

Emergency Action Plan and Fire Prevention Plan Training

603.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training in support of the Blue Ridge Fire District Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) in a manner consistent with *state regulations* for all Blue Ridge Fire District facilities (29 CFR 1910.38(e); 29 CFR 1910.39(d); AAC § R20-5-602).

603.2 POLICY

It is the policy of the Blue Ridge Fire District to provide training to all members regarding the EAP and FPP.

603.3 TRAINING GUIDELINES

The EAP and FPP training shall include, but is not limited to:

- (a) A review of the district's EAP and FPP including any information specific to each member's workplace or assignment.
- (b) Information on where written copies of the EAP and FPP are located and how members may review the plans.
- (c) The district shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of members and visitors in the event of an emergency.
- (d) The district shall advise each member of his/her responsibility under the plans at the following times:
 1. Initially when the plans are developed
 2. Whenever the member's responsibilities or designated actions under the plans change
 3. Whenever the plans are changed
- (e) The district shall review with each member upon initial assignment those parts of the EAP and FPP that the member must know to protect the member in the event of an emergency.

603.4 TRAINING COORDINATOR RESPONSIBILITIES

The Training Coordinator shall be responsible for developing and scheduling the district's EAP and FPP training. The Training Coordinator shall maintain records of all EAP and FPP training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.

Emergency Action Plan and Fire Prevention Plan Training

- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Training Coordinator should maintain the training records in accordance with established records retention schedules.