

**CHAPTER 6**  
**TRAINING**  
**TABLE OF CONTENTS**

PURPOSE..... 6-3  
POLICY ..... 6-3  
INITIAL TRAINING..... 6-3  
ANNUAL/REFRESHER TRAINING..... 6-4  
TRAINING RECORDS ..... 6-5  
EMERGENCY EXERCISES ..... 6-5  
EMERGENCY INCIDENT CRITIQUE ..... 6-6

ANNEX

A – EMPLOYEE EMERGENCY ACTION PLAN REVIEW ..... 6-7

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## CHAPTER 6

### TRAINING

1. PURPOSE. The purpose of this chapter is to establish training guidelines and procedures for implementation, which enhance employee safety awareness and ensure employee emergency preparedness. It is the desire of the *(insert your Division/Department/Agency)* to effectively prepare employees to recognize and anticipate potential hazards, and to act decisively and appropriately during an emergency.

2. POLICY.

a. Policy supporting emergency incident management requirements are contained in *(insert your Division's/Department's/Agency's appropriate policy manual)*.

b. All permanent and temporary employees assigned to this facility will be trained in accordance with procedures contained in this chapter to ensure maximum protection in the event of an emergency.

c. The Emergency Action Plan (EAP) shall be kept at the workplace and be available for each employee to review at any time.

d. *(Insert the name and title of responsible person[s] in your Division/Department/Agency)* will annually review and revise the *(insert your Division/Department/Agency)* EAP. The manager/supervisor will review the EAP annually, and assign staff to update the plan when necessary. Additionally, managers/supervisors shall provide suggestions, corrections, and/or additions to *(insert the name and title of responsible person[s] in your Division/Department/Agency)* for annual updates.

e. *(Insert the name and title of designated person[s] in your Division/Department/Agency)* shall conduct an annual evacuation exercise of the *(insert your Division/Department/Agency)* facility.

3. INITIAL TRAINING.

a. *(Insert your Division/Department/Agency)* managers/supervisors shall be responsible for providing initial emergency evacuation and escape training to all employees. The manager/supervisor shall ensure that safe and orderly evacuation procedures are followed by *(insert your Division/Department/Agency)* employees, whether during a drill or in an actual emergency. The manager/supervisor shall be

responsible for training assigned employees in proper emergency reporting and notification procedures, work location evacuation routes, and employee accountability reporting.

b. Managers/supervisors shall ensure that employees know the location of employee assembly areas once they have been evacuated from the building. The manager/supervisor shall assign specific duties to selected personnel to assist with the emergency planning process and evacuations.

c. The manager/supervisor, or the designated alternate, shall advise each employee of the employees responsibilities under the plan at the following times:

(1) When the plan is initially developed.

(2) Whenever the employee's responsibilities, or designated actions under the plan, change.

(3) Whenever the plan has been revised.

(4) Managers/supervisors shall also ensure that all employees have read and understand the provisions of the EAP. An Employee Emergency Action Plan Review (refer to Chapter 6, Annex A), shall be completed and signed by each employee subsequent to new-employee orientation. Managers/supervisors shall maintain a file containing records of all initial and refresher training given to employees.

#### 4. ANNUAL/REFRESHER TRAINING.

a. The manager/supervisor shall ensure that each (*insert your Division/Department/Agency*) employee reviews the EAP annually. After each review, the Employee Emergency Action Plan Review shall be signed and dated by the employee and his/her immediate supervisor/manager.

b. If any changes are made to the EAP, managers/supervisors shall ensure that all employees review the amended portion of the plan, and initial and date their Employee Emergency Action Plan Review in the appropriate space to indicate that they have reviewed and understand the changes. If necessary, additional training shall be provided to employees.

5. TRAINING RECORDS.

a. *(Insert the name and title of responsible person(s) in your Division/Department/Agency)* shall maintain records of all emergency evacuation exercises conducted at this facility.

b. The Employee Emergency Action Plan Review may be placed and maintained in the employee's secondary personnel folder, or shall be placed and maintained in a common binder in the command's file. Should the binder option be utilized, the manager/supervisor shall ensure that the Employee Emergency Action Plan Review is forwarded with the employee's personnel file should a transfer occur.

6. EMERGENCY EXERCISES.

a. Emergency exercises are conducted for the purpose of testing personnel understanding of the EAP, and to enhance their proficiency in implementing the plan under simulated emergency incidents.

b. *(Insert the name and title of responsible person[s] in your Division/Department/Agency)* is charged with the responsibility to conduct an annual evacuation exercise of the facility. All managers/supervisors are encouraged to develop "work location" exercises and discussions to enhance employee emergency preparedness and safety.

c. Emergency exercises are the best method of training personnel to manage emergency incidents. Exercises allow personnel to become thoroughly familiar with policy and procedures contained in the EAP. The following types of exercises will assist managers/supervisors with their emergency planning efforts:

(1) Table-Top Exercise. A table-top exercise is an interactive discussion of hypothetical situations presented by the exercise leader, and possible responses proposed by exercise participants. This type of exercise is a convenient method to evaluate existing policies, procedures, and management strategies.

(2) Functional Exercise. Functional exercises are performance-oriented and simulate the management of an actual emergency (e.g., evacuation drills, fire drills, earthquake duck, cover, and hold exercises). This strategy will build employees' confidence and stimulate interest. Exercise performance should be evaluated by a separate, dedicated group of evaluators, with the intent of using this knowledge in subsequent EAP revisions.

7. EMERGENCY INCIDENT CRITIQUE.

a. Subsequent to an emergency which necessitated the evacuation of *(insert your Division/Department/Agency)* employees, *(insert name and title of responsible person[s] in your Division/Department/Agency)* shall prepare an After Action Memorandum and forward it through channels to the appropriate manager/supervisor who evaluates and critiques the performance of *(insert your Division/Department/Agency)* employees during the evacuation.

b. Employees directly involved in post-emergency planning activities should participate in the preparation of the After Action Memorandum. The manager/supervisor shall take necessary steps to ensure that appropriate changes are made to the EAP when the critique of an emergency incident discloses any inadequacies. If any changes are made to the EAP, the manager/supervisor shall ensure that all employees review the amended plan, and initial and date their Employee Emergency Action Plan Review in the appropriate space to indicate that they have reviewed and understand the changes. If necessary, additional training shall be provided to employees who do not perform in accordance with existing policy and/or procedures.

**ANNEX A**

**EMPLOYEE EMERGENCY ACTION PLAN REVIEW**

*(Insert a copy of your Divisions/Departments/Agencies Employee Emergency Action Plan Review checklist.)*