MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Safety, Health and Environment (SHE)

Preventing, preparing for and responding to fires

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2751	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Fires affect thousands of companies each year resulting in injury, lost customer trust and building damage. By establishing a fire prevention and preparedness program, you can help avoid injuries to your employees and visitors, costly damages, and potential fines to your business.

Course Outcomes

- Legislative Compliance
- Fire Prevention
- Building Occupancy
- Monitoring & Response
- Equipment Compliance
- Fire Plans
- Fire Wardens
- Fire Drills
- Assembly Areas

Course Outline / Curriculum

Implement a Fire Emergency Evacuation Plan – Emergency response is easier when everyone knows their respective responsibilities. Establish a detailed fire emergency evacuation plan that dictates how to respond, when to respond, and identifies a path of egress. If employees have special needs or require special attention, address these details in the plan.

Establish a Fire Prevention Plan – A fire prevention plan provides facilities with documentation outlining the employees responsible for identifying combustible materials, fire hazards and heat-producing equipment. It also outlines the procedures necessary to prevent potential emergencies. The fire prevention plan should be communicated with all employees and available in writing for review at any time.

Train Team Members – On an annual basis, the Occupational Safety and Health Administration (OSHA) and NFPA require fire extinguisher training for employees. Every employee should receive required training and be briefed on new or updated regulations.

Maintain Emergency and Exit Lights – To ensure paths of egress and exits stay illuminated at all times, implement a routine maintenance plan to check lights and replace broken or burnt out bulbs. In addition, regularly test emergency backup power and exit lights to confirm they are functioning.

Practice Proper Housekeeping Techniques – Daily housekeeping tasks play an important role in keeping facilities clear of fire hazards. Make sure trash and packing materials are in metal containers with tight-fitting lids. Clean up flammable materials immediately, including chemical spills and oil to reduce the risk of fire. Likewise, extra storage and equipment should be in proper storage areas clear of aisles or fire exits and not interfering with automatic sprinkler systems.

Create a Fire Emergency Response Team – Develop a team of individuals who are trained and educated in fire emergency plan procedures and are willing to enforce fire safety and prevention methods throughout the building. The team members will assist others during a fire emergency and help guide people to safety.

Preventative Maintenance – Enlisting a licensed and certified fire protection company provides facility managers with quality inspections, safety tests and repairs to fire protection equipment.

Target Audience

This procedure applies to the Safety, Security, and Emergency Management Department, fire wardens, the BCIT Safety Coordinator, Facilities Services, and others as appointed by the Director of Safety, Security and Emergency Management

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templatesand methods they canapply immediately atwork.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Preventing, preparing for and responding to fires
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____