Design Document

Purpose	Due to non-compliance and based on needs assessment, business X asked for a general guide on how to write emergency plans. Because business X is a large divisional entity, providing the way forward needed to be generic and a buy-in objective was requested.
Target Audience	Directors and Department Managers
Training Time	15 to 20 minutes
Training Recommendation	1 e-Learning course • Course will contain general overview of common business emergencies • For requested learner buy-in, an emergency plan benefits objective will be added • This course is a broad overview of emergency plans. A more specialized training should follow based on learner's specific area of business.
Deliverables	One e-Learning course • Created in Storyline • Includes voice over narration • OSHA emergency plan references in resources • Two knowledge checks • Final evaluation
Learning Objectives	Participant will be able to: • Identify common emergencies • Identify benefits of emergency plans • Recognize impact to people, property and business • Explain the process of developing emergency plans

Training Outline	• Common Emergencies
	   o Fire
	   o Medical
	   o Law Enforcement
	   o Natural Disaster
	   o Technological
	• Benefits of emergency plans
	   o Conserve limited resources
	   o Limit further damage or injury
	   o Limit or avoid negative media

- o Limit Liability
- o Meet regulatory requirements
- Entities impacted by emergencies- People, Property, Business
  - o People
    - Groups to consider
    - What to consider
    - Prevention
  - o Property
    - Buildings
    - Grounds
    - Prevention
  - o Business
    - Components
    - Operational Continuity
    - Prevention
- Steps to creating an effective emergency plan
  - o Identify
  - o Prioritize
  - o Evaluate
  - o Create
  - o Implement
  - o Train
  - o Review
- Summary
- Final Evaluation

Evaluation Plan	- Two Knowledge checks using drag and drop and visual multiple choice - Four question assessment evaluating learners' retention of the knowledge - Learners must score 75% to pass - Questions will include a hotspot interactivity, multiple answer, drag and drop, and a process drag and drop.