



Training and Practice Plan

Training and practice are essential to emergency preparedness. Practicing safety procedures helps ensure that things will go smoothly if there’s a fire, for example, because staff and students will know exactly what to do and where to go. The purpose is to ensure the health and safety of program staff, students and visitors during an emergency — and to minimize trauma and possible long-term impacts associated with trauma. It’s important to provide role-specific training for staff and age-appropriate training for students. Make sure everyone understands the terminology and guidelines you use during safety drills and exercises.

To develop a safety training plan, examine your Safety Plan and follow these steps to identify your program’s training needs with regard to the plan:

1. Consider the skills, knowledge and strengths of staff members.
2. Align staff members’ skills, knowledge and strengths with the areas of the Safety Plan that they match as you plan safety training and assignment of responsibilities.
3. Tap into partner and community resources to find professional development opportunities.
4. Once gaps are identified, seek reputable resources to help provide relevant, quality professional development that is appropriate to the facility, to the experience and expertise of the staff, and to the ages of the students in your program.

There are many sources that will provide free safety training to facilities serving youth. Choose sources that align with your program culture and with the ages and abilities of the students you serve.

Sample Program Year Safety Training Calendar

Month	Host Organization Drill Schedule	Afterschool Program Drill Schedule
September	Fire Drill	(no program)
October	Evacuation Drill	Evacuation Drill
November		Fire Drill
December		
January	Shelter-in-Place	Shelter-in-Place
February	Fire Drill	Fire Drill
March	Lockdown Drill	Lockdown Drill
April		Evacuation Drill
May	Fire Drill	Fire Drill
June	Evacuation Drill	(no program)

