prevention, Protection, Mitigation, Response, Recovery.
2. **Develop customized emergency plans** using checklists, hazard analysis, and contingency planning tools.
3. **Apply risk management and mitigation frameworks**: severity × likelihood, gross vs. net risk, and practical risk controls.
4. **Implement duty of care strategies**: medical readiness, liability management, waivers, informed consent, and privacy compliance.
5. **Integrate advanced considerations**: psychological safety, accessibility, cultural awareness, cybersecurity, and insurance coverage.
6. **Collaborate effectively** with venues, partners, and local authorities for coordinated emergency response.
7. **Communicate and document incidents** to protect both attendees and organizational reputation.
8. **Reinforce business continuity and recovery practices** to maintain operations and rebuild client trust post-incident.

Day 1 – Foundations of Preparedness & Risk

- **Welcome & Introductions** (15m)
- **Program Overview & Objectives** (10m)
- **Module 1: Emergency Preparedness**
 - Purpose & core responsibilities
 - Benefits vs. costs, client expectations, liability
 - Examples: hotels, sightseeing tours, vehicles, venues
 - Building an emergency plan & checklist
 - Stakeholders, planning meetings, contingency planning
 - **Case Study Exercise**: Preparedness scenarios (30m)
- **Break** (10m)
- **Module 2: Risk Analysis & Management**
 - Risk framework: severity × likelihood = risk
 - Indications of risk, gross vs. net risk
 - Risk scoring exercise with scenarios
 - Benefits & reassurance of risk management
 - **Case Study Exercise**: Risk scoring simulation (30m)
- **Wrap-Up & Recap (Day 1)**



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Day 2 –Risk Mitigation & Duty of Care

- **Recap of Day 1** (10m)
- **Module 3: Risk Mitigation**
 - Security (physical, civil unrest, cyber, personnel, executive protection)
 - Natural catastrophes: earthquakes, tornadoes, wildfires, hurricanes, floods, etc.
 - City & onsite scenarios: power outages, suspicious packages, fire safety, traffic/transportation
 - High-risk events & additional planning needs
 - Recovery planning & benefits of mitigation
 - **Case Study Exercise:** Event disruption scenarios (30m)
- **Break** (10m)
- **Module 4: Duty of Care: Medical & Liability**
 - Legal foundations, assumption of risk, informed consent
 - Medical readiness: know your audience & destination, train your staff
 - Incident response: documentation, communication, reporting
 - Privacy & HIPAA, liability issues, waivers, insurance
 - Advanced topics: psychological safety, accessibility, cultural awareness, cybersecurity, insurance deep dive, integration with local authorities
 - **Case Study Exercise:** Medical & liability scenarios (30m)
- **Wrap-Up: Key Themes & Takeaways**
- **Action Plan & Commitments** (15m)
- **Program Summary, DMCP & ADMEI Resources, Next Steps**