

Simple Emergency Action Plan

1. Emergency Contacts

Contact	Name	Phone	Location
Police	[Name]	[Phone]	[Location]
Fire Department	[Name]	[Phone]	[Location]
Medical Emergency	[Name]	[Phone]	[Location]
Facility Manager	[Name]	[Phone]	[Location]

2. Evacuation Procedures

1. On hearing the alarm, stop work immediately.
2. Proceed to the nearest exit in an orderly manner.
3. Do not use elevators.
4. Report to the designated assembly area.
5. Wait for instructions from emergency personnel.

3. Emergency Roles & Responsibilities

Role	Name	Responsibility
Coordinator	[Name]	Lead and coordinate evacuation procedures
First Aid	[Name]	Provide initial emergency medical assistance
Fire Warden	[Name]	Check rooms and guide people to exits

4. Emergency Equipment Locations

- Fire Extinguishers: [Locations]
- First Aid Kits: [Locations]
- Emergency Exits: [Locations]

5. Additional Instructions

- Remain calm at all times.
- Assist others if safe to do so.
- Do not re-enter building until declared safe by authorities.

Document Prepared By:

[Name]

[Date]