

Natural Disaster Response Plan

Plan Version/Date

Enter version or date

Prepared by

Prepared by

Organization/Department

Organization or department name

1. Purpose

State the purpose of this disaster response plan.

2. Scope

Describe the scope and applicability of this plan.

3. Types of Natural Disasters Covered

- Type of disaster (e.g., Earthquake)
- Type of disaster (e.g., Flood)
- Type of disaster (e.g., Wildfire)

4. Emergency Contacts

Role/Name

Phone

Email

Role/Name

Phone

Email

5. Roles & Responsibilities

List roles and their responsibilities during a disaster.

6. Activation Procedures

Describe how the response plan will be activated.

7. Communication Plan

Outline methods for internal/external communication.

8. Evacuation & Shelter Procedures

Describe evacuation routes, safe areas, and shelter instructions.

9. Resource Inventory

List key resources (equipment, medical supplies, vehicles, etc.).

10. Recovery & Post-Disaster Steps

Outline steps for recovery and restoration after the disaster.

11. Training & Drills

Detail the schedule and content of disaster drills/training.

12. Plan Review & Maintenance

Describe how and when this plan will be reviewed and updated.