

Section: EPP	Subsection: Administration	Policy Number: EPP-1008
Subject: Educational Training for Staff for Emergency Situations		Effective Date: May 2022, December 2008
Standard:	Authority: CEO	Supercedes: 2004
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Policy

Education and in-service programs regarding emergency situations shall be provided to all staff to ensure that each individual is aware of his/her role, and to ensure effective management of emergency situations.

PROCEDURE

1. All new staff shall be in-serviced as to their role in an emergency situation at initial orientation and annually thereafter.
2. Emergency Planning Manuals will be accessible to all staff.
3. Changes to emergency plans shall be communicated to staff in writing in the form of memos or updated policies.
4. Regular in-services on various aspects of the emergency plan shall be provided to staff.
5. A real or simulated emergency procedure will be conducted at least, every three years.

Authorized Signing Authority

Date