

## **Standard #5: Staff and key stakeholders have been trained on the agency's emergency plan**

### **How will you ensure that your agency's emergency plan is accessible and familiar to staff and key stakeholders?**

An emergency plan can be meticulous and well-written, but won't provide any benefit if the knowledge it contains is shared by only a few within your agency while the document itself collects dust. Staff and key stakeholders should be familiar with the agency emergency plan and regularly exercised on its content.

5a. Staff are trained on the agency emergency plan and new staff are trained as part of their orientation.

- Incorporate training about your agency's emergency plan in new staff orientations. Provide a basic introduction about the plan, and clarify what the new staff persons' role will be in a disaster. Show new staff where they can access copies of the emergency plan and where emergency supplies are located.

5b. The agency emergency plan is accessible to all staff.

- Place a binder with a copy of your agency's emergency plan at the front desk of your agency's facilities and in employee break rooms so that staff can have quick and easy access to the emergency plan.
- Locate a copy of the agency emergency plan off-site to ensure that evacuated staff will have access to a print copy of the emergency plan.
- Maintain an electronic copy of the plan as well, so that as the plan is updated -- new updated versions can be: copied to employees, distributed electronically to employees, and/or posted in a prominent location to the agency's website.

5c. The agency emergency procedures are regularly exercised and tested.

- Establish an annual schedule for key staff to conduct exercises to test the agency's emergency plan and the agency's response to a variety of disaster situations with the subjects of these exercises (e.g., a natural emergency such as a flood or earthquake, a biological emergency such as H1N1 flu, and an electrical emergency (power outage, computer virus, etc.), rotating each year. Track trainings using a form such as a Training and Exercise Calendar.

### Key Tools for This Standard

#### [FEMA: Emergency Planning Exercises for Your Organization](#)

Tabletop exercises developed by FEMA in 2010 as a tool to help agencies advance their organization's continuity, preparedness and resiliency.

#### [FEMA Emergency Management Institute: IS-139 Exercise Design](#)

This course developed by FEMA covers the purpose, characteristics, and requirements of three main types of exercises: (1) Tabletop, (2) Functional, and (3) Full-scale. In addition this course will cover: Exercise evaluation and enhancements, as well as tips for designing a functional exercise.

#### [Oak Ridge Institute for Science and Education: A Guide for the Conduct of Emergency Management Tabletop Activities](#)

A collection of trainings and products from the Emergency Management Issues Special Interest Group.

#### [Guide to Test, Training, and Exercise Programs for IT Plans and Capabilities](#)

A guide from the National Institute of Standards and Technology that provides guidance on designing, developing, conducting, and evaluating test, training, and exercise events so that organizations can improve their ability to prepare for, respond to, manage, and recover from adverse events that may affect their missions.

- [Formidable Footprint-A National and community exercise series](#)

This series of free exercises serves as an opportunity for community based organizations to assess their capability to prepare for, respond to and recover from a variety of natural disasters.

→ [Agency Emergency Planning Contact Info](#)