

Emergency Preparedness Plan

Risk Management Template

1. General Information

Organization Name:

Prepared By:

Date Prepared:

Review Date:

2. Emergency Contacts

Name/Position	Contact Number	Email	Role/Responsibility

3. Risk Identification

Risk	Likelihood	Impact	Mitigation Strategies

4. Emergency Procedures

Evacuation Procedures

Shelter-In-Place Procedures

Communication Plan

First Aid & Medical Response

5. Resource Inventory

Resource/Equipment	Location	Responsible Person

6. Training & Drills

Training Schedule:

Drill Frequency:

Responsible Person:

7. Plan Review & Updates

Review Date:

Reviewed By:

Amendments/Notes:
