# Training Curriculum

# Emergency Training

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# Training

## Emergency Training

**Training Goals:**

The goal is to have an emergency action plan in place that makes employees aware of the procedures that protect them and others from injury during a fire or other emergency. The Institution conducts regular emergency drills so that administrators and staff know what to do and where to proceed during an emergency.

**Environmental and Safety Coordinator Responsibility:**

To ensure that employees are trained to assist in safe and orderly evacuations. They must know the escape routes they are assigned and who they should ask for additional information. Employees must also know how to report fires, hazardous chemical spills, and other emergencies.

**Module A:       Emergency escape procedures**

Describe emergency escape procedures and emergency escape routes.

Contents: Detail and explain the Emergency Action Plan and emergency escape routes (walk the routes) for the various locations in your institution.

- Floor plans or work-area maps clearly define emergency escape routes and the maps are used to convey this information.

- Emergency evacuation procedures should also indicate shelter areas, such as bathrooms that are structurally sound, and the best routes to these areas (You might need to take shelter during a tornado, for example).

Trainer's Notes: Total and immediate evacuation of all employees is not always necessary, a partial evacuation of nonessential employees with a delayed evacuation of others may be appropriate in some circumstances.

Employees must be sure that they know what is expected of them in all such emergencies.

Designate assembly refuges or safe areas for evacuation.

- Make sure the exterior refuges or safe areas are located away from the emergency area and provide sufficient space to accommodate all evacuees.

- Employees should be instructed to move away from the exit doors of the building, and to avoid congregating close to the building where they may hamper emergency operations.

At the time of an emergency, employees should know what type of evacuation is necessary and what their role is in carrying out the plan.


## Module B:        Critical operations

Discuss critical plant operations.


Contents: Describe who is responsible for equipment shut down or other critical emergency requirements for employees staying behind to complete critical assignments.


Trainer's Notes: Create a detailed list of the steps to be taken by those employees who have been selected to remain behind to care for essential operations- if any.


## Module C:        Accounting for people after evacuation

Explain how all people will be accounted for after an emergency evacuation has been completed.


Contents: Make sure the employees understand the importance of the accounting system. Building Coordinators or Department Heads need to be made aware of their responsibilities to do area sweeps and the need to conduct head counts after evacuation.  This is done to inform emergency responders of any missing personnel.


Trainer's Notes: Set up administrative check in and out systems to account for employees who are on rotating, continually moving, or non-routine functions.

## Module D:    Designated rescue and medical personnel

Identify personnel designated to perform rescue and medical duties.  Outline the exact nature of their duties.

Contents: Inform employees in detail on what rescue and medical first aid duties are to be performed and by whom.

- All employees are to be told what actions they are to take in all emergency situations that may be anticipated to occur.

Trainer's Notes: Make sure that these employees have had the appropriate first aid training as well.

## Module E:    Emergency reporting procedures

Discuss emergency reporting procedures.

Contents: Explain the proper chain of command.

Explain who has the authority to call for external help and how to report an emergency. Be sure to include:

- who to notify,
- what phones/contact mechanism to use,
- what numbers to call,
- the location and use of emergency alarms, and participation in evacuation procedures.

Trainer's Notes: All employees should be made aware of special needs employees who may need extra assistance.

- Pull-down alarms, air horn signals and public announcements are possible alarm types.  Make sure to detail the employee notification system and outline the supervised notification system. Note: These systems may overlap depending on the nature of the emergency.

## Module F:    Employee alarm system

Demonstrate the employee alarm system.

Contents: Lecture on the subject and conduct an audible alarm recognition exercise. If a -wide system is not present, lecture on the reporting procedures that are in place

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to notify employees that may not "hear" "local" employee alarm.

Trainer's Notes: A different type of alarm should designate each potential emergency.

## Module G:     Contacts for the emergency action plan

List the names or job titles of persons who can be contacted for more information on the plan.

Contents: Inform employees on who should be contacted for more information when they are given safety information.

Trainer's Notes: Let workers know where they can find a copy of the written emergency action plan.