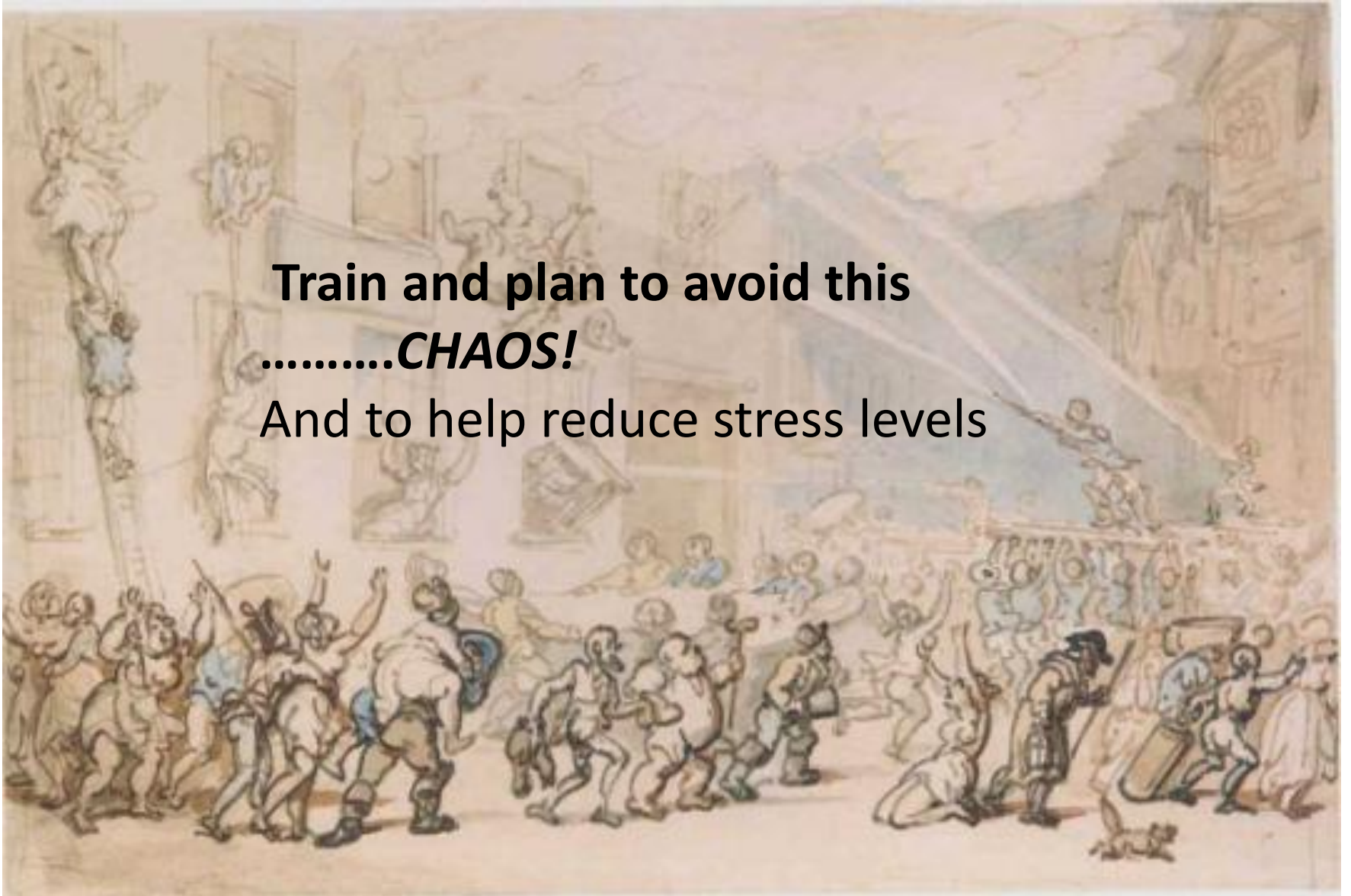


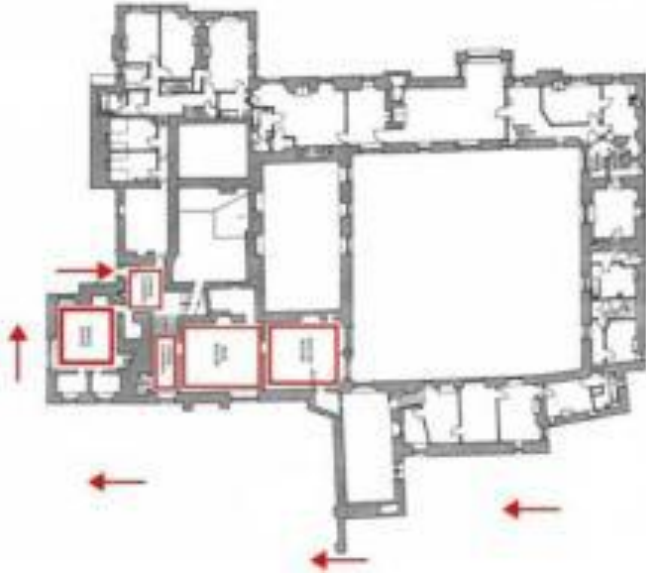
# Training for Emergency Plans and Procedures

**Train and plan to avoid this**  
**.....CHAOS!**  
**And to help reduce stress levels**



# TRAINING PLAN AND PROGRAMME

1. Identify skills and knowledge that need to be acquired
2. Identify who needs to know what
3. Identify trainers and budgets
4. Prepare training resources
5. Draw up training programme and identify ways to assess effectiveness
6. Draw up review process
7. Deliver training programme



**Use Emergency floor plans**

**Annual inventory checks**

Introductory salvage handling session

Location and Contents of the store & regional trailer

**Table top exercises**

**Issue and make use of the Fold Up Salvage Sheet**

**Train in in-situ protection**

**Negotiate the building in the dark**

**Emergency routes**

**Communications**

***“Walk the Course” – have a drill***

# **BENEFITS OF EXERCISES/TRAINING:**

- Tests the plan – Ensures it is frequently updated**
- Develops staff/team – Knowledge, confidence, flexibility**
- Can help to reduce and manage stress**
- Develops links with other colleagues/ organisations**
- Highlights areas of weakness in procedures**
- Ultimately minimises impact of disaster/ mitigates losses**