Occupational health and safety

Internal Emergency Plan (POI)

Two days to build or update your site's internal emergency plan: accident scenarios, crisis organisation, response means, alert and liaison with the public emergency services. The work starts from your installations, your risk analysis and your existing procedures, and ends with a tabletop exercise that puts the plan to the test.

Duration : 2 days

Objectives

1. Explain the role of an internal emergency plan and its place among the site's other emergency arrangements
2. Identify the accident scenarios to cover from the risk analysis: fire, explosion, toxic leak, pollution
3. Organise the chain of command, the roles and the action cards of the crisis organisation
4. Check that the human and material response means match the scenarios selected
5. Run an exercise to implement the POI and draw an improvement plan from it

Programme

Day 1 — morning

• Major accident: from the initiating event to the effects on staff, neighbours and the environment

• POI, safety instructions and evacuation plans: who does what, when, at what level

• Input data: risk analysis, hazard studies where they exist, lessons learned

• Choosing the reference scenarios and describing their effects

Day 1 — afternoon

• Typical structure of a POI: activation, alert, organisation, means, stand-down

• Crisis organisation: internal operations director, crisis cell, command post, response teams

• Internal and external alert: call chain, crisis directory, liaison with civil protection and the authorities

• Exercise: the alert chain of a scenario of your site

Day 2 — morning

• Response means: fire-fighting, containment, retention of firefighting water, protective equipment

• Action cards by function and by scenario

• Communication during the crisis: staff, families, neighbours, customers, media

• End of crisis, return to normal and recording the facts

Day 2 — afternoon (workshop)

• Tabletop exercise: running a scenario of your site with the members of the crisis cell

• Observation, timing and debriefing

• POI improvement plan: gaps, updates, exercise programme

• Knowledge test and presentation

Teaching methods

• Work on the plans, risk analysis and procedures of your site

• Writing action cards in sub-groups

• Tabletop exercise with events injected by the trainer

• Lessons learned from published industrial accidents

• Mid-course quiz and final test

Assessment and documents

Mid-course quiz and knowledge test, plus a day+1 learner feedback survey. Numbered training certificate, verifiable online, for each participant; the company receives the training report, the report of the tabletop exercise and the list of updates to make to the POI.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

To train all staff in evacuation, the half-day “Evacuation and Emergency Drills” complements this module. The response teams provided for in the POI train with “Fire Safety — First-Response Fire Team Member” and then “Second-Response Fire Team Member”.

Practical information

Duration	2 days
Audience	Site directors, HSE managers, crisis cell members, production and maintenance managers, response team leaders
Prerequisites	Knowledge of the site’s installations and main risks
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Must our site have a POI?
It depends on your activities, the hazardous products present and the requirements of your permits, your insurers or your customers. The course does not replace this regulatory analysis, but its method applies to any site exposed to a serious accident.

Do we need to have a POI already to attend?
No. A site without a plan leaves with the structure, the scenarios selected and the first action cards. A site that already has one tests it in an exercise and leaves with the list of its updates.

Who should attend?
The site director or their representative, the members planned for the crisis cell, the HSE manager, production and maintenance managers and the leaders of the response teams.

Does the course include a full-scale exercise?
It ends with a tabletop exercise. A full-scale exercise, with evacuation and response, can be prepared with you afterwards; it requires an organisation specific to the site and, where relevant, informing the public emergency services.