# 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.