

Emergency Response Plan Example

1. Purpose

The purpose of this Emergency Response Plan is to establish procedures and identify responsibilities for effectively responding to emergencies that may impact the organization.

2. Scope

This plan applies to all staff, visitors, and contractors at [Organization/Facility Name].

3. Emergency Contacts

- **Emergency Services (Police, Fire, Ambulance):** 000
- **Site Emergency Coordinator:** [Name, Phone]
- **First Aid Officer:** [Name, Phone]
- **Security:** [Phone]

4. Types of Emergencies

- Fire
- Medical Emergency
- Evacuation
- Severe Weather
- Hazardous Material Spill
- Other (specify): _____

5. Emergency Procedures

5.1 Fire or Smoke

1. Activate the nearest fire alarm.
2. Evacuate the building immediately by the nearest exit.
3. Report to the designated assembly area.
4. Do not re-enter the building until declared safe.

5.2 Medical Emergency

1. Dial 000 for emergency services if required.
2. Provide first aid if trained.
3. Notify the First Aid Officer.

5.3 Evacuation

1. Listen for instructions over the PA system.

2. Evacuate calmly to the designated assembly area.
3. Assist persons with disabilities.
4. Remain at assembly point for roll call.

6. Roles and Responsibilities

- **Emergency Coordinator:** Leads response efforts, contacts emergency services, ensures communication.
- **First Aid Officer:** Provides first aid support.
- **All Employees:** Follow instructions, participate in drills, know evacuation routes.

7. Training and Drills

All staff are required to participate in annual emergency response training and drills.

8. Plan Review

This plan will be reviewed and updated annually or after any major incident.

Document Version: [Date/Revision]

Approved by: [Name/Title]