



A Union of Professionals

## WORK SHOULDN'T HURT

# Best Practices

## For Education and Training on Employer Emergency Response Plans

- **Hold a meeting.** At least once a year, hold a meeting to educate all parties on the plan. Go through the plan to familiarize these stakeholders with it; ask for feedback.
- **Visit evacuation sites.** Show involved parties not only where evacuation sites are located but also where specific areas, such as reunification areas, media areas and triage areas will be located.
- **Give involved parties appropriate and relevant literature on the plan, policies and procedures.** It may also be helpful to provide all parties with quick reference guides that remind them of key courses of action.
- **Post key information throughout the building.** Ensure that information concerning evacuation routes and shelter-in-place procedures and locations is effectively communicated to all staff, including information for people with access and functional needs, such as by distributing the materials by e-mail in an accessible format. In K-12 settings, students and parents should also have access to this information.
- **Familiarize staff (and students/parents in K-12) with the plan and community partners.** Bringing in community partners (e.g., law enforcement officers, fire officials and EMS personnel) who have a role in the workplace to talk about the plan will make staff feel more comfortable working with these partners.
- **Train staff on the skills necessary to fulfill their roles.** Staff will be assigned specific roles in the plan and positions supporting the Incident Command System that will require special skills, such as first aid, threat assessment, and provision of personal assistance services for staff (and students) with disabilities, and others with access and functional needs. Also, in K-12 settings, substitute teachers and staff must be trained on the plan and their roles in the plan.



For more information, contact the health and safety team at [4healthandsafety@aft.org](mailto:4healthandsafety@aft.org). [June 2022]

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The **American Federation of Teachers** is a union of 1.7 million professionals that champions fairness; democracy; economic opportunity; and high-quality public education, healthcare and public services for our students, their families and our communities. We are committed to advancing these principles through community engagement, organizing, collective bargaining and political activism, and especially through the work our members do.

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