

# Emergency Evacuation Plan Example

This is a completed example of an emergency evacuation plan. It demonstrates how to fill out the template with realistic workplace information.

## Section 1: Emergency Plan Overview

- Purpose: To ensure the safety of employees, contractors, and visitors during emergencies and comply with Workplace Safety Regulations.
- Scope: Applies to all staff and visitors in the building at 123 Business Lane, Sydney, NSW.
- Applicable Emergencies: Fire, medical emergencies, hazardous material spills, storms, and armed threats.

## Section 2: Key Contacts

- Emergency Coordinator:

Name: Jane Smith

Contact: 0412 345 678 / jane.smith@example.com

- Fire Warden(s):

Name(s): John Doe, Sarah Brown

Contact(s): 0412 987 654, 0412 456 789

- External Contacts:

Fire Services: 000

Police: 000

Ambulance: 000

Poison Information: 13 11 26

## Section 3: Emergency Procedures

1. Alerting Staff:

Method: Fire alarm system and SMS notifications.

Frequency of testing: Monthly.

2. Evacuation Routes:

Routes are marked with illuminated signs leading to the assembly point in the north parking lot.

### 3. Assembly Points:

Location: North Parking Lot.

Procedure: Roll call conducted by fire wardens.

### 4. Specific Roles:

Emergency Coordinator: Oversees evacuation and liaises with emergency services.

Fire Wardens: Guide employees and check all rooms for occupants.

## **Section 4: Testing and Training**

### - Drills:

Frequency: Twice annually.

Documentation: Drill reports filed by the Emergency Coordinator.

### - Training:

Induction for new staff within the first week.

Annual refresher courses on evacuation procedures and fire extinguisher use.

## **Section 5: Hazard and Risk Assessment**

### - Onsite Hazards:

Hazard type: Flammable materials stored in warehouse.

Mitigation: Fire extinguishers placed strategically, regular inspections.

### - External Hazards:

Nearby risks: Chemical plant located 2 km away.

Mitigation: Coordination with plant management for emergency communication.

## **Section 6: Post-Emergency Actions**

### - Regulatory Reporting:

Notify WorkSafe within 24 hours of a major incident.

### - Employee Support:

Provide trauma counseling to affected employees.

### - Plan Review:

Emergency Coordinator reviews procedures post-incident and updates as needed.

## **Checklist**

- [x] Emergency contacts are up-to-date.
- [x] All evacuation routes are clear and marked.
- [x] Equipment (fire extinguishers, alarms) is tested regularly.
- [x] Emergency drills are conducted as scheduled.
- [x] Training sessions are completed for all staff.