# Module Title: Developing an Emergency Plan for Your Workplace

**Target Audience:** Small business owners who will be operating out of a commercial building site in the state of Pennsylvania.

**Learning Objectives**:

1. Identify reasons why having an Emergency Plan is important for your business
2. List the major types of emergencies a business may face
3. Describe the phases of emergency preparedness in the workplace
4. Outline the steps your company needs to take to develop an Emergency Plan
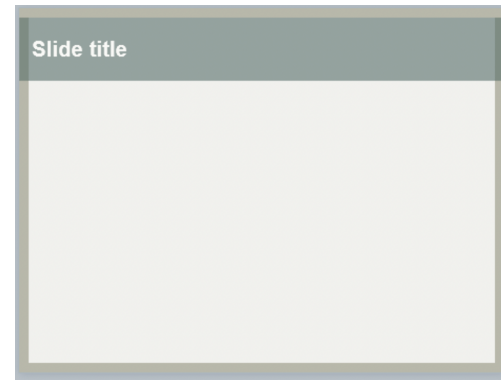
**Seat Time:** 25-30 minutes

**Outline:**

- Welcome
- Navigation
- Introduction/Purpose
- Learning Objectives
- Benefits of Having an Emergency Plan
- Knowledge Check
- Types of Workplace Emergencies
- Knowledge Check
- Phases of Emergency Preparedness
- Knowledge Check
- Steps to Developing an Emergency Plan
- Knowledge Check
- Summary
- Quiz
- Results
- Congratulations

**Color Palette:**

| 9F4A54 | 586F6B | B8B8AA | F1F1EE | FFFFFF |
|---|---|---|---|---|

**Standard Slide Layout:**

Slide title

**Font:** Arial

**Avatar:** one female avatar dressed in business casual attire who narrates the course

**Global comments:**

• Unless otherwise noted, all slides will follow the standard slide layout and use the custom color palette

• Text on dark backgrounds should be white; text on light backgrounds should be black or a dark palette color; titles and headings will be bolded for emphasis

• Assets on the slide should stay within the boundary of the light-colored rectangle so that the darker background frame is visible

• Use the Classic Player in Storyline; the seekbar will be visible and controllable for learner on all slides and layers containing audio

• The Player Menu will be visible on the left

• Slide numbers with letters (ex 1.7a) indicate layers for the corresponding slide number

• Text within [brackets] will not appear on the slides or be recorded in the Voiceover (VO)

• **Correct answers** for Knowledge Checks and Quiz questions are indicated in the Storyboard with **bold** type.
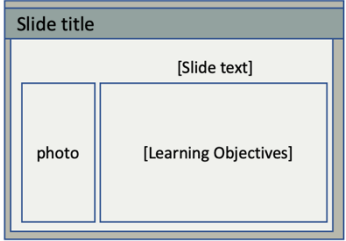
**Directions:**

**Reviewers:** Please use the Review function in Microsoft Word to leave feedback on this document. Pay careful attention to the **slide text** and **narration** columns to confirm **clarity, accuracy,** and **completeness**. If you would like to make specific changes to audio or text, please include it exactly as you'd like it to appear.

| Slide 1.1/ Menu Title: Welcome | | | |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Standard Slide Layout but no text in the green title bar<br><br>Background image: photo of a closeup of a person writing a checklist in a notebook; image is semi-transparent and completely covers the light-colored rectangle so only the darker "frame" is showing. The green title bar sits on top of the image. | [Slide Title]<br>**Developing an Emergency Plan for Your Workplace**<br><br>[Subtitle]<br>*A Guide for New Business Owners*<br><br>[Buttons]<br>START<br>NAVIGATION | Welcome to this course on Developing an Emergency Plan for Your Workplace. Being prepared in advance of an emergency can save valuable time, resources, and lives.  This training will provide new business owners with an overview of the emergency planning process and will highlight the major steps involved in creating an effective workplace emergency plan. If you are ready to begin, click on the start button. If you would like to watch a navigation | The title rectangle will enter with a "grow" animation that is timed with VO.  The subtitle fades in directly after the title rectangle animation completes.<br><br>The custom start and navigation buttons fade in at the same time timed with VO. Navigation button will jump to next slide (1.2) |

| | | | |
|---|---|---|---|
| Slide title, custom start, and custom navigation buttons are each set in rectangles of the same color.<br><br>Subtitle is smaller than title text, italicized, and in a contrasting palette color.  Text is not within a shape. It is in the middle of the slide with the main title rectangle above and the custom buttons below it. | | tutorial first, click on the navigation button. | Start button will jump to slide 1.3 |

**Notes:** The Player Previous and Next buttons are disabled on this slide. Learner will use custom buttons to progress.

## Slide 1.2/ Menu Title: Navigation

| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
|---|---|---|---|
| Background image: closeup photo of a compass; image is semi-transparent so it does not compete with other slide assets and completely covers the light-colored rectangle so only the darker "frame" is showing. The green title bar sits on top of the image.<br><br>Instructions are within a colored rectangle that is centered on the slide.<br><br>Arrows the same color as the instructions rectangle point to player features. | [Slide Title]<br>**Navigation**<br><br>[Instructions]<br>These buttons will help you navigate the course. | To move backward and forward in the course, select the previous and next buttons.  If you would like to adjust the sound, select the sound button.   If you would like to replay an entire slide, select the replay button, or adjust the seekbar at any time to review a portion of the slide. If you need to pause the course, press the play/pause button. If you want to navigate to a different section of the course, select the topic from the menu on the left.<br><br>Let's get started.  Select the next button to continue. | Arrows will fade in timed with their references in the VO.<br><br>When the VO says "Let's get started…" all arrows except the one pointing to the next button will fade out. |

**Notes:** Previous and next buttons are available during the entire duration of the VO so the learner can advance when they choose to.

| Slide 1.3/ Menu Title: Introduction | | | |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Background image: photograph of a multistory office building; image is semi-transparent so it does not compete with other slide assets and completely covers the light-colored rectangle so only the darker "frame" is showing. The green title bar sits on top of the image.

Slide text is on slide at the beginning in a text box that sits just below the green title bar.

Avatar has 3 poses: listening; thinking; explaining. She is facing the learner is all 3 poses.

Avatar is located on far right of the slide in front of the photo background.

The slide begins with the avatar in the listening pose, changes to the thinking pose when questions appear in thought bubbles, and then changes to the explaining pose when the VO says "The goal of emergency planning is…" | [Slide Title] **Introduction**

[Slide text] Building a Workplace Emergency Plan may seem like an odd expectation…

[Avatar thought bubbles] [1] How can I plan for something when I don't know what is coming? [2] How can I protect my employees and my company from the unexpected?

[Avatar captions] [1] The goal of Emergency Planning is to minimize the impact of an emergency to a company's infrastructure, employees, and business operations. [2] Let's see how you can accomplish this! | Building an Emergency Plan may seem like an odd expectation, and you may have questions like:

How can I plan for something when I don't know what's coming? Or, how can I protect my employees and my company from the unexpected?

The goal of emergency planning is to minimize the impact of unforeseen circumstances to a company's infrastructure, employees, and business operations.

Let's see how you can accomplish this for your business! Select the next button to continue. | The slide text fades out as the first thought bubble fades in.

Thought bubbles and captions fade in and out timed with the VO. |
| **Notes:** Player next button is hidden until VO completes on slide. | | | |

| Slide 1.4/ Menu Title: Learning Objectives | | | |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Image: vertically oriented stock photo on left side of slide that represents "goals". <br><br>Learning objectives appear as bullet points to the right of the photo and the slide text is centered above them.<br><br>Slide title<br>[Slide text]<br>photo  [Learning Objectives] | [Slide Title]<br>**Learning Objectives**<br><br>[Slide text]<br>By the end of this course, you will be able to:<br><br>[Learning Objectives]<br>• Identify reasons why having an Emergency Plan is important for your business<br>• List the major types of emergencies a business may face<br>• Describe the phases of emergency preparedness in the workplace<br>• Outline the steps your company needs to take to develop an Emergency Plan | After completing this course, you will be able to: 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; and outline the steps your company needs to take to develop an Emergency Plan.<br><br>Click the next button to continue. | Learning objectives fly in from bottom of slide one by one timed with the VO. |

**Notes:** Player next button is hidden until VO completes on slide.

| Slide 1.5/ Menu Title: Benefits of Having Emergency Plan | | | Learning Objective #1 |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |

| Visual / Display | Slide Text | Narration / Voiceover | Animation / Interaction |
|---|---|---|---|
| The slide begins with Slide Text 1 visible on the slide. The text is just below the green title bar.<br><br>Each Reason is set within its own rectangle. Reasons 1, 3, and 5 are the same palette color; reasons 2, 4, and 6 are a contrasting palette color.<br><br>Slide Text 2 and the instructions will fade in at the bottom of the slide. | [Slide Title]<br>**Benefits of Having an Emergency Plan**<br><br>[Slide Text 1]<br>There are many reasons why your company should develop an Emergency Plan:<br><br>[Reasons]<br>[1] To conserve limited resources<br>[2] To limit further damage or injury<br>[3] To limit or avoid negative publicity<br>[4] To limit your liability<br>[5] To meet regulatory requirements<br>[6] To minimize employee downtime<br><br>[Slide Text 2]<br>As a business owner, it is YOUR professional responsibility! | Your company should develop an Emergency Plan for many reasons. These include conserving limited resources, limiting further damage to your building or injury to your employees and visitors, mitigating negative publicity, limiting your liability, to meet federal, state, and local regulatory requirements, and to minimize employee downtime so they can return to work safely after an emergency.<br><br>Part of being a responsible employer is protecting your organization, employees, customers, and vendors from emergencies.<br><br>Click next to continue. | Reasons will fly in from either the right or left of the screen one by one to form a list that is centered on the slide. The reasons will alternate amination direction: reasons 1, 3, and 5 will fly in from the right while reasons 2, 4, and 6 will fly in from the left.<br><br>The fly in animations will be timed with the VO references to each reason.<br><br>Slide Text 2 will fade in timed with the VO. |

**Notes:** Player next button is hidden until VO completes on slide.

| Slide 1.6/ Title: Knowledge Check  [hidden from menu] | | | Learning Objective #1 |
|---|---|---|---|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |

| | | | |
|---|---|---|---|
| The standard slide layout is modified by the addition of a narrow, horizontal green stripe at the bottom of the slide. There is a question mark icon in the top green title bar on the far right side.<br><br><br><br>The question appears within the light-colored rectangle. The question text appears larger than the answer choices, which are shown below the question. | [Slide Title]<br>**Knowledge Check**<br><br>[Question]<br>Having an Emergency Plan for your business is only useful to meet regulatory requirements from government agencies.<br><br>[Answer Choices]<br>True<br>**False**<br><br>[Instructions]<br>Click the submit button after you choose your answer.<br><br>[Correct Feedback Layer]<br>That's right! You selected the correct response.<br><br>[Incorrect Feedback Layer]<br>There are many reasons to develop an Emergency Plan for your business! | Let's check what you've learned so far:<br><br>True or false? Having an emergency plan for your business is only useful to meet regulatory requirements from government agencies. | When the learner clicks submit, it will show either the correct or incorrect feedback layer. |

**Notes:** The learner gets one attempt to get the correct answer since there is a 50/50 chance of success. When the learner clicks Continue on the feedback layer, the slide will advance to Slide 1.7.

| Slide 1.7/ Menu Title: Categories of Emergencies | | | Learning Objective #2 |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Four identically sized rectangles are centered on the slide in a 2x2 arrangement.<br><br>Each rectangle contains a photo: one to represent "fire"; one to represent "natural disasters"; one to represent "data theft" and one to represent "crime". These rectangles represent the front of a "flip card". | [Slide Title]<br>**Workplace Emergencies**<br><br>[Slide text]<br>Click on each card to see examples of each type of workplace emergency.<br><br>[Instructions]<br>Select the next button to continue. | Your Emergency Plan should outline how employees should respond to different types of workplace emergencies. Click on each card to see examples of the types of emergencies that may arise.<br><br>When you are finished viewing the cards, select the next button to continue. | Photo cards have hover states. Clicking each card will send the learner to a different layer.<br><br>Learner is restricted from clicking on flip cards until base layer VO completes.<br><br>Learner can click cards in any order until text is revealed on all four cards.<br><br>Instructions will fade in at the bottom of the slide after the learner visits all four layers. |
| **Notes:** Base layer remains visible at all times, giving the appearance that the cards are being flipped over one at a time.  The next button is hidden until the text on all four cards is revealed. | | | |

| Slide 1.7a | | | |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| A single white rectangle is placed precisely over the "fire" photo on the base layer.  The rectangle has a black outline to simulate the edges of a "card".<br><br>The rectangle contains all of the layer text. | [Card Title]<br>**Fire**<br><br>[Card text]<br>- arson<br>- electrical overload<br>- smoking<br>- staff inattention when performing certain tasks | Examples of emergencies involving fires include arson, overloading electrical circuits, smoking, and employee carelessness when performing tasks involving open flames. | This layer corresponds to the "Fire" photo card.<br><br>A swivel animation on the rectangle containing the text will give the illusion that the card is being "flipped" when the user clicks the photo on the base layer. |

| There is a small flame icon on the card. | | | |
| --- | --- | --- | --- |

| **Slide 1.7b** | | | |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Same visual layout as 1.7a, but rectangle is placed over "natural disaster" photo on base layer.<br><br>There is a small tornado icon on the card. | [Card Title]<br>**Natural Disasters**<br><br>[Card text]<br>- floods<br>- hurricanes<br>- tornadoes<br>- earthquakes<br>- severe storms<br>- high winds | There are many types of natural disasters that could impact your workplace, depending upon where your business is located.  These include flooding, hurricanes, tornadoes, earthquakes, and damage from severe storms or high winds. | This layer corresponds to the "Natural Disaster" photo card.<br><br>**Same animations as 1.7a** |

| **Slide 1.7c** | | | |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Same visual layout as 1.7a, but rectangle is placed over "technology" photo on base layer.<br><br>There is a small computer icon on the card. | [Card Title]<br>**Technology-related**<br><br>[Card Text]<br>- power outages<br>- loss of utility services<br>- data/information theft<br>- systems or equipment failure | Technology-related emergencies include major power outages, loss of utility services, data/information theft and systems or equipment failures. | This layer corresponds to the "Technology related" photo card.<br><br>**Same animations as 1.7a** |

| **Slide 1.7d** | | | |
| --- | --- | --- | --- |
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |

| Same visual layout as 1.7a, but rectangle is placed over "crime" photo on base layer. | [Card Title] **Crime-related** | Some emergencies arise due to illegal activities such as robberies, burglaries, assaults, muggings, shootings, or murder. | This layer corresponds to the "Crime-related" photo card. |
| --- | --- | --- | --- |
| There is a small handcuffs icon of on the card. | [Card Text]<br>- robbery<br>- burglary<br>- assault<br>- muggings<br>- shootings<br>- murder | | **Same animations as 1.7a** |

| Slide layout is the same as Slide 1.6 | [Slide Title] **Knowledge Check**<br><br>[Question]<br>An Emergency Plan should only train employees on at to do if there is a natural disaster while they are at work.<br><br>[Answer Choices]<br>True<br>**False**<br><br>[Instructions]<br>Click the submit button after you choose your answer. | It's time for a knowledge check. True or False?  An Emergency Plan should only train employees on what to do if there is a natural disaster while they are at work. | When the learner clicks submit, it will show either the correct or incorrect feedback layer. |
| --- | --- | --- | --- |

| | [Correct Feedback Layer]<br>That's right! You selected the correct response.<br><br>[Incorrect Feedback Layer]<br>An Emergency Plan should prepare employees for emergencies related to fire, natural disasters, technology, and crime. | | |
|---|---|---|---|

**Notes:** The learner gets one attempt to get the correct answer since there is a 50/50 chance of success. When the learner clicks Continue on the feedback layer, the slide will advance to Slide 1.9.

| Slide 1.9/ Menu Title: Phases of Emergency Preparedness | | | Learning Objective #3 |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Nearly the entire slide is taken up by an accordion interaction.<br><br>Four tabs displaying the tab titles take up about 1/3 of the accordion area. Titles are displayed vertically in reverse order left to right (4-3-2-1). The tabs are 4 different shades of palette colors.<br><br>Instructions for viewing the accordion interaction are located above the accordion. | [Slide Title]<br>**Phases of Emergency Preparedness**<br><br>[Tab titles]<br>[1] Prevention<br>[2] Preparation<br>[3] Response<br>[4] Recovery<br><br>[Accordion Instructions]<br>Select each tab to learn more. Click the next button after viewing all of the tabs. | There are four key elements to managing your company's emergency preparedness. The hope is that your organization has prevented emergencies to the extent possible, prepared for them to the fullest extent of your abilities, will respond appropriately to protect everyone present and the company as a whole, and will be able to recover as quickly as possible and return to normal operations.<br><br>Click on each tab on the left to learn more about each phase. | Tabs will have hover states.<br><br>The learner will be able to click on the tabs in any order. Clicking a tab will take the learner to a layer with content related to the tab title.<br><br>The learner will be able to close each tab by clicking a "close" icon located within the open accordion content area.<br><br>While the base layer audio plays, the name of each phase |

| | | | is highlighted on the cover illustration with a colored rectangle. The rectangle fades in and out timed with the VO. |
|---|---|---|---|
| A flow chart illustration of the 4 phases of emergency preparedness is covering the rest of the "closed" accordion area.<br><br>When the learner clicks on each tab, the accordion will slide to its open position and display the content for that tab. | | | |
| **Notes:** The next button is hidden on this slide until all 4 tabs/layers have been visited. When the learner clicks on the next button, they will advance to Slide 1.10. | | | |

| Slide 1.9a | | | |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Image related to tab content is shown on the right of the open accordion.<br><br>Slide Text is to the left of the image.<br><br>Slide Subtitle is centered over both the text and the image within the open accordion.<br><br>A close icon is located on top left of open accordion content area. A text box with instructions is located next to the close icon. | [Slide Subtitle]<br>**PREVENTION**<br><br>[Slide text]<br>Examples include:<br>• following building and zoning codes<br>• installing protective shutters<br>• company-wide surveillance<br><br>[Close icon instructions]<br>Click to close | Wherever possible, your organization should have policies and procedures in place to minimize the occurrence of any emergency. This can include following building codes and zoning laws, installing protective shutters, and company-wide surveillance. Any measures your organization takes to reduce the chances of an emergency happening or reduce the damaging effects of an unavoidable situation falls into the prevention phase. | Clicking the close icon will take the learner back to the base layer where they can choose another tab. |
| **Notes:** The next button is hidden on this slide until all tabs have been clicked. | | | |

| Slide 1.9b | | | |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |

| Same layout as Slide 1.9a<br><br>Image is related to tab content. | [Slide Subtitle]<br>**PREPARATION**<br><br>[Slide text]<br>Examples include:<br>• establishing a mutual aid agreement with local authorities<br>• first aid training for your employees<br><br>[Close icon instructions]<br>Click to close | All activities and procedures you undertake to make sure your organization is ready to jump into action when an emergency takes place is part of the preparation phase. Depending on your organization, this can include mutual aid agreements, where you establish together with local authorities the specific level of assistance that can be provided from your area's first responders, or basic training from first responders to prepare the employees within your organization. | Same animations as Slide 1.9a |
|---|---|---|---|

**Slide 1.9c**

| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
|---|---|---|---|
| Same layout as Slide 1.9a<br><br>Image is related to tab content. | [Slide Title]<br>**RESPONSE**<br><br>[Slide Text]<br>The way you respond when an emergency happens directly reflects how well your organization will fare from the event.<br><br>• train employees so they can act quickly<br>• focus on minimizing damage and employee downtime | Acting quickly during an emergency can set you up for success. When it comes to the actual emergency, without an organizational plan in place, the response phase could be chaotic. The actions that happen before, during, and immediately following an emergency should be focused on the safety of all involved and minimizing damage and downtime. | Same animations as Slide 1.9a |

| | | | |
|---|---|---|---|
| | •prioritize safety for all involved<br><br>[Close icon instructions]<br>Click to close | | |

| Slide 1.9d | | | |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Same layout as Slide 1.9a<br><br>Image is related to tab content. | [Slide Title]<br>**RECOVERY**<br><br>[Slide Text]<br>If your building sustains major damage, can your employees continue to work?<br><br>Questions to consider:<br>• Can your employees work from home?<br>• Is there an off-site location that your employees can safely work from?<br><br>[Close icon instructions]<br>Click to close | After the immediate danger has subsided, returning to normal conditions can be challenging. For example, structural damage that needs to be addressed could result in loss of workspace for quite some time. The hope is that with your emergency plan in place, your organization can quickly implement a work-from-home option or transition to an off-site location where your employees can work safely. | Same animations as Slide 1.9a |

| Slide 1.10/ Title: Knowledge Check [hidden from menu] | | | Learning Objective #3 |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Slide layout is the same as Slide 1.6 | [Slide Title]<br>**Knowledge Check** | Let's see what you know about emergency preparedness. Choose the | When the learner clicks submit, it will show either the |

| | | [Question] | four phases of emergency preparedness | correct, incorrect, or try again |
| | | Choose the four phases | in the workplace.  Select all that apply. | feedback layer. |
| | | of emergency | | |
| | | preparedness in the | | |
| | | workplace.  Select all | | |
| | | that apply. | | |
| | | | | |
| | | [Answer Choices] | | |
| | | [1] **Recovery** | | |
| | | [2] **Prevention** | | |
| | | [3] **Response** | | |
| | | [4] **Preparation** | | |
| | | [5] Retreat | | |
| | | [6] Performance | | |
| | | | | |
| | | [Instructions] | | |
| | | Click the submit button | | |
| | | after you choose your | | |
| | | answers. | | |
| | | | | |
| | | [Correct Feedback Layer] | | |
| | | That's right. You | | |
| | | selected the correct | | |
| | | response. | | |
| | | | | |
| | | [Incorrect Feedback | | |
| | | Layer] | | |
| | | The four phases are | | |
| | | Prevention, Preparation, | | |
| | | Response, and Recovery. | | |
| | | | | |
| | | [Try Again Feedback | | |
| | | Layer] | | |

| | This is incorrect. Please try again. | | |
|---|---|---|---|

**Notes:** The learner will get two attempts to get the correct answers. If the first attempt is incorrect, the Try Again feedback layer will show and prompt the learner to attempt the question a second time. When the learner clicks continue from either the correct or incorrect feedback layers, they will be advanced to slide 1.11.

| Slide 1.11/ Menu Title: Steps to Developing a Plan | | | Learning Objective #4 |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Clipboard illustration takes up about 40% of the slide. The clipboard will have 5 checkboxes and titles presented in list form<br><br>Checkboxes are unchecked at the beginning of the slide<br><br>The rest of the slide is taken up by a square rectangle. An image representing a "to do" list is centered on the rectangle and is semi-transparent so that it is visible but does not distract from the main slide text.<br><br>Slide text [1] is at the top of the rectangle, slide text [2] is in the center, and the instructions are at the bottom of the rectangle. They are evenly spaced from each other. | [Slide Title]<br>**Steps to Developing an Emergency Plan**<br><br>[Clipboard Titles]<br>[1] Identify High Risk Areas<br>[2] Evaluate and Prioritize Risks<br>[3] Create the Plan<br>[4] Train and Drill<br>[5] Review and Revise<br>[Slide Text]<br>[1] How should you go about the process of developing your organization's Emergency Plan?<br><br>[2] *Click on the boxes in the clipboard (in order, from top to bottom) to view more information about each step.*<br><br>[Instructions] | How do you go about the process of developing your Emergency Plan?<br>Click on the boxes in the clipboard (in order from top to bottom) to find out. | Checkboxes have hover and visited states.<br><br>When the learner clicks each checkbox, they will be taken to a corresponding layer of content. A green checkmark will appear within the checkbox to indicate that the step has been visited. Learner will be able to move throughout the list freely so they can revisit list items (although on-screen text instructs them to move down the list in order). |

| | When you are finished, click next to continue. | | |
|---|---|---|---|

**Notes:** The next button is hidden until the learner has visited all layers.

| Slide 1.11a | | | |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| This layer corresponds to "Identify High Risk Areas" content.<br><br>All layer content is displayed in a rectangle that precisely covers the rectangle on the base layer. This rectangle contains a "general caution" icon (triangle with an exclamation point in the center) that fills it. The icon is semi-transparent so that it is visible but does not distract from the main slide text.<br><br>A #1 appears in the upper left of the rectangle to indicate this is Step #1 of the process.<br><br>The Step Title is centered and is outlined by a rectangle. The Slide Text appears below it. | [Step Title]<br>Identify High Risk Areas<br><br>[Slide Text]<br>Make a list of the emergencies that are most likely to affect your workplace<br><br>Train staff to use safety equipment<br><br>Ensure buildings and grounds are free of avoidable hazards | The first step is to identify high risk areas for your business. Ask yourself, Which emergencies are most likely at your workplace? Have staff been trained to use available equipment? Do your employees have an action plan? Are your buildings and grounds free of avoidable hazards? | Learner will be able to click on base layer check boxes from this layer to move to a different layer. |

| Slide 1.11b | | | |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| This layer corresponds to "Evaluate and Prioritize Risks" content. | [Step Title]<br>Evaluate and Prioritize Risks | Once you've developed your list of high risk areas, it is time to prioritize. You will want to consider things local weather | Learner will be able to click on base layer check boxes from |

| The layout is the same as 1.11a except that the #1 in the upper corner of the rectangle is replaced with a #2. | [Slide Text] Consider: • weather and geography • property arrangement • property infrastructure | trends and geographical features so that you focus on the most likely types of natural disasters that could affect your company.  You should also consider your property's arrangement and infrastructure when developing your action plan. | this layer to move to a different layer. |

| **Slide 1.11c** | | | |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| This layer corresponds to "Create the Plan" content.<br><br>The layout is the same as 1.11a except that the #1 in the upper corner of the rectangle is replaced with a #3. | [Step Title] Create the Plan<br><br>[Slide Text] Your plan should include details on: • emergency prevention • emergency detection • communicating emergencies • evacuation plans • containment/mitigation • recovery • public relations | Your Emergency plan should include detailed information regarding emergency prevention, how emergencies can be detected and communicated to your employees, evacuation plans, steps to contain or mitigate damage, and steps for recovering from the immediate effects of the emergency.  You will also want to have a plan in place for communicating with the public in a timely and professional manner. | Learner will be able to click on base layer check boxes from this layer to move to a different layer. |

| **Slide 1.11d** | | | |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| This layer corresponds to "Train and Drill" content.<br><br>The layout is the same as 1.11a except that the #1 in the upper | [Step Title] Train and Drill<br><br>[Slide Text] Distribute the plan to your employees | It is essential to distribute your emergency plan to your employees and properly train them on all procedures. Sponsoring training sessions for your employees and conducting drills that simulate an actual emergency are | Learner will be able to click on base layer check boxes from this layer to move to a different layer. |

| | | |
|---|---|---|
| corner of the rectangle is replaced with a #4. | Sponsor training sessions<br><br>Simulate an actual emergency and ensure evacuation can occur as planned | important components of this step.  This will allow you to ensure your plan is effective and that evacuation can occur as planned. | |

**Slide 1.11e**

| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
|---|---|---|---|
| This layer corresponds to "Review and Revise" content.<br><br>The layout is the same as 1.11a except that the #1 in the upper corner of the rectangle is replaced with a #5. | [Step Title]<br>Review and Revise<br><br>[Slide Text]<br>Purchase any additional materials or equipment based on results of drills<br><br>Keep your plan current<br><br>Revisit your plan every 2-3 years and make necessary adjustments | The final step is to review and revise your emergency plan based on what you learned during employee trainings and drills.  Make sure to purchase any additional safety equipment you may need to successfully implement your plan.  It is important to keep your plan current—you should plan to revisit your plan every two to three years and make any necessary adjustments. | Learner will be able to click on base layer check boxes from this layer to move to a different layer. |

| Slide 1.12/ Title: Knowledge Check [hidden from menu] | | | Learning Objective #4 |
|---|---|---|---|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| Slide layout is the same as Slide 1.6 | [Slide Title]<br>**Knowledge Check**<br><br>[Question] | It's time for a final knowledge check.  True or False? You should update your organization's emergency plan once every 10 years. | When the learner clicks submit, it will show either the correct or incorrect feedback layer. |

| | | | |
|---|---|---|---|
| | You should update your organization's Emergency Plan once every 10 years.<br><br>[Answer Choices]<br>True<br>**False**<br><br>[Instructions]<br>Click the submit button after you choose your answer.<br><br>[Correct Feedback Layer]<br>That's right! You selected the correct response.<br><br>[Incorrect Feedback Layer]<br>You did not select the correct response. You should keep your plan current by updating it every 2-3 years. | | |

**Notes:** The learner gets one attempt to get the correct answer since there is a 50/50 chance of success. When the learner clicks Continue on the feedback layer, the slide will advance to Slide 1.13.

| Slide 1.13/ Menu Title: Summary | | | |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |

| Avatar appears on the slide on the left side. She is facing the learner and looking hopeful.<br><br>The rest of the slide will be taken up by 4 rectangles—one for each objective. They will be in a 2x2 grid format, alternating between two different palette colors. | [Slide Title]<br>**Summary**<br><br>[Slide Text]<br>At this point, you should feel confident that you can:<br><br>[1] explain why having an Emergency Plan is important for your business<br>[2] identify the major types of emergencies your business may face so that you can plan for them<br>[3] describe the four phases of emergency preparedness in the workplace<br>[4] outline the steps your company needs to take to develop an effective Emergency Plan | At this point, we hope you feel confident that you can explain why having an emergency plan is important for your business, you can identify major types of emergencies so you can plan for them, you can describe the phases of emergency preparedness, and you can outline the steps your company needs to take to develop an effective emergency plan.<br><br>Select the next button to continue. | Each rectangle containing one of the objectives will fly in timed with the VO. The top left rectangle will fly in from the top left, the top right rectangle from the top right, the bottom left rectangle from the bottom left, and the bottom right rectangle from the bottom right. |
|---|---|---|---|
| **Notes:** The next button is hidden until the VO completes. | | | |

| Slide 1.14/ Menu Title: Quiz Introduction | | | |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Avatar is on the right of the slide. She is facing the learner and in a neutral pose. | [Slide Title]<br>**Quiz Introduction** | Now it's time to see what you've learned about developing an Emergency plan for your organization. | Caption text fades in time with VO. |

| | | | |
|---|---|---|---|
| Caption appears to the left of the avatar.

Slide text is centered on the slide.

Instructions are below the Slide Text.

A custom Start Quiz button is below the instructions. | [Caption Text]
Now it is time to see what you've learned about developing an Emergency Plan for your organization.

[Slide Text]
Quiz: 5 questions (variable format)
Passing Score: 80%
Unlimited attempts to pass quiz

[Instructions]
When you are ready to begin, click the start quiz button. | This quiz consists of 5 questions. Questions are variable in format.  You must answer 4 of the 5 questions correctly in order to pass the quiz. If you want to review any course material before starting, click the appropriate topic in the menu on the left.

When you are ready to begin, click the start quiz button. | Slide Text fades in timed with the VO.

Instructions and Start Quiz button fade in at the same time with VO reference. |

**Notes:** The next button is hidden on this slide.

| Slide 1.15/ Title: Question 1 [hidden from menu] | | Learning Objective #2 | |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Slide layout is the same as Slide 1.6. | [Slide Title]
**Question 1**

[Question]
Which of the following types of emergencies should your organization's Emergency Plan address? Select all that apply. | [none] | |

| | [Answer Choices] [1] **natural disasters** [2] stock market crashes [3] **fire** [4] **crime** [5] supply chain malfunctions | | |
|---|---|---|---|

**Notes:** A custom Review layer will show the correct answers for this question.  The learner's answers will still be viewable on the slide.

| Slide 1.16/ Title: Question 2 [hidden from menu] | | | Learning Objective #1 |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| **Slides 1.15, 1.16, 1.17, 1.18, and 1.19 all share the same visual layout.** | [Slide Title] **Question 2** [Question] Part of being a responsible employer is having an updated Emergency Plan for your organization. [Answer choices] **True** False | [none] | |

**Notes:** A custom Review layer will show the correct answer for this question.  The learner's answer will still be viewable on the slide.

| Slide 1.17/ Title: Question 3 [hidden from menu] | | | Learning Objective #1 |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| **Slides 1.15, 1.16, 1.17, 1.18, and 1.19 all share the same visual layout.** | [Slide Title] **Question 3** | [none] | |

| | [Question]<br>Which of the following is a reason that an employer should have an Emergency Plan in place for their business? Select all that apply.<br><br>[Answer choices]<br>[1] **To minimize employee downtime**<br>[2] **To meet regulatory requirements**<br>[3] **To limit damage to the business**<br>[4] **To limit or prevent employee injury** | | |

**Notes:** A custom Review layer will show the correct answers for this question.  The learner's answers will still be viewable on the slide.

| Slide 1.18/ Title: Question 4 [hidden from menu] | | | Learning Objective #3 |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| **Slides 1.15, 1.16, 1.17, 1.18, and 1.19 all share the same visual layout.** | [Slide Title]<br>**Question 4**<br><br>[Question]<br>Match each phase of emergency preparedness with the appropriate activities.<br><br>[Correct Matches for each Phase/Description] | [none] | |

| | | | |
|---|---|---|---|
| | **[1] Prevention/ Includes activities such as following building codes and zoning procedures.** **[2] Preparation/ Includes activities such as giving employees first aid training.** **[3] Response/ Includes acting quickly in the event of an emergency.** **[4] Recovery/ Includes activities that allow employees to get back to work safely.** | | |

**Notes:** A custom Review layer will show the correct answers for this question.  The learner's answers will still be viewable on the slide.

| Slide 1.19/ Title: Question 5 [hidden from menu] | | | Learning Objective #4 |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| **Slides 1.15, 1.16, 1.17, 1.18, and 1.19 all share the same visual layout.** | [Slide Title] **Question 5** [Question] Put the major steps involved in creating an emergency plan in order starting with what you should do first and ending with the final step. [Correct Order] | [none] | |

| | [1] Identify High Risk Areas<br>[2] Evaluate and Prioritize Risks<br>[3] Create the Plan<br>[4] Train and Drill Employees<br>[5] Review and Revise Plan | | |
|---|---|---|---|

**Notes:** A custom Review layer will show the correct answer order for this question.  The learner's answers will still be viewable on the slide.

<br>

| Slide 1.20/ Menu Title: Results | | | |
|---|---|---|---|
| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Standard slide layout with the Results rectangle showing on top of the slide background. | [Slide Title]<br>**Quiz Results**<br><br>Your Score: XX%<br>Passing Score: 80% | [Narration only on layers] | Success layer 1.20a will show when the timeline starts if results are greater than or equal to the passing score.<br><br>Failure layer 1.20b will show when the timeline starts if results are less than passing score.<br><br>Base layer will be visible from Success or Failure layers.<br><br>Built in graded quiz variable reference displays learner score where XX appears on slide. |

**Notes:** The next button will be hidden on this slide.

<br>

| Slide 1.20a |
|---|

| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
|---|---|---|---|
| Green checkmark is centered above the Slide Text. Learner's % score is shown below the Slide Text. Instructions are below the % score.<br><br>A Review Quiz button and a Continue button are centered below the Instructions text. | [Slide Text]<br>Nice job, you passed!<br><br>[Instructions]<br>Click Review to see your results or click Continue to move on.<br><br>[buttons]<br>Review Quiz<br><br>Continue | Thank you for taking the quiz. Congratulations! You passed. You can review your results by clicking on the review quiz button. If you are satisfied with your results and ready to move on, please click on the continue button. | Review Quiz button: shows custom Review layer for each question when reviewing.<br><br>Continue button jumps to Slide 1.21 |

| Slide 1.20b | | | |
|---|---|---|---|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| Red "X" is centered above the Slide Text.<br>Learner's % score is shown below the Slide Text.<br><br>Instructions are below the % score.<br><br>A Review Quiz button and a Retry Quiz button are centered below the Instructions text. | [Slide text]<br>Sorry, you did not pass.<br><br>[Instructions]<br>Click Review to see your results or click Retry to take the quiz again.<br><br>[buttons]<br>Review Quiz<br><br>Retry Quiz | Thank you for taking the quiz. Unfortunately, you did not pass. You can review your results by clicking on the review quiz button. When you are ready to try again, please click on the retry button. | Retake button: resets results slide and jumps to Slide 1.15. Review Quiz button: shows custom Review layer for each question when reviewing. |

| Slide 1.21/ Menu Title: Conclusion | | | |
|---|---|---|---|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |

| | | | |
|---|---|---|---|
| Background image is identical to the one used in Slide 1.3.<br><br>Avatar is on the left side of the slide. She is facing the learner and smiling.<br><br>Slide text appears in caption bubbles.<br>A custom Finish button is centered below the area where the captions are. | [Slide Title]<br>**Conclusion**<br><br>[Slide text]<br>[1] Congratulations on completing this course on developing an Emergency Plan for your organization!<br>[2] Now you have a solid framework for building your own organization's Emergency Plan, and you can describe why emergency planning is a vital component of running a successful business.<br>[3] Remember, the best time to handle any emergency is before it actually takes place!<br><br>[Button text]<br>Finish | Congratulations on completing this course on developing an emergency plan for your organization. Now you have a solid framework for building your own organization's emergency plan, and you can describe why emergency planning is a vital component of running a successful business. Remember, the best time to handle any emergency is before it actually takes place!<br><br>When you are ready, click the finish button to exit the course. | Captions fade in and out timed with VO.<br><br>Finish button fades in timed with VO reference. |
| **Notes:** Learner will click the Finish button to exit the course. | | | |