

Emergency Response Procedure Document

1. Purpose

This document outlines the procedures to follow in the event of an emergency to ensure the safety of all personnel and minimize damage or loss.

2. Scope

This procedure applies to all employees, visitors, and contractors within Company premises.

3. Emergency Contacts

Emergency Service	Contact Number
Ambulance / Medical	123-456-7890
Fire Department	123-456-7891
Police	123-456-7892
Facility Manager	Company Ext. 101

4. Responsibilities

- **All Employees:** Report emergencies and follow provided instructions.
- **Supervisors:** Ensure staff follow procedures and assist with evacuations.
- **Emergency Response Team:** Coordinate and manage the emergency response.

5. Emergency Response Procedure

1. Assess the Situation

- Determine the type and severity of the emergency.
- Raise the alarm if required.

2. Evacuation

- Follow the nearest exit route (*see posted exit maps*).
- Do not use elevators.
- Assemble at the pre-determined assembly point.
- Report any missing persons to the assembly point leader.

3. First Aid

- Contact a trained first-aider if required.
- Do not move injured persons unless absolutely necessary.

4. Communication

- Report the emergency to authorities and management.
- Follow instructions from emergency services when they arrive.

6. Post-Emergency Actions

- Do not re-enter the building until declared safe.
- Assist in accounting for all personnel.
- Complete incident report forms as required.

7. Revision History

Version	Date	Description
1.0	2024-06-20	Initial version