Emergency procedures and emergency information is to be posted in prominent locations and near each telephone on the property.

Evacuation maps are to be posted in strategic locations and emergency exits are to be clearly marked and fire extinguishers properly and regularly serviced.

**Employees are to be trained in emergency procedures including:**

* Components of the emergency response plan
* Who will be in charge during an emergency
* Individual roles and responsibilities
* Potential threats, hazards, and protective actions
* Notification, warning, and communications procedures
* How to locate both workers and family members in an emergency
* Evacuation, shelter, and accountability procedures
* Location and use of common emergency procedures

Such training will take place during orientation training and annually through emergency drills. Emergency drills will test the emergency plan and records of the outcome will be documented in the Notes from Annual Emergency Drills form.

Records of employees who have received training will be kept in the Emergency Response Plan Rescue and Evacuation form.