Emergency Preparedness and Business Continuity Planning Training Course



09 - 13 Nov 2026

Tokyo

5800 € (Per Person)

Ref: #HSE8837_47012

Course Introduction / Overview:

In a world of increasing complexity and unpredictability, the ability to prepare for and respond to emergencies is a crucial component of organizational resilience. This comprehensive training course, offered by BIG BEN Training Center, is designed to provide professionals with the strategic and practical skills needed to develop and implement robust emergency preparedness and business continuity plans. The program goes beyond standard safety protocols, focusing on a holistic approach that ensures an organization can maintain essential functions during and after a disruptive event. Participants will learn how to identify potential threats, assess risks, and create a comprehensive framework that includes response, recovery, and communication strategies. This training is for those who are ready to become leaders in safeguarding their organization's future. Drawing on the foundational work of academics like Dr. David Alexander, a leading authority on disaster management and author of "Principles of Emergency Planning and Management," the course provides a solid foundation of theoretical knowledge combined with practical, real-world application. It addresses key topics such as risk assessment, crisis communication, and the human factors in a crisis. BIG BEN Training Center is committed to equipping professionals with the advanced skills necessary to build a resilient and prepared organization.

Target Audience / This training course is suitable for:

- Business continuity managers.
- Emergency response coordinators.
- Risk management professionals.
- HSE managers and directors.
- Operations and facilities managers.
- Corporate security managers.
- IT and disaster recovery specialists.
- Government and public sector officials.

Target Sectors and Industries:

- Oil and gas.
- Finance and banking.
- Manufacturing.
- Healthcare.
- Energy and utilities.
- Information technology.
- Transportation and logistics.
- Government agencies and public services.

Target Organizations Departments:

- Risk management.
- Emergency management.
- Business continuity.
- HSE.
- IT and technology.
- Operations.
- Corporate security.

Course Offerings:

By the end of this course, the participants will have able to:

- Develop a comprehensive emergency preparedness plan.
- Conduct a business impact analysis (BIA).
- Create a business continuity plan (BCP).
- Implement effective crisis communication strategies.
- Establish a clear command and control structure.
- Conduct a risk assessment for various threats.
- Test and exercise emergency plans.
- Ensure organizational resilience and recovery.
- Comply with international standards for business continuity.

Course Methodology:

This training course at BIG BEN Training Center uses a highly practical and hands-on methodology to ensure that participants are prepared for the real-world challenges of a crisis. The program combines clear, detailed lectures with immersive case studies of major global emergencies. This allows participants to analyze real-world scenarios and develop critical problem-solving skills. The core of the course is built around practical workshops where participants will develop a business impact analysis and create a comprehensive business continuity plan. They will practice using tools and techniques for risk assessment and crisis communication. The instructor provides personalized feedback and guidance throughout the program, helping each participant master the core competencies. By focusing on practical application and simulation, BIG BEN Training Center ensures that participants leave with the confidence and skills needed to effectively prepare for and respond to any business disruption.

Course Agenda (Course Units):

Unit One: Foundations of Emergency Preparedness

- Understanding the difference between crisis, emergency, and disaster.
- The business case for preparedness and resilience.
- Key standards and frameworks (e.g., ISO 22301).
- Risk assessment and threat identification.
- Developing a risk register.
- Roles and responsibilities in an emergency.
- The emergency planning cycle.

Unit Two: Business Impact Analysis (BIA)

- Purpose and scope of a BIA.
- Identifying critical business functions.
- Determining recovery time objectives (RTO).
- Establishing recovery point objectives (RPO).
- Data collection and analysis.
- Assessing resource requirements.
- Communicating BIA findings.

Unit Three: Business Continuity Planning (BCP)

- Developing a comprehensive BCP.
- Building a recovery team.
- Creating a communication plan.
- Developing continuity strategies (e.g., alternate sites).
- IT disaster recovery.
- Data backup and restoration.
- Supply chain continuity.

Unit Four: Crisis Communication and Incident Response

- Establishing a crisis command center.
- Implementing an effective crisis communication plan.
- Communicating with employees, stakeholders, and the public.
- Managing social media and public relations.
- Leading an emergency response team.
- First responder collaboration.
- Post-incident review and analysis.

Unit Five: Testing, Training, and Program Management

- Designing and conducting BCP exercises.
- Types of exercises (e.g., tabletop, full-scale).
- Training employees on emergency procedures.
- Auditing the BCP.
- Maintaining and updating the plan.
- The role of leadership in a crisis.
- Creating a culture of resilience.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How can effective emergency preparedness and business continuity planning transform a potential crisis into a strategic opportunity for organizational growth and learning?

What unique qualities does this course offer compared to other courses?

This program stands out by providing an integrated and strategic approach to both emergency preparedness and business continuity. While many courses cover these topics separately, this training offers a holistic view, preparing professionals to manage a crisis from initial response through to long-term recovery. The course's unique quality lies in its practical, hands-on methodology, using a simulated business impact analysis and a comprehensive planning exercise to ensure that the knowledge gained is not just theoretical but immediately applicable. The curriculum also emphasizes the crucial role of communication and leadership in a crisis, teaching participants how to manage people and information during stressful situations. This makes the program a valuable opportunity for professionals to become true leaders in organizational resilience, capable of safeguarding their company's future.