**Conduct Drills and Exercises**

The following timeline indicates when training and drills for employees will take place.

* Management Orientation - Review
  + <Month><Year>
* Employee Orientation
  + <Month><Year>
* Contractor Orientation
  + <Month><Year>
* Community - Media Orientation
  + <Month><Year>
* Management Tabletop Exercise
  + <Month><Year>
* Response Team Tabletop Exercise
  + <Month><Year>
* Walkthrough Drill
  + <Month><Year>
* Functional Drills
  + <Month><Year>
* Evacuation Drill
  + <Month><Year>
* Full-scale Exercise
  + <Month><Year>

**Train Employees**

All employees are required to actively follow this policy for their own health and well-being. encourages its employees to take a proactive approach in identifying potential hazards by promptly reporting them to their supervisors.

New hire and periodic employee training will be offered. All employees are required to actively participate in identifying training needs as well as program development. Programs will consist of education sessions, drills and exercises. General training for all employees will address:

* Individual roles and responsibilities
* Information about threats, hazards and protective actions
* Notification, warning and communication procedures
* Means for locating family members in an emergency
* Emergency response procedures
* Evacuation, shelter and accountability procedures
* Location and use of common emergency equipment
* Emergency shutdown procedures

Business continuity planning requires special risk management controls. Risks associated with emergency evacuation and a subsequent shutdown can be minimized if users take basic safety precautions.

Employees will be taught to:

* Familiarize themselves with the emergency evacuation plan
* Know the pathway to at least two alternative exits from every room or area at the workplace
* Recognize the sounds or signaling method of the fire and evacuation alarms
* Know who to contact in an emergency and how to contact them
* Know how many desks or cubicles are between a workstation and two of the nearest exits to facilitate escape in the dark, if necessary
* Know where the fire and evacuation alarms are located and how to use them
* Report any damaged or malfunctioning safety systems and backup systems

Opportunity to practice these skills will be provided at least annually. Members of the Emergency Management Team and the Incident Commander will receive additional training.