

Workplace Emergency Response Plan Template

1. Basic Information

Workplace Name: _____

Address: _____

Prepared By: _____

Date: _____

Review Date: _____

2. Emergency Contacts

Role	Name	Contact Number
Emergency Coordinator		
First Aid Officer		
Fire Warden		
Security		

3. Emergency Types & Procedures

1. Fire

2. Medical Emergency

3. Natural Disaster

4. Hazardous Material

5. Other (e.g., Bomb Threat, Active Shooter)

4. Evacuation Plan

Assembly Point: _____

Primary Exit Routes: _____

Secondary Exit Routes: _____

Special Considerations (mobility, etc.): _____

Evacuation Map Location: _____

5. Communication Plan

- How emergencies will be communicated to employees: _____
- External communication (media, families, etc.): _____

6. Training & Drills

1. Type of Training (e.g. fire drills): _____
2. Frequency of Drills: _____
3. Responsible Person: _____

7. Plan Review & Improvement

Review Frequency: _____

Last Review Date: _____

Next Scheduled Review: _____

Improvement Notes: _____