

## **EMERGENCY PLANNING AND RESPONSE COURSE**

**Duration: 2 Days (16 hours), Part 1 and Part 2 will be 8hrs each day.**

**Prerequisites: None**

**Overview:** Employers and their employees must know when to plan for an emergency, recognize what type of emergency, notify others and emergency first responders (911), and know how to respond to each emergency event or situation. Employers will learn that evacuation routes and emergency exits doors must be well-known to employees, visitors, contractors etc. Building floor plans should be clearly visible and displayed throughout a facility.

A Safety/Emergency Coordinator is responsible for the safety of all employees and visitors inside a building. The Coordinator will provide training on how to prepare and respond to emergencies and evacuations. A Safety Liaison or floor warden would be train by the Coordinator. The Safety Liaison is responsible for listening to the Safety Coordinator emergency announcements and moving people to safety or station people out of the danger areas.

### **Course Topics:**

- Potential types of emergencies
- Reporting past practice and procedures
- Alarm and Security evaluation
- Evacuation plans and Shelter in place procedures.
- Developing your emergency action plan
- Construction into the workplace that affect evacuation routes;
- Changes to the layout or design of the facility
- When to revise or update your emergency procedures.
- Use of various types of fire extinguishers
- First aid, CPR and AED
- OSHA standards and available training resources
- Search and emergency rescue procedures

**Note:** Training is structured to provide classroom and hands-on training. Topics will be covered in the classroom and reinforced with practical scenarios and course exam.