**PLANNING MATTERS**

**TRAINING**

**TEMPLATE 3**

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**TEMPLATE 3**

**TRAINING**

**Compiled by:**

**Date:**

**Date to be reviewed by:**

**Documentation:**

1. Prepare a Training Plan - Checklist
2. Assessment of skills and knowledge required, and resources required
3. Training Programme
4. Training and Exercise Log
5. Training Log – Participants
6. Action Plan – Post training/ exercise
7. Checklist: Training
8. Checklist: Planning an Evacuation Exercise
9. Observer’s Checklist for Exercises
10. Security Checklist for Exercises
11. Checklist: Auditing an Exercise, and Debrief

**2**

* 1. **Prepare a Training Plan - Checklist**

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| **PREPARE A TRAINING PLAN - CHECKLIST** | **Date Completed** |
| Identify who needs to know what |  |
| Identify competencies |  |
| Identify skills and knowledge that need to be acquired |  |
| Identify who can deliver training: in-house, and external, and identify resources required and allocate budget |  |
| Identify and prepare training resources |  |
| Draw up a training programme, with target dates for delivering training |  |
| Devise a method for testing whether knowledge/skills have been acquired |  |
| Devise a method for testing whether knowledge/skills have been acquired |  |

**3**

* 1. **Assessment of Competencies, Skills and Resources required**

**4**

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| **Skills, competencies required** | **Who needs to acquire these skills?** | **Type of training event** | **Resources required** |
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* 1. **Training Programme - Example**

The outline example which follows is for delivering training in 10 sessions, culminating in exercises to assess learning and to test and review the plan and procedures.

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| **Training Programme - Example** | | |
| Session | Topics | Delivery Date |
| 1-2 | The plan: response structure, roles, checklists for action, site-specific details such as assembly points, procedures for switching off services, alternative locations for stores etc.; call out procedures, communications, dealing with the media; where and how to access equipment and materials; how to set up areas where items can be taken to; call out procedures for contractors/other specialists; and working with the emergency services. |  |
| 3 | Health and Safety and staff welfare: including Risk Assessments, use of PPE, identification and location of hazardous archives and materials. |  |
| 4 | Dealing with archives: actions to take to minimise damage, archives damage assessment, assessing priorities for action, handling and moving archives, in-situ protection, initial treatment for archives, and setting up the safe and treatment areas. |  |
| 5 | Familiarisation with the Emergency Store(s) and the equipment and Site Familiarisation: use of equipment and materials in the emergency stores; familiarisation with the site in the dark; navigation using head torches; and PPE. Site logistics: Shut offs, Assembly Point, Control Points, preferred Recovery Areas, Media Centre, Welfare Centre. |  |
| 6 | Documentation in an emergency, including, risk assessment, logging radio communications, recording key events and decisions, entry and exit, photographing the scene, tracking archives. |  |
| 7 | Simple scenario exercise to test knowledge and the plan. |  |
| 8 | Table top exercises to test knowledge and the plan. |  |
| 9 | Evacuation exercise with the Fire and Rescue Service observing. |  |
| 10 | Evacuation exercise with the Fire and Rescue Service/ Emergency Services. |  |

**5**

* 1. **Training and Exercise Log**

**6**

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| --- | --- | --- | --- | --- |
| Delivery Date | Training event/ exercise  - Description | Resources that were required | Trainers | Participants see Log |
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* 1. **Training Log - Participants**

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| --- | --- | --- | --- |
| Training event/ exercise | [Insert name of event] | Date | [Insert date] |
| Name of Participant | Training received | Tick | Actions required  - Post training |
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**7**

* 1. **Action Plan – Post training/ exercise**

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| Date | Training event/ exercise  - Description | Actions identified - Post training / exercise | By whom? | By when? | Completed |
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* 1. **Checklist: Training**

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| **Checklist: Training** |  |
| **Hold regular 1⁄2 to 1 hour sessions to cover the topics listed below OR cover over 1-2 days:** |  |
| Familiarisation with the contents of the Response Plan and Salvage Plan |  |
| Individual roles – train for flexibility |  |
| Safe lifting and handling of archives, in terms of H&S. |  |
| Correct use of ladders, working at heights, working in the dark, working in confined spaces |  |
| Familiarisation of working in PPE |  |
| How to handle archives safely and how to pack smaller items for salvage. Arrange an introductory session, and follow up with material specific sessions if required, include methods for in-situ protection of items that cannot be moved. |  |
| Use the EP Plan Crib Sheet as the basis for a training session |  |
| Familiarisation with the sites in all seasons, in the light and in the dark |  |
| Familiarisation with the archives and any specific handling techniques and use of equipment that may be needed to protect/move specific items |  |
| The location and contents of the emergency equipment stores |  |
| Procedure for obtaining Salvage Plans and gain an understanding of the task sheets/ roles and interpretation of site and room plans |  |
| Correct procedures at the Recovery Area, including security |  |
| Communications: use of radios, checking emergency contact numbers, activation of the call out system. Practise the use of the Tally Board |  |
| Knowledge of emergency routes, alternative routes and location of services etc. at all sites |  |
| Consider possible scenarios, what actions would need to be taken, what the priorities for action would be |  |
| Use tabletop exercises to develop further the knowledge of the team |  |
| Hold a longer training session, “Walking the Course”. Set aside c. 2 hours.  Go to the Emergency Store, put on PPE, divide into groups if appropriate and “Walk the Course”, having set the scene by imagining an incident occurring in a specific area.  Refer to the site plans and salvage plans and reflect on the plans and actions to take during a developing incident. Hold short debrief session at the end, provide refreshments |  |
| Meet to consider how to improve elements following the session above |  |
| Hold an exercise and ask the Fire and Rescue Service to observe |  |
| Hold an exercise with the Fire and Rescue Service |  |

**9**

* 1. **Checklist: Planning an Evacuation Exercise**

**10**

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| **Checklist: Planning an Evacuation Exercise** |  |
| Determine the scale of the exercise |  |
| Agree a date for the exercise |  |
| Decide whether to involve the emergency services, or staff from other organisations |  |
| If involving others, meet with them well in advance to discuss mutual aims and objectives, and to agree a written scenario and timed schedule for the exercise |  |
| Ensure that security aspects are fully considered |  |
| Ensure that there will be enough staff and volunteers on site to maintain a secure perimeter at all times |  |
| Ensure that everyone on site has official identification, and will wear it |  |
| Appoint a senior person to be in overall control, who will not take part in the exercise, who will assume control if a real emergency occurs during the exercise |  |
| Identify location for Control, and the location for emergency services vehicles and personnel if to be part of the exercise, or present on site |  |
| Identify a Recovery area for items to be moved to during the exercise |  |
| Decide where the exercise will take place and whether props will be used, or robust parts of the collection or non-accessioned items. Gather props, if using |  |
| If using props consider producing fake room plans, priority snatch lists and inventory lists and attach fake inventory numbers if time allows |  |
| Assess requirements for temporary protection of historic surfaces, such as floors |  |
| Protect vulnerable surfaces and identify items which must not be moved. Use hazard tape to mark no-go areas for the exercise |  |
| Ensure a risk assessment for the exercise has been completed and that it is part of the briefing |  |
| Ensure there will be a sufficient number of First Aiders on site for the number of people taking part, that their names are recorded and that participants have access to drinking water |  |
| Prepare the Tally [Entry/Exit] Boards: to log those going in and out of the building.  *Need to ensure that at all times the number of people inside the building is known* |  |
| Ensure that methods of communication are understood and that all are aware of the signal/call sign that will be used in the event of a real emergency and the location of the Assembly Point |  |
| Brief staff thoroughly about the exercise |  |
| Consider rotating salvage and recovery roles: e.g., salvage, moving/carrying, recovery, and security |  |
| Decide whether to have official Observers and if so allocate their locations. Ensure that Observers are easily identified |  |
| Issue Observers with Observer’s Checklist for Exercises before the start of the exercise, and tabards, and allocate locations for the Observers |  |
| Consider inviting representatives from other organisations to observe the exercise |  |

* 1. **Observer’s Checklist for Exercises**

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| ***Observer’s Checklist for Evacuation Exercises*** | |
| **Event and date** | [Insert name of event and date] |
| **Observer** | [Insert name] |
| **Activity** | **Comments** |
| Initial response, emergency evacuation, assembly and roll call |  |
| Communications |  |
| Documentation of key decisions, events, communications |  |
| Security: procedures perimeter Entrances/ exits secure  ID badges  ID checks Recovery area |  |
| Working with the emergency services, if present: briefing on arrival plans available, location of services, hazards and priority items, salvage |  |
| Initial assessment of damage and assessment of priorities |  |

**11**

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| Health and Safety and Welfare Risk assessment, briefing, appropriate PPE, entry/exit procedure working in pairs+, manual handling, regular breaks, drinking water |  |
| Handling collections   * safe procedures for collection * hazards |  |
| Salvage area procedures |  |
| Recovery area procedures |  |
| Documentation of collection |  |
| Dealing with the ‘media’ |  |
| Any other comments |  |

**12**

* 1. **Security Checklist for Exercises**

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| **Security Checklist for Exercises** |  |
| Security assessment to be completed as part of the exercise planning process, to identify any areas of risk |  |
| Ensure that perimeter and entry points will remain secure during the exercise |  |
| Ensure that all those present wear visible ID |  |
| Ensure that no access is permitted to areas not designated for the exercise |  |
| Ensure that there is a controlled entry/exit point into the building |  |
| Ensure building and collections are secure after the exercise has finished |  |
| Ensure that the presence of all those on site is recorded |  |
| Carry out normal security procedures after the exercise is completed, to ensure building is secure and fully alarmed |  |

* 1. **Checklist: Auditing an Exercise, and Debrief**

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| **Checklist: Auditing an Exercise, and Debrief** |  |
| Consider using the Observer’s Checklist for Evacuation Exercises as a means of auditing, and recording feedback in a structured way |  |
| Hold a debrief session and allow everyone an opportunity to comment on what they learnt and/or felt worked well and what didn’t and how procedures can be improved |  |
| If the Fire and Rescue Service or other Emergency Services have observed or participated give feedback to each other. Hold a hot debrief, straight after the exercise if practicable, and then plan to meet a month or so afterwards to discuss any changes that may need to be made to procedures |  |
| Record recommendations |  |
| Hold a debrief session for senior management to ensure that recommendations result in a change of practice where a need has been identified  Draw up an action plan for implementing improvements to procedures, the plan or to address requirements for further training |  |

**13**