

Click here to enter Course Title Instructor’s Guide

IATSE Local Click here to enter text.

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# Instructor’s Teaching Guide

## Overview

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## Preparing to Teach

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## Learning Assessments and Activities

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## How to Use the Instructor’s Guide

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## Course Overview

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## Goals

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## Prerequisites

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## Audience

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## Course Content

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# Room Set-Up, Equipment, and Supplies

## Room Set-Up

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## Equipment

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## Office Supplies

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# Emergency Action Plan

The Emergency Action Plans (EAP) describes what actions need to be taken to ensure the safety of those attending in the event of an emergency. Emergencies could include, but are not limited to, severe weather, fires, floods, earthquakes, explosions, toxic chemical releases, hurricanes, tornadoes, blizzards, acts of violence, and medical issues (heart attacks, seizures, injuries, etc.). The EAP includes floor plans or maps which clearly indicate the escape routes for the venue, the exits, remain-in-place locations, and fire extinguishers. Many venues already have their own EAP, so you may not need to develop your own. It will only take a few minutes to present your EAP to the training participants before it gets started.

## Event Safety Assessment

An assessment of possible hazards and emergencies which could cause harm at the training is the first step in developing an Emergency Action Plan. The type of class, the number of students, and the type of venue where the training will take place are just some things to take into consideration. It is always a good idea to walk the exit routes to the exit and rally point to make sure no doors are locked and all passageways are clean, clear, and unobstructed.

Before the class starts, talk about the Emergency Action Plan. Let everyone know who the person in charge is and who their alternate is. Communicate the locations of exit routes, exits, rally point, remain-in-place, fire alarms, fire extinguishers, first aid kit, and AED machine. If an evacuation is required, someone should bring the sign-in sheets. These can be used at the rally point to determine if anyone is missing.

Inform class participants what types of action will take place for each specific emergency. Inform them of their part in the plan. Some examples of specific emergency actions include:

* Fire: Exit building to rally point
* Earthquake: Get under something or get near a wall away from windows
* Medical Issue: Person in charge assesses situation, directs others to help, determines if emergency responders are required, and instructs someone to call 911

The weather needs to be checked in advance to see how it will affect the class, including the participants’ commutes to and from the event. Should the event be canceled or postponed? Continue to monitor the weather until the threat has passed or the end of the training if there is a safety risk to the participants. Determine the safety of the participants’ commutes home at the end of the event.

##### Before the Class, Meeting, or Event

* Identify any existing venue EAP, maps, floor plans, and resources
* Identify person-in-charge and an alternate
* Obtain contact information for venue (production manager, security, campus police, etc.)
* Locate alarms and/or emergency phones
* Determine the rally point and remain-in-place locations
* Post fire extinguisher locations

##### Medical Issues

* Identify first aid and CPR/AED trained providers and medical professionals in attendance
* Locate first aid kit and AED
* Inform participants of the location to meet the EMT and direct them to class

##### Severe Weather, Earthquakes, or Floods

* Identify where to get severe weather information: online, TV, radio
* Battery powered radio (for power loss situations)
* Determine when to evacuate or remain-in-place

##### Fires, Explosions, or Acts of Violence

* Contact information for fire and police departments
* Determine when to evacuate or remain-in-place
* Active shooter preparedness

## Emergency Action Plan Template

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COURSE INFORMATION | | | | |
| COURSE  TITLE | | | DATE | |
| INSTRUCTOR | | | PHONE | |
| HOST/VENUE  CONTACT | | | PHONE | |
| TRAINING SITE  ADDRESS | | | | |
| ATTACH VENUE | ☐ EAP | ☐ FLOOR PLAN | ☐ MAP | ☐ RESOURCES |
| HOW TO CALL FOR FIRST RESPONSE | | | | |
| EMERGENCY  PERSON-IN-CHARGE | | | ALTERNATE  PERSON-IN-CHARGE | |
| FIRE DEPARTMENT | | | EMT OR AMBULANCE | |
| POLICE DEPARTMENT | | | EMERGENCY PHONE  LOCATIONS | |
| FIRE/EMERGENCY ALERT SYSTEM | | | | |
| LOCATION OF ALARMS | | | LOCATION OF  FIRE EXTINGUISHERS | |
| HOW TO ACTIVATE ALARM | | | PERSONS AUTHORIZED TO OPERATE FIRE EXTINGUISHERS | |
| DIRECTING RESPONDERS | | | | |
| LOCATION TO MEET FIRST RESPONDERS | | | REMAIN-IN-PLACE LOCATION | |
| EVACUATION | | | | |
| EXITS | | | RALLY POINT | |
| FIRST AID | | | | |
| FIRST AID CPR/AED TRAINED PERSONS IN ATTENDANCE | | | MEDICAL PROFESSIONALS IN ATTENDANCE | |
| FIRST AID KIT LOCATION | | | AED  LOCATION | |
| WEATHER INFORMATION | | | | |
| ONLINE | | | TELEVISION & RADIO | |

# Class Schedule

## Day One

|  |  |  |
| --- | --- | --- |
| Activity | Time | Resources |
| 1: INTRODUCTION   * Click or tap here to enter text * Click or tap here to enter text | 45 mins | **PowerPoint:** Click or tap here to enter text |
| 2: CUSTOMER SERVICE   * Click or tap here to enter text * Click or tap here to enter text | 60 mins | **PowerPoint**: Click or tap here to enter text  **Student Workbook**: Click or tap here to enter text  **Video**: Click or tap here to enter text |
| Break | 15 mins |  |
| 3: Topic   * Click or tap here to enter text * Click or tap here to enter text | 60 mins | **PowerPoint**: Click or tap here to enter text  **Handout**: Click or tap here to enter text |
| 4: Topic   * Click or tap here to enter text * Click or tap here to enter text | 60 mins | **PowerPoint**: Click or tap here to enter text  **Handout**: Click or tap here to enter text  **Homework due tomorrow** |

# 1: Introduction

**Time:** Approximately Click or tap here to enter text minutes

##### Equipment & Supplies

* **Presentation Setup**: Click or tap here to enter text

##### Teaching Materials

* **PowerPoint**: Click or tap here to enter text
* **Student Workbook**: Click or tap here to enter text
* **Video**: Click or tap here to enter text

##### Learning Objectives

Click or tap here to enter text

# 2: Customer Service

**Time:** Approximately Click or tap here to enter text minutes

##### Equipment & Supplies

* **Presentation Setup**: Click or tap here to enter text

##### Teaching Materials

* **PowerPoint**: Click or tap here to enter text
* **Student Workbook**: Click or tap here to enter text
* **Video**: Click or tap here to enter text

##### Learning Objectives

Click or tap here to enter text

##### Learning Assessment

Click or tap here to enter text

* **Handout**: Click or tap here to enter text Quiz
* **PowerPoint**: Click or tap here to enter text Quiz Review

# 3: Course Conclusion

##### Equipment & Supplies

* **Presentation Setup**: Click or tap here to enter text

##### Teaching Materials

* **PowerPoint**: Click or tap here to enter text
* **Handout**: Click or tap here to enter text Course Evaluation Form

**Course Evaluation Process**

All course participants will complete an evaluation at the end of each course. Forms can be filled out with any colored ink pen or pencil, but dark ink is preferred. The instructor will collect completed forms.