

Basic Emergency Response Plan Template

1. General Information

Organization/Facility Name	
Address	
Plan Prepared By	
Date Prepared	
Last Revision Date	

2. Emergency Contacts

Contact Name/Role	Phone	Email
Emergency Services		
Internal Coordinator		
Facility Manager		
Other Relevant Contact		

3. Emergency Types & Response Actions

1. Fire

- Activate fire alarm.
- Evacuate building using nearest exit.
- Call emergency services.

2. Medical Emergency

- Call emergency services.
- Provide first aid if trained.
- Stay with the person until help arrives.

3. Severe Weather

- Move to designated shelter area.
- Stay away from windows.
- Wait for all-clear notice.

4. Other (Specify)

-

4. Evacuation Plan

- Primary evacuation routes:
- Alternate evacuation routes:
- Assembly point location:
- Special instructions (for those requiring assistance):

5. Roles & Responsibilities

Role	Assigned To	Responsibilities
Incident Commander		Oversee emergency response actions.
Evacuation Leader		Guide evacuation, ensure everyone exits safely.
First Aid Officer		Provide basic first aid support.
Other		

6. Training & Drills

- Date of last emergency drill:
- Date of next scheduled drill:
- Planned training for staff:

7. Additional Notes

Approved by: _____

Date: _____