

# Emergency Plans Rise Course Design Document

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| <i>Business Purpose</i>        | Increase the number of building managers to over 90% who have an emergency plan in place and comply with the required number of drills each year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <i>Target Audience</i>         | All new building managers and those who did not previously submit an emergency plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <i>Training Time</i>           | 30-minute eLearning course                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <i>Training Recommendation</i> | eLearning course due to different locations of employees <ul style="list-style-type: none"> <li>• knowledge checks (2), and quiz</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <i>Deliverables</i>            | eLearning Course (Rise)<br>Job Aid (Checklist)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <i>Learning Objectives</i>     | After this course, you will be able to: <ul style="list-style-type: none"> <li>• Identify the goal of emergency plans</li> <li>• Identify strategies to reduce the impact of emergencies on people, property, and the business</li> <li>• Identify the correct steps for creating and implementing an emergency plan</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <i>Training Outline</i>        | <p>Welcome/Learning Objectives</p> <p>Introduction: Goal &amp; Benefits of having an Emergency Plan in Place</p> <p>Goal: Minimize Impact</p> <ul style="list-style-type: none"> <li>• Minimize Impact on People</li> <li>• Minimize Impact on Property</li> <li>• Minimize Impact on Business</li> <li>• Knowledge Check #1: Matching entities with prevention tactics</li> </ul> <p>Elements of Developing Emergency Plans</p> <ul style="list-style-type: none"> <li>• Identify Areas of High Risk</li> <li>• Evaluate and Prioritize Risks</li> <li>• What To Include</li> <li>• Implementation of Emergency Plans</li> <li>• Knowledge Check #2: Ordering Activity</li> </ul> <p>Summary</p> <p>Quiz: 5 Multiple Choice, 5 Scenario Based Questions</p> <p>Takeaways/Thank You</p> |
| <i>Assessment Plan</i>         | <p>2 Knowledge Check Questions</p> <p>1 Quiz at the end: 5 multiple-choice, 5 questions embedded in a scenario</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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