



Conduct Emergency Training

Everyone who works at or visits the facility requires some form of emergency-related training. This could include periodic employee discussion session to review procedures, technical training in equipment use for emergency responders, evacuation drills, and full-scale exercises. In this section, review basic considerations for developing a training plan.

Planning Considerations

Assign responsibility for developing an emergency-related training plan. Consider the training and information needs for employees, contractors, visitors, managers, and those with an emergency response role identified in the plan.

- Determine for a 12 month period:
 - Who will be trained?
 - Who will do the training?
 - What training activities will be used?
 - When and where will each session take place?
 - How will the session be evaluated and documented?

- Use a training drills and exercises chart to schedule training activities or create one of your own. See the sample from the FEMA Emergency Management Guide on the following page.

- Consider how to involve community responders in training activities.

- Conduct reviews after each training activity. Involve both personnel and community responders in the evaluation process.

Training Activities

Training for emergency planning efforts can take many forms.

Type of Training	Description
Orientation and education Session	These are regularly scheduled discussion sessions to provide information, answer questions, and identify needs and concerns.
Tabletop Exercise	Members of the emergency management group meet in a conference room setting to discuss their responsibilities and how they would react to emergency scenarios. This is a cost-effective and efficient way to identify areas of overlap and confusion before conducting more demanding training activities.
Walk-Through Drill	The emergency management group and response teams actually perform their emergency response functions. This activity generally involves more people and is more thorough than a tabletop exercise.
Functional Drills	These drills test specific functions such as medical response, emergency notifications, warning and communications procedures and equipment, though not necessarily at the same time. Personnel are asked to evaluate the systems and identify problem areas.
Evacuation Drills	Personnel walk the evacuation route to a designated area where procedures for accounting for all personnel are tested. Participants are asked to make notes as they go along of what might become a hazard during an emergency, e.g., stairways cluttered with debris, smoke in the hallways. Plans are modified accordingly.
Full-Scale Exercise	A real life emergency situation is simulated as closely as possible. This exercise involves company emergency response personnel, employees, management, and community response organizations.

Training Drills and Exercises

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Management Orientation/Review												
Employee Orientation/Review												
Contractor Orientation/Review												
Community/Media Orientation/Review												
Management Tabletop Exercise												
Response Team Tabletop Exercise												
Walk-Through Drill												
Functional Drill												
Evacuation Drill												
Full-Scale Exercise												