

Emergency Preparedness Training Overview

<i>Who receives training</i>	<i>Training received</i>	<i>Training Document</i> ¹	<i>Role responsible for training</i>	<i>Person currently in role</i>
Staff/residents	Drill annually in June	<i>Earthquake Training for Staff/Residents</i>	E-Prep Coordinator/ Emergency Team Leader ²	Nancy Gonzales/ Kakumyo
Dharma School teachers	Annual training	<i>Earthquake Training for Dharma School Teachers</i>	Head of Dharma Garden Council ²	Ko'in
Workshop leaders	Annual training	<i>Earthquake Training for Workshop Leaders</i>	Workshop leader trainer ²	Genko
Ordained/Lay Teachers	Annual training	<i>Earthquake Training for Ordained/Lay Teachers</i>	Designated Teacher ²	Kakumyo
Guestmasters	Annual training	See Guestmaster lead	Guestmaster Lead ³	Thomas Bruner
Disciples	Emailed guidelines	<i>Emergency Guidelines for Disciples</i>	Winter Term Shuso ³	Shin'yu 2020

¹ Documents are available on the Dharma Rain website at **About>Organizational Documents** (<https://dharma-rain.org/about/organizational-documents/>).

² E-Prep Coordinator makes sure training is scheduled and reports back to Board Chair when completed.

³ Board Chair follows up as needed.

Additional documents posted on the Dharma Rain website include:

- *Emergency Preparedness Training Overview* – This document.
- *Emergency Procedures for Frog Song* – Describes required procedures for earthquake, lockdown, and fire for Frog Song Montessori School.
- *Dharma Rain Safety Review - Nov 2017* – An assessment of all aspects of safety, including physical, ethics, abuse, and mental health crisis.
- *Emergency Cache - Nov 2017* – Describes water, food, and resources that have been cached in preparation for an emergency.