

Emergency Evacuation Plan Report

Date: _____

Location: _____

Prepared By: _____

Contact Info: _____

1. Overview

Provide a brief summary of the purpose and scope of the emergency evacuation plan.

2. Emergency Contacts

List key emergency contacts (fire department, police, medical, internal team leads, etc.).

3. Evacuation Routes & Exits

Describe or attach a map of evacuation routes and exit points. Include muster points outside.

4. Roles & Responsibilities

List persons responsible for: First Aid, roll call, assisting impaired, shutting down equipment, etc.

5. Procedures

1. Alarm Activation:

Steps to take when emergency alarm sounds or is reported.

2. Evacuation Process:

Evacuation steps, route usage instructions, and assembly points.

3. Accounting for Occupants:

Method for accounting for all personnel after evacuation.

4. Special Considerations:

Procedures for people with disabilities, visitors, hazardous materials, or unique situations.

6. Training & Drills

Record of last drill and future drill schedule. Brief training plan.

7. Plan Review & Updates

Process and schedule for reviewing and updating the evacuation plan.

8. Additional Notes / Attachments

Add any additional notes or attach relevant documents/maps.