

SOP: Ongoing Staff Training and Emergency Drills Schedule

This SOP defines the process for **ongoing staff training and emergency drills schedule**, detailing the regular planning, execution, and evaluation of training sessions and emergency simulations to ensure all staff are prepared for workplace emergencies. The schedule includes mandatory training topics, frequency of drills, responsibilities of trainers and participants, and documentation procedures aimed at maintaining high levels of staff readiness, compliance with safety regulations, and continuous improvement in emergency response capabilities.

1. Purpose

To ensure all staff maintain readiness for emergency situations through regular training and scheduled emergency drills that support compliance and best safety practices.

2. Scope

This SOP applies to all employees, trainers, and supervisors at [Organization/Facility Name].

3. Responsibilities

- **Training Coordinator:** Oversees scheduling, content development, and execution of training/drill programs.
- **Supervisors/Managers:** Ensure employee participation and compliance.
- **Trainers:** Deliver training, evaluate results, and provide feedback.
- **All Staff:** Attend training sessions, participate in drills, and follow emergency procedures.

4. Training Topics & Schedule

Topic	Frequency	Target Audience
Fire Safety & Evacuation Procedures	Annually (Drill: Twice per year)	All Staff
First Aid & CPR	Biennially	Designated First Responders & Supervisors
Active Shooter/Intruder Response	Annually	All Staff
Chemical Spill Response	Annually	Relevant Departments
General Emergency Preparedness	Annually	All Staff

5. Drill & Training Procedure

1. Develop annual training and drill calendar by end of each year.
2. Communicate schedule to all staff and post in common areas.
3. Conduct training/drill in accordance with outlined schedule.
4. Staff must sign attendance sheet or log into digital platform to confirm participation.
5. Trainers evaluate performance and document key observations.
6. Review after-action reports and implement corrective actions as necessary.

6. Documentation

- Maintain records of all training sessions and emergency drills, including dates, participants, materials used, and evaluations.

- Use standardized forms for documenting attendance and drill outcomes (see Appendix A).
- Store records for a minimum of [X] years per regulatory requirements.

7. Continuous Improvement

- Annually review SOP and training effectiveness based on feedback and incident reports.
- Modify schedule, content, or methods as needed to address identified gaps.

8. Appendix A: Sample Documentation Form

Training/Drill Topic:	_____
Date:	_____
Trainer:	_____
Participant Names:	_____
Observed Issues/Feedback:	_____
Corrective Actions Taken:	_____

Review Date: _____

Prepared by: _____