

Developing an Emergency Plan For Your Workplace—Design Document

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| Business Purpose | <p>There are over 1 million small businesses in Pennsylvania. Together, these businesses employ about 50% of the state's private workforce. Small businesses play a crucial role in Pennsylvania's state and local economies and account for over 99% of all businesses in the state. Thus, it is imperative that small business owners are equipped with the knowledge and resources they require to operate successfully.</p> <p>Emergencies can take many forms and the financial costs of rebuilding after a disaster can be devastating. Preparing in advance for emergencies puts small business owners in a better position to recover and continue to operate in the event of a major emergency, which in turn benefits state and local economies.</p> |
| Target Audience | The primary target audience is small business owners who will be operating out of a commercial building site in the state of Pennsylvania. |
| Training Time | 25-30 minutes based on the number of slides and the complexity of content. |
| Training Recommendation | This course should be developed as an eLearning course given its broad applicability to small business owners across Pennsylvania. The course will focus on general steps that are relevant regardless of a client's geographical location or regulatory jurisdiction. The self-paced course will include interactive slides and assessments with audio voiceover. |
| Deliverables | <ul style="list-style-type: none">• 1 storyboard with audio script• 1 eLearning course<ul style="list-style-type: none">◦ developed in Articulate Storyline◦ includes voiceover narration◦ knowledge checks included after each major topic with feedback provided for incorrect answers (when applicable)◦ final graded assessment |
| Learning Objectives | <p>By the end of this course, you will be able to:</p> <ul style="list-style-type: none">• Identify reasons why having an Emergency Plan is important for your business• List the major types of emergencies a business may face• Describe the phases of emergency preparedness in the workplace• Outline the steps your company needs to take to develop an Emergency Plan |

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| Training Outline | <ul style="list-style-type: none">• Introduction<ul style="list-style-type: none">◦ Welcome◦ Navigation◦ Purpose<ul style="list-style-type: none">- why develop an emergency plan in the first place?◦ Learning Objectives• Topic: Benefits of Having an Emergency Plan<ul style="list-style-type: none">◦ Key benefits<ul style="list-style-type: none">- conserve resources- limit further damage/injury- limit/avoid negative publicity- limit liability- meet regulatory requirements- minimize employee downtime◦ Professional responsibility of business owner◦ <i>Knowledge Check</i>• Topic: Types of Workplace Emergencies<ul style="list-style-type: none">◦ Fire<ul style="list-style-type: none">- arson, electrical overload, smoking, employee carelessness◦ Natural disasters<ul style="list-style-type: none">- flood, hurricane, tornado, earthquake, severe storms, high winds◦ Technology-related<ul style="list-style-type: none">- power outages, loss of utilities, data/information theft, systems/equipment failure◦ Crime-related<ul style="list-style-type: none">- robbery, burglary, assault, muggings, shootings, murder◦ <i>Knowledge Check</i>• Topic: Phases of Emergency Preparedness<ul style="list-style-type: none">◦ Prevention<ul style="list-style-type: none">- following building/zoning codes, protective shutters, surveillance◦ Preparation<ul style="list-style-type: none">- mutual aid agreements, first aid trainings◦ Response<ul style="list-style-type: none">- employee training, minimizing damage and downtime, prioritizing safety◦ Recovery<ul style="list-style-type: none">- can employees temporarily work off-site? |
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| | <ul style="list-style-type: none"> - can employees work from home? ◦ <i>Knowledge Check</i> <p>• Topic: Steps to Developing an Emergency Plan</p> <ul style="list-style-type: none"> ◦ Identify High Risk Areas <ul style="list-style-type: none"> - list of most likely emergencies, eliminate avoidable hazards, safety training ◦ Evaluate and Prioritize Risks <ul style="list-style-type: none"> - weather, geography, property arrangement, property infrastructure ◦ Create the Plan <ul style="list-style-type: none"> - plan should detail prevention, detection, communication, evacuation, containment, recovery, public relations ◦ Train and Drill Employees <ul style="list-style-type: none"> - distribute plan, sponsor training, simulate emergencies and test plan ◦ Review and Revise Plan <ul style="list-style-type: none"> - purchase additional supplies and equipment, keep plan current, revisit every 2-3 years ◦ <i>Knowledge Check</i> <p>• Assessment</p> <ul style="list-style-type: none"> ◦ Summary <ul style="list-style-type: none"> - review of learning objectives ◦ Quiz ◦ Results <ul style="list-style-type: none"> - learner options for quiz review and quiz retake ◦ Congratulations |
| Assessment Plan | <ul style="list-style-type: none"> • Final graded quiz <ul style="list-style-type: none"> ◦ 5 questions <ul style="list-style-type: none"> - 1 question that aligns with each learning objective (4 total) - 1 question covering professional responsibility ◦ variable question format (multiple choice, true/false, matching, sequencing) ◦ learner must score 80% to pass ◦ unlimited attempts to pass |