

Simple Workplace Emergency Plan

1. Company Information

Company Name	_____
Address	_____
Prepared By	_____
Date	_____

2. Emergency Contacts

Contact	Phone	Location
Local Emergency Services (Fire/Police/Ambulance)	_____	_____
First Aid Officer	_____	_____
Building Manager	_____	_____

3. Emergency Types & Response

Fire

1. Sound the alarm and call emergency services.
2. Evacuate via nearest exit. Do not use elevators.
3. Assemble at designated meeting point: _____

Medical Emergency

1. Call emergency services.
2. Provide first aid if trained and safe to do so.
3. Do not move injured persons unless necessary.

Other Emergencies

- Follow instructions from emergency response coordinators.
- Remain calm and wait for further information.

4. Evacuation Procedure

- When alarm sounds, stop work immediately.
- Collect personal belongings if time permits.
- Proceed to the nearest exit in an orderly manner.
- Do not re-enter building until officially declared safe.

5. Emergency Equipment Locations

Equipment	Location	Responsible Person
First Aid Kit	_____	_____
Fire Extinguisher	_____	_____

Emergency Exits	_____	_____
-----------------	-------	-------

6. Review & Training

- Plan reviewed by: _____ Date: _____
- Next review date: _____
- Staff trained on: _____