

IMPLEMENT THE PLAN

Purpose

Implementation means more than simply exercising the plan during an emergency. It means acting on recommendations made during the vulnerability analysis, integrating the plan into company operations, training employees, conducting drills, and evaluating the plan. This module will present the critical aspects of integrating the emergency plan in participant's business.

Concepts are reinforced in this step to help ensure application to business by:

- Reviewing sections of an emergency plan template and identifying resources that will help participants in completing an emergency plan for their business.
- Demonstrating an understanding of Step 4 by responding to questions posed at critical decision points in a case study on emergency planning.

Objectives

After completing this module, participants will be able to:

- Describe ways to integrate the emergency plan into their business operations.
- Recognize basic considerations for developing a training plan and conducting effective training:
 - Planning considerations
 - Training activities
 - Employee training
- Recognize issues to consider when conducting a formal audit of the emergency plan.
- Identify resources that will help them in completing sections of an emergency plan.
- Demonstrate an understanding of Step 4 by responding to questions posed at critical decision points in a case study on emergency planning.
- Identify 2 actions related to Step 4 to implement at your workplace, as well as potential barriers to these actions and how to overcome these barriers.

Time

60 minutes (2:50-3:50 PM)

Agenda (Instructional Strategy and Content Outline)

The following topics and activities are covered in this module. An estimate of the time needed to cover each section of the module appears in parentheses.

1. Module Introduction (3 minutes)
 - A. Purpose and Objectives
 - B. Implement the Plan: Emergency Planning & Culture of the Business (Orientation to Step 4/The Model)
 - C. Large Group Discussion: Is the corporate culture of your business supportive of emergency planning? How supportive?
2. Activity: Integrating the Plan in Business Operations (18 minutes)
3. Conduct Training (8 minutes)
4. Evaluate and Modify the Plan (4 minutes)
5. Emergency Plan Templates & Resources (2 minutes)
6. Case Study: Emergency Planning (18 minutes)
7. Activity: Priority Actions for Your Business (4 minutes)
8. Summary & Transition to Conclusion (1 minute)

Materials and Equipment

- Participant Guide and Facilitator Guide
- Flipchart, markers, and tape
- Laptop or personal computer (PC) and LCD projector with wireless remote or projector
- 14 PowerPoint slides

Suggestions for Time Management

- Start promptly on time.
- Watch the clock closely in managing activities and discussions during this module.

Cues**PPT 4-1****3-Minute
Presentation &
Large Group
Discussion****PPT 4-2****PPT 4-3****PPT 4-4****Question****Record responses
on a flipchart****Presentations and Activities****1. Module Introduction (3 minutes)**

- Start this module at the scheduled time.
- Show PPT 4-1.
- Ask participants to turn to Page 1 of this module.
- Conduct a general introduction to this module (Step 4 of the 4-step planning process).
- Show PPT 4-2.
- Briefly review the purpose and objectives of this module.
- Ask participants to turn to Page 3 of this module.
- Show PPT 4-3.
- State that this is the fourth step of the 4-step emergency planning process that will be explored in this program – implement the plan.
- Show PPT 4-4.
- *Ask: Is the corporate culture of your business supportive of emergency planning? How supportive?*
- Have at least 2-3 participants respond briefly to the questions.
- Record responses on a flipchart.
- Link participant responses to what will be covered in this module and transition to presenting an overview of key concepts related to this step.

- Reinforce that emergency planning must become part of the corporate culture. Look for opportunities to:
 - Build awareness.
 - Educate and train personnel.
 - Test procedures.
 - Involve all levels of management, all departments, and the community in the planning process.
 - Make emergency management part of what personnel do on a day-to-day basis.

**18-Minute
Activity****PPT 4-5****Debrief****2. Activity: Integrating the Plan in Business Operations
(18 minutes)**

- Ask participants to turn to Page 4.
- Conduct an 18-minute activity in which participants identify ways to integrate the emergency plan in business operations.
- Show PPT 4-5.
- Review the activity directions.
- Ask participants to work in pairs to complete this activity.
- Assign pairs 2 questions from the list of 6 questions (A and B, C and D, or E and F). Give them about 8-9 minutes to respond to the questions.
- Remind participants to:
 - Focus on behaviors that would indicate that each aspect of emergency planning has been successfully implemented.
 - **Answer the questions from a “general” perspective.**
 - Take notes.
- Select pairs to answer the questions in A, B, C order.
 - Encourage discussion, including additional ideas, in the time available (about 10 minutes).
 - Emphasize that the actions and behaviors that were discussed in the questions will help to ensure that emergency planning become part of a business’s corporate culture.

**8-Minute
Presentation****PPT 4-6****PPT 4-7 & 4-8****PPT 4-9****3. Conduct Training (8 minutes)**

- Ask participants to turn to Page 6.
- Introduce this section on emergency training.
- Show PPT 4-6.
- Make the following points:
 - Everyone who works at or visits the facility requires some form of emergency-related training.
 - This could include periodic employee discussion sessions to review procedures, technical training in equipment use for emergency responders, evacuation drills, and full-scale exercises.
 - In this section, we will review basic considerations for developing a training plan.
- Show PPT 4-7 and 4-8.
- Introduce planning considerations for training. Remind participants to:
 - Assign responsibility for developing an emergency-related training plan.
 - Consider the training and information needs for employees, contractors, visitors, managers and those with an emergency response role identified in the plan.
- Highlight the key points about planning considerations for training.
- Ask participants to turn to Page 7.
- Make sure to review the “training drills and exercises” chart as you review planning considerations.
- Ask participants to turn to Page 8.
- Show PPT 4-9.

Share experience with types of training**Question****PPT 4-10**

- Present a brief description of each type of training in the chart. As you review the types of training, try to provide an example for each type.
- *Ask: How have you used types of training activities in your emergency planning efforts? What worked well? What did not work well?*
- As time permits, ask 2-3 participants to share answers to the questions at the bottom of Page 8. Their responses will help generate ideas for others.
- Ask participants to turn to Page 9.
- Show PPT 4-10.
- Review the key points about what general training for all employees should address.
- Remind participants that the scenarios developed during the vulnerability analysis can serve as the basis for training events.

**4-Minute
Presentation****PPT 4-11****4. Evaluate and Modify the Plan (4 minutes)**

- Ask participants to turn to Page 10.
- Present important points about evaluating and modifying an emergency plan.
- Show PPT 4-11.
- Remind participants to conduct a formal audit of the entire plan at least once a year.
- Review the main issues (in the PG) to consider when auditing the plan.

**2-Minute Review/
Discussion of
Emergency Plan
Templates/
Resources**

PPT 4-12

Question

5. Emergency Plan Templates and Resources (2 minutes)

- Ask participants to turn to Page 11.
- Conduct a 2-minute **review and discussion** that focuses on an emergency plan template and resources to complete an emergency plan.
- Show PPT 4-12.
- Walk participants through the sample template sections on Pages 11-12.
- As you walk through the template sections, pause for a couple questions from participants and make the review as interactive as possible, time permitting.
- *As you review the sections, ask: What additional internal and addition resources will you need to help you complete the emergency plan?*
- Encourage participants to take notes about resources to follow up on upon return to their business.

20-Minute Case Study**PPT 4-13****Debrief****6. Case Study: Emergency Planning (20 minutes)**

- Ask participants to turn to Page 13.
- Re-Introduce the case study that is woven throughout the program (in all 4 steps/modules).
 - Remind participants that this part of the case study will focus on the step of the 4-step emergency planning process addressed in this module.
 - This is a 20-minute activity.
- Show PPT 4-13.
- Review the activity directions.
- Remind participants that they will, once again, play the role of a consultant to the planning team at One is Not Enough Cookie Company.
- Help participants to form small groups of about 4-5 participants. Encourage them to work with different people than previously, if possible.
- Review the issues and ask participants to spend about 10 minutes discussing and responding to the questions. Note that the issues are presented through a 2-part question, but the primary focus here is on training.
- Remind each group to identify a recorder and reporter.
- Facilitate an 8-minute debrief, splitting the time between each question.
- Reinforce the importance of working with resources and related checklists, templates, etc. in this program when developing an emergency training plan.
- *Ask: Who worked with resources in this program to help respond to these questions? Which resources? How did you use these resources?*

**Debrief
(continued)**

- Possible responses/notes for Question #1
 - Look for participants to mention the need to use internal AND external resources to conduct training, based on needs and capabilities.
 - The pool of resources to meet training needs can be greatly increased by working with community/local, regional, state, and national resources such as the National Safety Council.
- Possible responses/notes for Question #2 (see chart below for 2 examples)

| Topics to be addressed in emergency training | Training methods that may be most appropriate | Who will deliver/facilitate? |
|---|---|---|
| Emergency response to hazardous materials release | Classroom, lecture, hands-on | Outside/national or local expert if unable to use an internal resource for training |
| Utility shutdown | Classroom, lecture, hands-on | Local utility company or fire department |

Question

- *Ask: How can you apply your work in this case study to your business situation?*
- Have 1-2 participants respond to this question. Share additional ideas, as time permits.

**4-Minute
Individual
Activity****PPT 4-14****Question****7. Activity: Priority Actions for Your Small Business
(4 minutes)**

- Ask participants to turn to Page 15.
- Facilitate a 4-minute individual activity.
- Remind participants that it is time for them to determine how they will use what they have learned in this module on their jobs.
- Show PPT 4-14.
- *Ask participants: How can you use what you learned in this module to your emergency planning efforts back at your business?*
- Review the directions for the activity and the possible actions provided as examples.
- Allow time for participants to work individually on identifying actions, potential barriers, and how to overcome barriers.
- As time permits, ask participants to share some of their actions.

**1-Minute
Summary and
Transition****BREAK****8. Summary and Transition to Conclusion (1 minute)**

- Highlight a few of the key points from this module as you summarize what was covered. Use the objectives as a guide to reinforce important points.
- Tell participants that the next session is the conclusion.
- There is a 10-minute break after this module.

