# Emergency Evacuation Plan Template

This template provides a structured framework to design, implement, and maintain an effective emergency evacuation plan tailored to your workplace. Follow the steps below to ensure workplace safety and compliance.

## Section 1: Emergency Plan Overview

- Purpose: Outline the purpose of your emergency plan (e.g., to ensure safety and compliance with workplace regulations).
- Scope: Describe who the plan applies to, including employees, contractors, and visitors.
- Applicable Emergencies: Include types such as fire, medical emergencies, hazardous material spills, extreme weather, and armed threats.

## Section 2: Key Contacts

- Emergency Coordinator:
 Name: [Insert Name]
 Contact: [Insert Phone/Email]
- Fire Warden(s):
 Name(s): [Insert Names]
 Contact(s): [Insert Phone/Email]
- External Contacts:
 Fire Services: [Insert Number]
 Police: [Insert Number]
 Ambulance: [Insert Number]
 Poison Information: [Insert Number]

## Section 3: Emergency Procedures

1. Alerting Staff:
 Method: [E.g., sirens, public address systems, text alerts]
 Frequency of testing: [E.g., monthly]
2. Evacuation Routes:
 Include a detailed map with clearly marked routes, exits, and assembly points.
 Note any mobility assistance stations.
3. Assembly Points:
 Location: [Insert Address/Description]
 Procedures for roll calls and headcounts.
4. Specific Roles:
 Emergency Coordinator responsibilities.
 Fire Warden(s) responsibilities.

## Section 4: Testing and Training

- Drills:
 Frequency: [E.g., twice a year]
 Documentation: [E.g., date, feedback forms, updates made]
- Training:
 Induction for new staff.
 Annual refresher courses.
 Training for specific roles.

## Section 5: Hazard and Risk Assessment

- Onsite Hazards:
 Hazard type: [E.g., flammable materials, electrical risks, hazardous chemicals].
 Mitigation: [E.g., safety storage, regular inspections].
- External Hazards:
 Nearby risks: [E.g., proximity to chemical storage facilities, natural disaster zones].

## Section 6: Post-Emergency Actions

- Regulatory Reporting:
 Notify the appropriate authorities and regulators.
 Log the incident with date, time, and description.
- Employee Support:
 Provide trauma counseling or medical aid as needed.
- Plan Review:
 Update procedures based on feedback and incident findings.
 Record revisions in a log.

## Checklist

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