



# Contingency and Emergency Planning Workshop



## Are you prepared?

Threats to business operations vary in their degree of severity and can be difficult to predict. But one thing is certain, failure to plan and prepare can result in irrecoverable damage and catastrophic loss. It is therefore essential for businesses to have a reliable plan, to be able to respond effectively, recover quickly and mitigate a potential crisis situation.

The Contingency and Emergency Planning Workshop is designed to provide the tools and techniques to enable businesses and organisations to take a critical look at themselves and ensure their current contingency planning and emergency response structure is fit for purpose.

Throughout this 2-day workshop international highly experienced and qualified instructors will support delegates to:

- Understand the wide range of emergency threats organisations may encounter and need to be prepared for
- Learn how to identify, analyse and prioritise their own organisational vulnerability
- Focus on the components that make effective Contingency and Emergency Response Plans
- Participate/evaluate a live table top exercise scenario
- Understand the principles that should be applied to mitigate the consequences of an incident or threat and optimise the recovery and return to normality
- Recognise the importance of testing, maintaining and validating Contingency and Emergency Response Plans

### Contingency and Emergency Planning Workshop

28 - 29 May 2019

ISTC, Hal Far Road, Malta

€590 + vat  
includes refreshments  
and light lunch

To book your place contact:  
E: [sales@istcollege.com.mt](mailto:sales@istcollege.com.mt)  
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Hal Far Road | Hal Far BBG 3000 | MALTA  
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## Day One

The first day of the workshop will provide an orientation on continuity planning to allow delegates to fully understand the wide range of emergency threats they may encounter and need to be prepared for. The theory that supports business continuity will also be covered together with the tools and systems business can adopt in order to respond effectively.

By the end of the first day delegates will have developed a detailed understanding of the need for emergency planning, teamwork, effective communication channels and a co-ordinated strategy. They will also have begun to identify organisational vulnerability specific to their role.

## Day Two

Day two of the workshop takes a more practical approach and provides delegates with the opportunity to analyse their own organisational threats and create a framework to develop their workplace Contingency Plan.

Our team will be on hand to provide advice and guidance during and after the workshop to support this. During the afternoon on the second day of the workshop, teams will be immersed in a real live table top exercise.

This experience will give delegates to tools and techniques required to plan and conduct future exercises as well as understand the importance of testing and validating plans.

The workshop concludes with an introduction to the Contingency and Emergency Planning forum for Malta followed by a wash up question and answer session.

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