



Creation of an incident manual, critical incident response plan (incident response plan delete please) & delivery of training and exercising of gold, silver & bronze players within a large scale distillation, bottling & distribution operation in the Dominican Republic.

Introduction

Following a series of video conferences with the senior management of the organisation in April 2014 it was agreed that FIOR should deliver the following planning and training programme within the operational sites at Santa Domingo and Puerto Plata, Dominican Republic.

The programme covered the following key actions:

- The current contingency plan
- The roles and responsibilities of those staff who are expected to lead the response to an incident at Gold, Silver and Bronze levels
- The delivery of training to those Gold, Silver and Bronze leaders was to be completed in a 6 day period by the end of June 2014 including the delivery of a 2 hour table top exercise.
- The development of the local incident plan to cater for specific plans in regard to any foreseen incident (to include earthquakes, hurricane and tropical storm occurrences)
- Comprehensive Incident Manual covering the Initial Response Procedure, Fire & Evacuation, Suspect Bomb Packages and Calls, Earthquakes & Hurricane Plan, & Structured Debrief Process to be completed by 31st July 2014

In addition FIOR were also asked to consider a review of the current **fire safety arrangements** for the operational sites identified. This review will also include the training and operational procedures of the organisations' Fire Team.

Delivery

The delivery of the programme was completed in 3 phases:

- **Phase 1** – Review and audit existing local incident planning and make recommendations to be completed by 23 June 2014
- **Phase 2** – The delivery of a 5 day on site training programme equipping Gold, Silver, Bronze leaders with the ability to deal with both an internal incident, and an incident which requires an IEM (Integrated Emergency Management) approach. This training included the delivery of a 2 hour table top exercise designed to test the initial response plan and the understanding of the roles and responsibilities of Gold, Silver and Bronze players was completed on site between 23-29th June 2014
- **Phase 3** – the Incident Manual was delivered by 31st July 2014

Fees and Charges

FIOR directors successfully delivered the above programme at a cost of 12 working days.



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